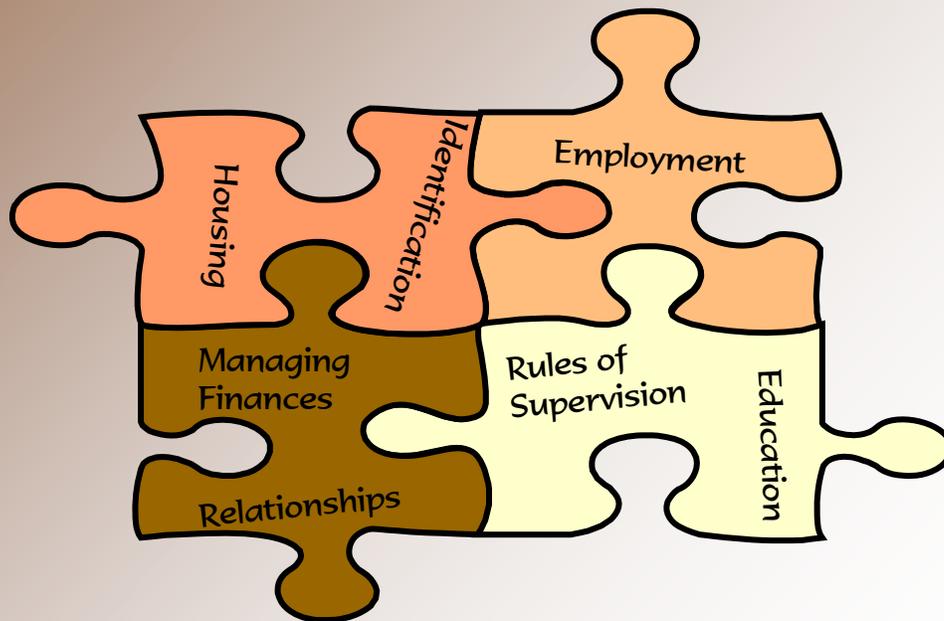


Idaho Department of Correction

Pre-Release Handbook



Reentry and Community Transition Guide

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**IDAHO DEPARTMENT OF CORRECTION
ADULT OFFENDER
PRE-RELEASE HANDBOOK
FOURTH EDITION — 2009**

This information will be provided in alternative format upon request.
A PDF format is also available at:
<http://www.idoc.idaho.gov>

**SPECIAL THANKS AND ACKNOWLEDGEMENT TO THE
MINNESOTA DEPARTMENT OF CORRECTIONS**
Interior graphic design by Carl Wesley

Introduction

Potential Barriers

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

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

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

Getting Organized

Create a list of terms that you will need to make your transition a successful one.

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

Chapter 1: Identification

Proper identification is required to cash a check, take a driver's test, or get a job. Forms of acceptable identification are:

- **Birth Certificate**
- **Social Security Card**
- **Driver's License**
- **Valid Passport**
- **Marriage Certificate**
- **Court Order or Judgment**



Birth Certificate

A birth certificate provides proof of when and where you were born. A certified copy of your birth certificate can be useful when providing identity in certain situations, such as applying for a driver's license, retirement benefits, passport, or assistance programs.

You may request an application form and requirements for a certified copy of your birth certificate from your caseworker. Application information needed includes:

- **Your full birth name (first, middle, last)**
- **Date of birth**
- **City of birth (if known)**
- **Father's name**
- **Mother's name, including maiden name (as recorded at time of birth)**

There is a fee charged for the certified copy, but funding is available. Ask your caseworker for assistance and information.

Most states require your signature be notarized if you are requesting a copy of your birth certificate by mail. Notaries are available at all Idaho correctional facilities. Once you are released, you may locate notaries in your community by searching the local Yellow Pages.

Social Security Card

Social security is a part of almost everyone's life, no matter what your age.

If you never have applied for a social security card and are over 18, you must apply in person. If you would like a free duplicate card, you must request an application from your caseworker or transition staff. Your caseworker can send a form letter to accompany the application, verifying your name.

Idaho State Driver's License and ID Card Requirements

To apply for a Idaho driver's license, identification card, or instruction permit, you may present:

- A Idaho driver's license, instruction permit, or state identification card that is current or expired for:
 - Five years or less if it has a photo.
 - One year or less if it *does not* have a photo.
- If you do not have one of these items listed above, you must present one **primary** and one **secondary** document. The primary document must contain your full legal name (first, middle, last) and the month, day, and year of your birth.

If your full legal name is different than the name on your primary document or Idaho driver's license, instruction permit, or state identification card, you must also present a certified copy of a marriage certificate or a certified copy of a divorce decree or other court order. The divorce decree or other court order must specify the name change. The name that will appear on your new Idaho driver's license, instruction permit, or state identification card is the name that is on your primary document or legal name change document.

Documents are subject to verification and may not be accepted if altered.

Any document that is not in English must be accompanied by an approved English translation.

Any documents listed previously or a primary document listed on the next page that does not contain your full legal name or only contains a middle initial means that you must also present **another primary or secondary document** that indicates your **full legal name**.

If your license is stolen or lost, but still valid (and not within three months of expiring), you can get a duplicate by mail. Your request should be sent to the following address:

**Idaho Department of Transportation
Motor Vehicles Division
3311 State Street
Boise, ID 83721**

Primary Documents

- Certified copy of a birth certificate issued by a government bureau of vital statistics or board of health in the United States (U.S.), District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Certificate of Birth Abroad (FS-545 or DS-1350) issued by the U.S. Department of State.
- Report of Birth Abroad of a United States Citizen (FS-240) issued by a U.S. embassy.
- Certified copy of an adoption certificate from a U.S. court.
- Unexpired identification card (Form DD-2), issued by the U.S. Department of Defense.
- Unexpired U.S. passport.
- Unexpired passport from a country other than the U.S. with an unexpired I-551 stamp or an unexpired I-94 arrival and departure form.
- One of the following unexpired documents issued by the U.S. Department of Justice:
 - Certificate of Naturalization (N-550, N-570, or N-578)
 - Certificate of Citizenship (N-560, N-561, or N-645)
 - US Citizen Identification card (I-179 or I-197)
 - Permanent Resident or Resident Alien card (I-551 or I-151)
 - Northern Mariana card (I-873)
 - American Indian card (I-872)
 - Employment Authorization card with photo (I-688, I-688A, I-688B, or I-766)
 - Re-entry Permit/Refugee Travel Document (I-571)
- A Canadian birth certificate or naturalization certificate with a valid I-94 form attached. Must be presented with a photo **Secondary Document** issued by a Canadian government agency.

Notes: _____

Secondary Documents

- Another primary document.
- Photo driver's license, state identification card, or permit issued by a U.S. state other than Minnesota, the District of Columbia, Guam, Puerto Rico, the U.S. Virgin Islands, or a Canadian province or territory, that is current or expired for five years or less.
- Certified copy of a U.S. or Canadian court order with full legal name and date of birth.
- Employee photo identification card from a government jurisdiction in the U.S. or Canada.
- Certified copy of a birth certificate from a government jurisdiction other than the U.S., the District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Current identification card (DD-1173 or DD-214) issued by the U.S. Department of Defense.
- Certified copy of a government-issued marriage certificate.
- Unexpired color-photo permit to carry a firearm or concealed weapon, issued by a U.S. police department or sheriff.
- Current pilot's license issued by the Federal Aviation Administration.
- Certified secondary or post-secondary school transcript containing full legal name and date of birth.
- U.S. nonmetal, non-laminated social security card or Canadian social insurance card.
- Current secondary school student identification cards with student's name, photograph, and date of birth or unique identification number.

Notes: _____

Driver's License Status Inquiries

To find out about your Idaho driver's record, you may send a letter to:

**Idaho Dept. Of Transportation
Driver License Services
P.O. Box 7129
Boise, ID 83707-1129
(208-334-8735)**

For out-of-state inquiries, the staff at the above number will be able to assist you in finding that information.

Notes:



Understanding Chapter 1: Identification

1. What documents do I need to get photo identification?

2. Do I have the documents I need to get photo identification? If so, where are they located?

3. If not, how do I get an application form to get a certified copy of my birth certificate?

4. How do I get a form to request a duplicate of my Social Security card?

5. How do I get a form to request a duplicate of, or to renew, my photo identification?

Chapter 2: Housing

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

If you have no restrictions on where you live, think hard before deciding to move back into your old neighborhood. There may be people and activities there to pull you back into criminal behavior.

Some will have a supportive friend, relative, or family member to live with and housing may not be a major concern, while others will need to explore different options.

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

Temporary Shelter Providers and Referral Agencies

- **United Way 2-1-1, formerly First Call for Help**, is a service that can assist you in finding temporary shelter like the ones listed below. Resources are accessible to you through, the Internet (after your release and if you have no restrictions), and by dialing 211.
- **www.hud.gov** is an online resource that list housing information. Go to “Idaho” and you will find local resources.
- **www.ship.inc** is the website for Supportive Housing Innovative Partnerships. They assist with housing and employment for offenders. Your case manager can call 208-331-0900 for an application.
- **Idaho Community Action Partnerships** provide services to reduce the effects of poverty in the community. Many provide energy assistance, winterization, housing, and emergency shelter services. These agencies are also a good source of information and referral for related services. **www.idahocommunityaction.org**
- **Emergency and Overnight Shelters** offer lodging for a short period of time (usually one or two nights) until other arrangements can be made through the county or other programs. You may use 2-1-1 (First Call for Help) to help locate these shelters. There is no charge for staying at most emergency shelters. Some charity-sponsored shelters may require that you participate in their programs to use their shelter.

Types of Housing

Transitional/Halfway Housing — some offenders are mandated to this type of housing as a condition of their release and to provide some structure as the offender adjusts to life on the outside. If space is available, others may also live there, provided they meet the shelter’s guidelines. You may use 2-1-1 to help you locate transitional housing in your area. Ask your case manager for assistance.

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

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

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

Notes: _____

Renting — Be sure to consider all expenses such as application fee, security deposit, utilities not included in rent, etc.

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

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

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

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

- First-time home buying programs may be available. Neighborhood associations can usually help you find these grants.
- Military veterans may qualify for home buying assistance.
- A variety of organizations sponsor homebuyer workshops and provide counseling.

*Whether it's the best of times
or the worst of times, it's the
only time we've got.*

Art Buchwald



What Property Managers Look for in Tenants

- **Past Rental History** — Know names and addresses of those you rented from in the past. Before you apply, be sure to take care of any unlawful detainers.
- **Employment History** — Name, address and phone number of your employer, as well as your monthly income (generally rent should not exceed one third of your income).
- **Credit History** — Property managers are concerned about whether you paid rent timely or late. 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.

Questions to Consider Before Signing a Lease

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



Rental Expenses

Property Address				
Rent (per month)				
Security Deposit				
Heat				
Gas / Electric				
Parking / Garage				
Garbage				
Other				
Other				
Total Cost				

Notes: _____



Tenant's Rights and Responsibilities

You have the following responsibilities as a tenant:

- Your property manager can require references from you.
- You must pay rent on time (usually on the first day of the month).
- You must follow all legal clauses in your lease.
- You must not disturb other tenants.
- You must give proper written notice when you want to move out.
- You must pay for damages beyond normal wear and tear to your residence.

As a tenant in Idaho, check with www.hud.gov (go to Idaho) to ensure you have the following rights:

- Your property manager must abide by the agreed upon lease.
- Your property manager must keep your apartment free from health and safety hazards.
- Your property manager must keep your apartment in good repair.
- You have the right to call health/safety inspectors to inspect your apartment.
- Your building must be insulated and weatherized.
- You have the right to peaceful and undisturbed possession of your apartment.
- You have the right to privacy.
- Your property manager cannot enter without your permission without giving you notice unless the lease says he/she can, or in the event of an emergency.
- Your property manager must give you his/her name and address.
- Your property manager may not end or change the lease without giving you written notice.
- Your property manager cannot evict or retaliate against you for exercising your rights.
- Your property manager cannot shut off utilities or lock you out of your apartment.
- Your property manager cannot force you to leave your apartment without first going to court.
- Your property manager cannot hold your personal belongings for nonpayment of rent.
- Your property manager must provide certificates of rent paid so you can file for a tax credit.
- You are entitled to the return of your security deposit, with interest, within three weeks after you move. Be sure to give your property manager a forwarding address. However, your property manager may retain any amount of the security deposit that is reasonable to pay for unpaid rent if the property manager gives you a written explanation within three weeks. Your property manager cannot charge you for normal wear and tear to the apartment.

Notes: _____

Buying a Home

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

Mortgage

There are two main types of mortgages:

Fixed-rate mortgages have interest and principal that never change. Property taxes and insurance may increase, but the monthly payments are stable for life of the mortgage — 30 years, 20 years, 15 years, or less.

Adjustable-rate mortgages (ARMS) generally begin at an interest rate that is 2-3% below a similar fixed rate mortgage, but the rate changes at specified intervals, depending on varying market conditions. This type starts with lower payments but may increase as interest rates change.

Mortgage payments include three parts: a payment on the principal of the loan (the amount borrowed); a payment on the interest; and payments into an account (escrow) that your lender maintains to pay for things like property taxes and homeowners insurance. This is called P.I.T.I. (Principal-Interest-Taxes-Insurance).

Do you make enough to pay the lender back?

Your lender will want to know not only how much money you have, but how much you will be likely to make over the next 30 years — the usual mortgage term. Also, what are your other debts? Do you owe money for credit card charges or other loans? Do you have any other assets such as personal property like a boat or a car?

Ideally, you will want to come up with at least 20% of the value of your new home as a down payment, to avoid additional expenses like mortgage insurance payments. But you may qualify for special programs for first-time homebuyers that will get you into a home for little, if any, down payment.

Notes: _____

Closing Costs

The price you pay for a home does not include the costs of the transaction that are called closing costs. They can add to a significant sum and must be factored into the total cost. Following are price ranges for various common closing costs:

- **Title search fee (\$50-\$150)**
- **Title insurance (\$100-\$600)**
- **Attorney's fee (\$100-\$700)**
- **Appraisal fee (\$200-\$300)**
- **Recording fees, transfer taxes (\$50-\$100)**
- **Credit report (\$25-\$75)**
- **Lender's origination fee (1-3% of loan amount — minimum of \$1000 for \$100,000 loan)**
- **Reserves for home insurance and property taxes (amount varies)**
- **Interest paid in advance (if applicable)**

What is collateral, and do I have any?

Collateral is another word for assets or something of value. The house you buy will generally be considered collateral for your mortgage. As a result, in case you can't pay the monthly loan payments, the lender can decide to do something really nasty: foreclose on the mortgage and repossess the house. You will find yourself out on the street, your house now belongs to the lender, and it is very unlikely that anyone will ever loan you money again.

Is owning a home in your future?

The advantages of owning a home include feeling a sense of ownership that brings security and peace of mind, as well as stable housing costs, increase in property value over time and tax benefits. Home ownership requires responsibility in making payments and in maintenance and repairs, as well as commitment to the community. Only you can decide if home ownership is for you..



Notes: _____

Questions You Need to Consider

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

Where do you plan to live?

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

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

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

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

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

Understanding Chapter 2: Housing

1. What number would you dial to access the United Way First Call for Help?

2. What is transitional housing (half-way housing)?

3. What does SRO mean?

4. What is a Security Deposit?

5. A property manager can enter your apartment without permission.
True or False

6. What are some advantages to owning your own home?

Chapter 3: Employment

Introduction

It's no secret that one of the most important things for you to do after getting out of prison is to secure employment — and do it right away.

Without a job, you are three times more likely to return to jail.

—*Prison Living Magazine*

Finding a job is the cornerstone to your success on parole. Gainful employment will enable you to pay your rent and pay for the basic necessities such as food and clothing. Employment will also give you a sense of purpose and build your self-confidence. Putting in a full day's work is honorable and will help keep you on the "straight and narrow." Having a job and building a good work history goes a long way in restoring the community's faith in you as a trustworthy person deserving of a second chance life.

What is my job search strategy? What resources will be helpful? Where will I locate those resources? What type of assistance do I need to help me search and obtain employment?

Do I have a completed "sample" application? If not, what are my plans to get one completed?

Do I have a résumé? If not, what steps have I taken to begin putting a résumé together? Everyone should have a résumé prior to leaving the institution.

Where am I planning to look for work? What are my job search resources?

Introduction

Preparing yourself for employment is crucial to the job search process. When you are prepared, your chances will be better than if you are not prepared. Think of a runner who has trained hard to run the full distance of a marathon. It is foolish to think you could run a marathon without proper training. The same goes for your job search. According to a recent article in *Prison Living Magazine*, one of the most important things you can do when preparing for an interview is to remember that employers do not hire criminals, but they will hire someone who has committed a criminal act in the past. There is a **BIG** difference between the two. So make sure your demeanor, your speech, your attitude and your lifestyle bear no resemblance to that of a criminal. For many, this requires a complete overhaul of your character. This is essential, not just in securing a job upon release, but to live a more constructive lifestyle free of criminal behavior and activity.

Do I have the proper interview clothing?

Do I have transportation?

Do I know what my skills are?

Am I prepared to discuss my skills with prospective employers?

Do I know how I will answer standard interview questions? For example — your strengths, your weaknesses, gaps in employment history, etc. Do I have an interview worksheet in my employment packet, which gives a list of questions for the employer?

Most importantly, am I ready to discuss my criminal background?

**DON'T LET YOUR PAST SOLELY DEFINE
YOUR PRESENT AND YOUR FUTURE!**

Employment History

Please complete this profile worksheet. You may need to write or call someone to research accurate names and addresses. Ask your case manager for assistance with resources.

Personal History:

Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work History #1:

Company: _____

Supervisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employment Dates: _____

Position: _____

Duties: _____

Work History #2:

Company: _____

Supervisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employment Dates: _____

Position: _____

Duties: _____

Work History #3:

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

Work History #4:

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

*The woods are lovely,
dark and deep.
But I have promises
to keep, and miles
to go before I sleep.
And miles to go
before I sleep.
Robert Frost*



Education History Worksheet

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

Education History #1:

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

Education History #2:

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

Education History #3:

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

Education History #4:

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

Matching Your Skills to the Job

In considering your résumé, employers will be interested in the skills you can bring to a position. There are three categories: technical/job skills, self-management skills, and transferable skills.

Technical or Job Skills

Technical or job skills are acquired through learning and on-the-job training. The following are examples of technical or job skills.

- Welding
- Plumbing and heating
- Carpentry
- Automobile repair
- Keyboarding

Self-Management Skills

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

Key Self-Management Skills

<input type="checkbox"/> accepts supervision	<input type="checkbox"/> gets along with others	<input type="checkbox"/> hard worker
<input type="checkbox"/> good attendance	<input type="checkbox"/> completes work on time	<input type="checkbox"/> punctual
<input type="checkbox"/> honest	<input type="checkbox"/> productive	<input type="checkbox"/> enthusiastic

Other Self-Management Skills

<input type="checkbox"/> ambitious	<input type="checkbox"/> dependable	<input type="checkbox"/> loyal	<input type="checkbox"/> mature
<input type="checkbox"/> capable	<input type="checkbox"/> energetic	<input type="checkbox"/> flexible	<input type="checkbox"/> efficient
<input type="checkbox"/> responsible	<input type="checkbox"/> independent	<input type="checkbox"/> intelligent	<input type="checkbox"/> cheerful
<input type="checkbox"/> competent	<input type="checkbox"/> creative	<input type="checkbox"/> imaginative	<input type="checkbox"/> open-minded
<input type="checkbox"/> reliable	<input type="checkbox"/> helpful	<input type="checkbox"/> industrious	<input type="checkbox"/> problem solver
<input type="checkbox"/> modest	<input type="checkbox"/> sincere	<input type="checkbox"/> flexible	<input type="checkbox"/> sense of humor
<input type="checkbox"/> motivated	<input type="checkbox"/> versatile	<input type="checkbox"/> patient	<input type="checkbox"/> learn quickly
<input type="checkbox"/> resourceful	<input type="checkbox"/> trustworthy	<input type="checkbox"/> tactful	<input type="checkbox"/> well-organized
<input type="checkbox"/> eager	<input type="checkbox"/> enthusiastic	<input type="checkbox"/> thrifty	<input type="checkbox"/> self-confident

Transferable Skills

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

Key Transferable Skills

- | | | |
|--|--|---|
| <input type="checkbox"/> instruct others | <input type="checkbox"/> meet deadlines | <input type="checkbox"/> organize/manage projects |
| <input type="checkbox"/> budget money | <input type="checkbox"/> meet the public | <input type="checkbox"/> public speaking |
| <input type="checkbox"/> manage people | <input type="checkbox"/> negotiate | <input type="checkbox"/> communication skills |

Skills Working with Things

- | | | |
|--|---|---|
| <input type="checkbox"/> assemble things | <input type="checkbox"/> good with hands | <input type="checkbox"/> use complex equipment |
| <input type="checkbox"/> construct/build | <input type="checkbox"/> inspect things | <input type="checkbox"/> operate tools/machines |
| <input type="checkbox"/> repair things | <input type="checkbox"/> drive/operate vehicles | |

Skills Working with Data

- | | | |
|---|---|---|
| <input type="checkbox"/> analyze data | <input type="checkbox"/> audit records | <input type="checkbox"/> check for accuracy |
| <input type="checkbox"/> budget | <input type="checkbox"/> calculate/computer | <input type="checkbox"/> detail-oriented |
| <input type="checkbox"/> compare | <input type="checkbox"/> manage money | <input type="checkbox"/> keep financial records |
| <input type="checkbox"/> research/investigate | <input type="checkbox"/> take inventory | <input type="checkbox"/> locate information |
| <input type="checkbox"/> evaluate | <input type="checkbox"/> observe/inspect | <input type="checkbox"/> record facts |

Skills Working with Words and Ideas

- | | | |
|---|------------------------------------|---|
| <input type="checkbox"/> write clearly | <input type="checkbox"/> design | <input type="checkbox"/> public speaking |
| <input type="checkbox"/> correspond | <input type="checkbox"/> inventive | <input type="checkbox"/> remember information |
| <input type="checkbox"/> create new ideas | <input type="checkbox"/> logical | <input type="checkbox"/> communicate verbally |

Notes: _____

Skills Working with People

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> administrator | <input type="checkbox"/> instruct | <input type="checkbox"/> perceptive |
| <input type="checkbox"/> advise | <input type="checkbox"/> interview skills | <input type="checkbox"/> persuade |
| <input type="checkbox"/> care for others | <input type="checkbox"/> kind/understanding | <input type="checkbox"/> pleasant |
| <input type="checkbox"/> help others | <input type="checkbox"/> listen | <input type="checkbox"/> sensitive |
| <input type="checkbox"/> coach | <input type="checkbox"/> negotiate | <input type="checkbox"/> tactful |
| <input type="checkbox"/> counsel | <input type="checkbox"/> outgoing | <input type="checkbox"/> tolerant |
| <input type="checkbox"/> diplomatic | <input type="checkbox"/> patient | <input type="checkbox"/> trusting |

Leadership Skills

- | | | |
|---|---|--|
| <input type="checkbox"/> competitive | <input type="checkbox"/> initiate new tasks | <input type="checkbox"/> negotiate agreements |
| <input type="checkbox"/> plan events | <input type="checkbox"/> make decisions | <input type="checkbox"/> arrange social events |
| <input type="checkbox"/> delegate | <input type="checkbox"/> results-oriented | <input type="checkbox"/> manage/direct others |
| <input type="checkbox"/> mediate problems | <input type="checkbox"/> risk-taker | <input type="checkbox"/> explanation to others |
| <input type="checkbox"/> influence others | <input type="checkbox"/> self-motivated | <input type="checkbox"/> motivate team members |
| <input type="checkbox"/> solve problems | <input type="checkbox"/> self-confident | |

Creative/Artistic Skills

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> artistic/expressive | <input type="checkbox"/> perform, act | <input type="checkbox"/> drawing, art |
| <input type="checkbox"/> dance | <input type="checkbox"/> present artistic ideas | |

Your Skills

Skill	Example (when/where was skill demonstrated)
Dependable (example)	At my last job I volunteered to work extra shifts when co-workers called in sick. (example)

Writing an Effective Application

Created by the Wilder Foundation JobsFirst Program

It is important to understand the role of an application. The purpose of an application is to screen you into an interview. It is important to shift your focus to what you have to offer an employer rather than focusing on the negatives (poor work history, felony conviction(s), lack of experience, minimal education, etc.).

Most employers do not have a lot of time to review a “stack” of applications. Therefore, most employers put applications through a screening process. At initial screening an employer will give your application very little time and attention. At initial first glance an employer will review your application for approximately 15 to 30 seconds. They are looking for two things at this step of the process.

- 1) Neat**
- 2) Complete**

- Can they read your application? Is your application filled out in blue or black ink? What physical shape is your application in? Does it have coffee/pop stains on it? Is it torn or crumpled? Does it smell like perfume or smoke?
- Is your application complete? Have you addressed every question on the application? Never, ever leave anything blank on an application. If a question does not pertain to you answer by writing NA (Not Applicable).

For the applications that have made it through the first screen, the second screen consists of reviewing the employment section. When looking at the employment section an employer is looking for three main things.

- 1. Recent Work History**
- 2. Dates of All Employment Listed (Do you have gaps?)**
- 3. Relevant Experience**

- Are you currently working? If not, when was the last time you worked? If it has been more than a year, you may get screened out. We suggest that if you worked while incarcerated it is important to give yourself credit for that experience. If done properly an employer might not even know that you are talking about your experience while incarcerated. First, know who you worked for while incarcerated. If you worked in “industry” your employer was Correctional Industries. Most community-based employers may associate “CI with prison. If you did work for the facility note the employer as CI-Boise, Orofino, Pocatello. Most community-based employers are not aware that the state operates correctional facilities in all of these locations, nor are they aware of what CI stands for.

Applications

- An employer is not expecting to see a perfect employment record when looking at your dates of employment. They want to see that at some point you have made a commitment to a job. To minimize gaps use only years, not months and years (2001-2002 instead of 12/2001 to 2/2002). Also, you need to think creatively about your past work experience. Have you ever worked for cash? Were you a “homemaker”?
- Be sure to fill in the correct dates of employment. Employers will check the dates. If you are unsure, call your former employer and they can provide you with that information or you can contact Social Security at 1-800-772-1213 and make a request for your Social Security Earnings Information.
- Have you listed skills on your application that are relevant to the job you are seeking? If you don't have relevant experience be sure to list “transferable skills” from other work industries.
- When filling in the worked performed or job duties section, use the entire space given to list your skills, accomplishments, and contributions you made in your past positions. When thinking about your work performed in prior jobs, think about everything that you did in that job from the beginning of your shift to the end of your shift.

Other points about the employment section...

- Salary — Do not list your wages from past employment. Use “will discuss at interview”. Sometimes a person may get weeded out due to their prior salary. Or a person might not get offered what they are “worth” based on prior salary.
- Reasons for Leaving — It is important to give a positive reason for leaving even if you quit or were let go. Think about what happened after you quit or were let go. Did you get a new job? Did you start a training program or pursue your education (GED, etc.?). Did you pursue a career change?

Some examples of positive reasons for leaving are:

- Relocated (if you left your job because you went to prison)
- Desired a career change
- Became a full-time student
- Seasonal work
- Advancement opportunity

Applications

Other sections of the application that an employer will focus on:

References

- Will employers check your references? If you are about to begin a job search expect to have your references checked. On the average, employers check three references for each candidate. It's essential to select the right people and talk to them in advance about using them. The people you list should be able to attest to your performance and your responsibilities, so keep your references as current as possible.
- What can a reference say about you? Personal references can say anything without the risk of being sued. Professional references or past employers will typically verify factual information such as dates of employment, position job duties, and if you are eligible for rehire.

Criminal History

- We suggest that when answering the question: Have you ever been convicted of a felony? Check "yes" and write, "will discuss at interview." Disclosing your history will be a quick way to get screened out. Wait until the interview so you can share how you have taken responsibility for your actions, what you have learned from the situation, and how you are different today.

Physical Record

- If this section applies to you, state what you are capable of doing rather than what you are unable to do. If your physical condition will not impact your ability to do the job, you don't have to disclose it. If you disclose a past physical condition that you recovered from, state "no longer a problem."

Things to remember for completing applications on-site:

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

Notes: _____

Application for Employment

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

(Please Print)

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

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

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

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

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

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you able to work Full-Time Part-Time Shift work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

We are an Equal Opportunity Employer

Education

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

Education

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the US Military? Yes No
If yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

Employment Experiences

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

Employer #1		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job title	Supervisor			
Reason for leaving				
Employer #2		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job title	Supervisor			
Reason for leaving				
Employer #3		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job title	Supervisor			
Reason for leaving				
Employer #4		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job title	Supervisor			
Reason for leaving				

Special Skills and Qualifications

Applicant's Statement

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

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks

Interviewer Date

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____ Date _____

Name and Title

Notes: _____

Résumés

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

In addition to the traditional means of finding jobs, the internet is a resource for searching and applying for jobs. Many employers advertise their employment opportunities on the internet and expect applications and résumé to be posted via the internet. Your local Workforce Center or public library can be helpful in showing you how to access job search sites and applying online.

Résumé Basics

What is a résumé, what is its purpose, and who needs one?

Résumé: Brief document (one or two pages) that highlights an individual’s work history, education, skills, and experience. Used during the job search to demonstrate qualifications and get interviews. There are 3 major components:

- **Wording** — what you are saying and how it’s said
- **Format** — chronological (work history) or functional (skills and experience)
- **Design** — how professional does it look (typestyle, boldface, italics, lines and more)

Purpose of a Résumé: To get a job interview. Résumés do not get jobs, only people can. The résumé is a tool that is used to communicate your experience, skills and attract companies to call you for an interview. Once you are in the interview, the résumé is used as an instrument allowing you to describe in more detail the specific information about yourself.

Who needs a Résumé?: Everyone seeking employment. It’s your personal history that introduces a potential employer to your skills, experiences and training.



Equipped with an impressive résumé and a positive attitude, you’ll be prepared to face the challenges that lie ahead.

Tips for an effective résumé:

Use a Computer — There are computer programs that make it much easier to prepare your résumé. Your local library, Workforce Center, or “quick print” shop can help. Practice on the computer in the library transition resource center.

Be Specific — Don’t waste valuable space with overused, general statements. An example of a general or “flowery” statement is: “A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement.”

One or Two Pages — if your career justifies a two-page résumé, go ahead and create a document that explains the full range of your experiences and accomplishments. On the other hand, don’t ramble on about unrelated experiences. Ask yourself, “Will this statement help me land an interview?” Every word should sell you.

Avoid Use of Personal Pronouns — There should be no mention of “I” or “me” and only limited use of articles such as, “a,” “an,” and “the.” Also, do not use abbreviations.

List Only Necessary Information — Do not include your interests unless they are related to the job. For example, if applying for a position as a ski instructor, list cross-country skiing as a hobby. Personal information such as date of birth, marital status, height and weight, and salary or wages should not be on the resume.

Center or Align Headings — All headings should be easy to locate and consistent in layout.

Avoid Making Excuses — Don’t include the reasons you are no longer working at each job listed on your résumé. The phrases, “company sold,” “boss was an idiot,” and “left to make more money” have no place on your resume. Be positive.

Check for Typos — Check for typos, grammatical errors, and coffee stains. Use the spell check feature on the computer and ask one or two friends to review the resume to find mistakes you might have missed.

Use Quality Copy Paper — Don’t try to save money by printing your resume on cheap copy paper instead of good quality stock. A resume should be printed on white or beige paper with a high percentage of cotton fiber. You can find resume paper and envelopes at any store that sells office supplies. Inspect copies for smudges and marks before distributing.

Notes: _____

Getting Your Résumé Out

Résumés should be sent to a person. Make the extra effort to find out the name and title of the appropriate person.

If you are asked to send a résumé to Personnel or Human Resources send your résumé to the person in charge of the department for which you want to work. Though the personnel staff executes the screening, the department manager has the final hiring authority.

Always send your résumé with a cover letter.

When directly contacting employers, always have a copy of your résumé with you at the interview.

When applying for a job with an employment application, you may want to attach your résumé. Always take the time to completely fill out the application. Never write on an application, “see résumé.”

Give a copy of your résumé to your references as it provides information about you and helps them talk to an employer about your qualifications.

Always phone the employer before or after sending your résumé. Be courteous and professional and sell your qualifications.

Always bring extra copies of your résumé to an interview.

Finally, follow up, follow up, follow up! It is no use mailing résumés if you do not take the time to follow up your efforts.

Getting Your Résumés Out

A functional résumé focuses on your skills, qualifications and talents with minimum emphasis on work experience.

Following components presented in this order:

- Career Objective
- Detailed Skills Summary
- Brief Listing of Work History
- Education and Training

When should it be used:

- Lengthy periods of unemployment or since you’ve held a position
- A work history filled with many short-term jobs
- Past work experience that is totally unrelated to your current career goals
- No work history at all

Jane Doe/John Doe

555-555-5555

236 Capitol Blvd • Boise, ID 83702

jdoe@mcf.com

CAREER OBJECTIVE

To contribute to an organization where I can utilize my food service experience along with my excellent communication and organizational skills.

EXPERIENCE AND SKILLS

Food Service

- Competently prepared both hot and cold meals for 450 residents; responsible for cooking entrees as well as salads, breads and desserts.
- Replenished all food and general supplies as needed.
- Utilized cleaning techniques for all kitchen appliances to include: oven, grill, refrigerator and small appliances.
- Operated a cash register and filled orders.
- Proficient in multi-tasking to process customer orders in a timely manner.
- Followed all company procedures to maintain 100% safety record.
- Maintained sanitation, health and safety standards in work areas.

General Education Tutor

- Instructed students in subject matter related to Math, Science, Writing, Social Studies and English.
- Offered pre-tests to determine readiness for pursuing General Education Diploma.
- Reviewed testing and assisted students with study plans relating to challenging areas.
- Worked closely with instructor to ensure each student was receiving appropriate direction and support.

Computer Skills

- Certified in Microsoft Word, Excel, PowerPoint and Access

EMPLOYMENT HISTORY

Prep Cook
MCF

2007
Boise, ID

General Education Tutor
ID Correctional Education Center

2005-2007
Boise, ID

Cashier/Server
Perkins Restaurant

2003-2005
Meridian

EDUCATIONAL ACHIEVEMENTS

Office Support Specialist
Boise Technical College

2007
Boise, ID

Sample Résumé

Jane Doe/John Doe

236 Capitol Avenue

Boise, ID 83702

555-555-5555

OBJECTIVE: To obtain a position in a growing company where I can demonstrate my professional skills and experience.

Warehouse; Shipping/Receiving:

- Skilled in forklift; standard and stand-up picker lift as well as skilled in use of pallet jack.
- Competent in written and oral communication associated with each order, prep product for distribution and maintained inventory.
- Extensive experience in loading and unloading trucks, and transporting materials to designated areas.
- Able to excel at doing repetitive work.
- Able to lift 75lbs. repeatedly.

Painter/Maintenance:

- Coordinated and prepared all prep work before painting begins.
- Sanding and taping-off furniture, carpet and pipes, lighting and appliances.
- Demonstrated the ability to operate spray machines.
- Completely responsible for painting of halls and halls.
- Applied primer to areas in preparation for painting.
- Able to follow all safety guidelines.

EXPERIENCE:

Drywall Installer/Painter
CI-Boise

Boise, ID
2007

Painter/Maintenance
ABC Painting -Idaho City

Idaho City, ID
2005-07

Food Packaging/Temporary Job Service
Dolphin Staffing

Garden City, ID
2003-05

EDUCATION:

CWI Community College
Drywall Installation and Taping Certificate

Nampa ID
2007

CI-Orofino
Painting/Decorating Certificate

Orofino, Idaho
2005

State Board for Community and Technical Colleges
GED Diploma

Olympia, WA
1996

REFERENCES: Available upon request

Resume Worksheet

Name:

Address:

• City, State, Zip:

Phone:

OBJECTIVE: My objective is to obtain full-time employment with your company. My goal is to become an asset and make an impact in the areas in which I am skilled and experienced. I am a fast learner with a solid work ethic. A team player committed to excellence.

Occupation:

- Bullet points for that occupation: _____
- _____
- _____
- _____

Occupation:

- Bullet points for that occupation: _____
- _____
- _____
- _____

EXPERIENCE:

Company: _____
Job title: _____

City, State: _____
year(s) worked: _____

Company: _____
Job title: _____

City, State: _____
year(s) worked: _____

Company: _____
Job title: _____

City, State: _____
year(s) worked: _____

EDUCATION:

School Attended: _____
Diploma/Degree Earned: _____

City, State: _____
year(s): _____

School Attended: _____
Diploma/Degree Earned: _____

City, State: _____
year(s): _____

School Attended: _____
Diploma/Degree Earned: _____

City, State: _____
year(s): _____

REFERENCES: Available upon request

Positive Phrases

Managed ...	Responsible for ...
Knowledge of ...	Consistently met or exceeded ...
Completed ...	Able to ...
Responded to ...	Responded to ...
Developed strategies for ...	Maintained ...
Planned and implemented ...	Knowledgeable in ...
Proficient in ...	Extensive experience ...
Demonstrated ability to ...	Individually responsible for ...
Efficiently prepared ...	Conducted and organized ...
Successfully completed ...	Prepared and analyzed ...
Extensive experience ...	Researched and resolved ...
Increased production by _ percentage ...	Communicated extensively ...
Planned and directed ...	Provided support to ...
Competent in ...	Scheduled and coordinated ...
Provided supervision to ...	Ordered and maintained ...
Responsible for all phases of ...	Participated in ...
Coordinated and prepared ...	Assisted in ...
Supervised and coordinated ...	Commended for ...
Generated and presented ...	Gathered and assessed ...
Trained personnel in aspects of ...	Provided prompt, courteous ...
Safely operated ...	Established and maintained ...
Wide range of skills including ...	Efficiently handled ...
Skilled in ...	

Action Verbs

Action Verbs: Use the following list of action verbs on your resume and cover letter to describe your skills and to make potential employers take notice.

Accomplished	Decreased	Managed	Sold
Accelerate	Delivered	Manufactured	Solved
Achieved	Demonstrated	Measured	Scheduled
Advanced	Designed	Motivated	Structured
Administered	Developed	Negotiated	Supervised
Advised	Directed	Observed	Supplied
Analyzed	Documented	Obtained	Taught
Applied	Earned	Operated	Terminated
Arranged	Eliminated	Organized	Tested
Assembled	Ensured	Packaged	Tracked
Assisted	Established	Performed	Trained
Audited	Evaluated	Planned	Transferred
Automated	Expanded	Prepared	Trimmed
Began	Facilitated	Presented	Uncovered
Budgeted	Filed	Processed	Used
Built	Focused	Produced	Upgraded
Calculated	Followed	Promoted	Utilized
Collected	Gathered	Provided	Verified
Coached	Generated	Published	Won
Communicated	Guided	Purchased	Worked
Complied	Helped	Received	
Completed	Identified	Recommended	
Composed	Implemented	Recorded	
Conceptualized	Improved	Reduced	
Conducted	Increased	Reported	
Constructed	Installed	Reorganized	
Consulted	Instructed	Repaired	
Contracted	Introduced	Represented	
Contributed	Interviewed	Researched	
Controlled	Led	Restructured	
Coordinated	Lifted	Reviewed	
Corresponded	Loaded	Revised	
Created	Logged	Saved	
Cut	Maintained	Served	



References

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

Reference Tips

- Do not list references on the résumé
- List references on a separate sheet of paper
- List 3 to 5 references. Include name, title and/or relationship to you, company (or note if it is a personal reference), city, state and area code/phone numbers.
- Do not send references with résumé; wait for the employer to ask for them
- References confirm what you say regarding:
 1. Your work habits
 2. Personal qualities
- When using someone as a reference, be sure to get their permission
- Choose references who can speak well of you regarding you:
 1. Work skills and abilities
 2. Education
 3. Personal qualities
- When choosing references consider using:
 1. Former employers/supervisors
 2. Teachers/instructors
 3. Self-employed friends
 4. Landlord/caretakers
 5. Previous co-workers
 6. School counselors
 7. Neighbors/friends
 8. Coaches
- Other supportive people to consider for reference, ONLY if others are not available:
 1. Employment counselor
 2. Chemical dependency counselor
 3. Lawyer
 4. Social worker
 5. Marital/family counselor
 6. Probation officer/Agent
 7. Pastor/Minister/Priest
- Give your references a copy of your résumé so they are familiar with your job goal.
- Your references can make a big difference in your job search.

Reference Worksheet

References:

List all three individuals — preferably not relative.

Name _____ Company _____

Address _____

City _____ State _____ ZIP _____

Telephone # (with area code): _____

Title and/or Relationship: _____

Name _____ Company _____

Address _____

City _____ State _____ ZIP _____

Telephone # (with area code): _____

Title and/or Relationship: _____

Name _____ Company _____

Address _____

City _____ State _____ ZIP _____

Telephone # (with area code): _____

Title and/or Relationship: _____

Name _____ Company _____

Address _____

City _____ State _____ ZIP _____

Telephone # (with area code): _____

Title and/or Relationship: _____

Cover Letters

What is a Cover Letter, what is its purpose, and who needs one?

Cover Letter: Used during the job search to personalize your résumé and target your skills. It goes with your résumé and/or employment application — whether mailed, e-mailed, faxed, or dropped off in person, to introduce yourself and highlight your qualifications. All cover letters should follow business letter format.

Purpose of a Cover Letter: To get job interviews. The cover letter will be read by people who are part of the hiring process. It will increase your odds of getting a particular job. You want to impress everyone who might read it. It is a great opportunity to send a personal message to a potential employer.

Who needs a Cover Letter?: Every time you send a resume you should send a cover letter with it. It compliments your resume.

Often job applications will put a great deal of emphasis on their resume with very little thought on their cover letters. Spend some time crafting what you want to say, and how you want to say it.

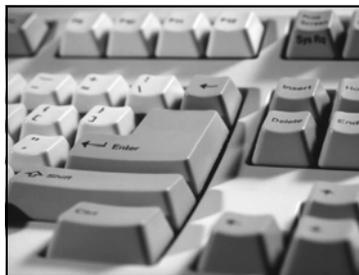
*Four be the things I am wiser to know:
Idleness, sorrow, a friend, and a foe.*
Dorothy Parker



Notes: _____

Cover Letter Tips

- Be sure to include your contact information. Have your name and address at the top or bottom of the page. If you put it at the bottom of the page, it should go below your signature.
- Type the letter and envelope.
- Two general types of cover letters:
 - A) The application letter, which responds to a known job opening. Indicate where you learned of the position and the title.
 - B) The prospecting letter which inquires about possible positions. State a specific job objective and how it may benefit the employer.
- Address the letter to a specific person by name and title. (If you are responding to an ad, call the company and ask for the name of the hiring person).
- Keep it brief, usually no more than one page with three to five paragraphs.
- Highlight information from your résumé in a sentence or two that related to the job.
- Do not design a general letter and send it to every potential employer.
- Match your experience to the company's requirements. Go through the ad line by line and write on a sheet of paper every requirement — then opposite every requirement write down everything relevant from your school, social or work experience that relates to the requirements of the job. After you have done this, scale it down to your strongest points. Turn your experience into a mini success story.
- Highlight your skills, education, special training, and work experience as they relate to the job.
- When answering an ad, cover all points requested in the ad exactly in the order asked for. Some employers make it a point to test the applicant's ability to follow instructions precisely.



Notes: _____

Cover Letter Worksheet

Full Name: _____
Street Address: _____
City/State/Zip: _____
Phone Number: _____
E-mail Address: _____

Current Date: _____

Manager's Name: _____
Job Title: _____
Company Name: _____
Address: _____
City/State/Zip: _____

Dear _____

How did you learn of this position?

What do you have to offer?

How will you follow up?

Sincerely,

Your Name (Signature) _____

Your Name (typewritten) _____

Enclosure

Sample Cover Letter

Jane Doe/John Doe

5555 7th Street
Boise, ID 83702

555-555-8555
jdoe@yahoo.com

July 26, 2008

Customer Service Specialist Search Committee
Business Development Center
Wells Fargo Home Mortgage Division

RE: 300230 — Customer Service Specialist

Dear Search Committee:

I am writing to apply for the customer service specialist position in the Business Development Center of Wells Fargo Home Mortgage Division. My professional history, academic background, and personal values make me an ideal candidate for the position.

In my work as a...*describe some relevant work accomplishments and strengths in one or two short paragraphs.*

With my expertise in working with *align past work experiences with one you're pursuing with this application*, I am a natural fit for this position and would be an asset to the Wells Fargo Home Mortgage Division. I will call soon to introduce myself, and I look forward to discussing the opportunity with you.

Sincerely,

John Doe

John Doe
Work # 555-555-5955

Thank You Letters

A well-written thank you letter helps you stand apart from the crowd. It thanks the interviewer or job search contacts for what they did, and at the same time, puts your name in front of the employer again. The extra effort in writing a thank you letter shows that you are someone that will take time to show appreciation for the efforts of others.

August 4, 2008

Follow up quickly. Send a letter the same day if possible.

Nancy K. Doe
Personnel Director
Dexter Manufacturing Company
Blackfoot, Idaho 83221

Indicate specifically the reason for the thank you.

A thank you letter should be short and friendly. Be sure to use proper grammar and correct spelling.

Dear Ms. Doe:

Thank you for interviewing me last Wednesday for the position of Line Quality Inspector. I believe Dexter Manufacturing Company and I have a lot in common.

The information you provided about your community was very helpful. Relocating to such a beautiful area is very appealing.

As you requested, my references and transcripts are enclosed. I look forward to meeting with you again. Until then, don't hesitate to call me with any further questions regarding my candidacy for this position.

Sincerely,

J. Doe
268 6th Avenue
Blackfoot, Idaho
(208-785-8600)

Always include a daytime telephone number

Let them know that you are available at their convenience and you are happy to supply any information needed.

A personal letter can be handwritten. If your handwriting is not neat and legible, type it.

Notes: _____

Job Searches

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

Job Seeking Methods

- **Help Wanted Ads in the Newspaper:**
Only 15 percent of all jobs available are listed in the help wanted ads, and competition is fierce because almost everyone reads them.
- **Sending out résumés:**
Almost all job search books recommend sending out résumés, but doing that alone as a job search method does not work very well.
- **Private Employment Agencies:**
Private employment agencies charge fees for finding you a job. The fees range from 10 to 15 percent of your annual income.
- **Local Government Workforce Centers:**
Local Government Workforce Centers will post job openings and will post your résumés for potential employers. They also provide assistance in résumés writing. Workforce centers have a number of useful publications to help you choose a career.
- **Job Clubs:**
Various community agencies and local churches host job club meetings in their facilities. The meetings provide job leads, job search tips, and support.
- **Warm Contact:**
Warm contact means you let it be known to others that you are seeking employment. Let friends, relatives, neighbors, former employers, former co-workers, church members, etc., know that you are looking for a job.
- **Cold Contact:**
Cold contact means going directly to possible employers. This requires a lot of time and traveling around town. Cold contacts may not be easy for most, but remember the worst that can happen is that they will say no.
- **Public Library:**
The public library is a great resource for job seekers. It has directories for local, state, and national organizations, businesses, and corporations.



- **School Placement Offices:**
There are school placement offices at private, trade, technical, and vocational schools. Some prospective employers notify these schools of openings, and schools may reserve these prospects for their own students.
- **Trade Magazines and Journals:**
Trade magazines and journals often list jobs available in their field. Review only current issues.
- **Accept an Entry-Level Position:**
Accept an entry-level position to get your foot in the door, and then volunteer to help with more responsible positions within the business.
- **Temporary Help Agencies:**
Temporary help agencies are a fast source of income and will supply you with helpful experience, even though the pay may be lower and fewer benefits offered. Many times the temporary job can turn into a full-time position.
- **Volunteer Work:**
Volunteer work shows employers a positive work ethic and may serve as a foot in the door to a potential employer. It is also an excellent opportunity to network. If you are volunteering for an organization, ask your volunteer coordinator to be a job reference for you.
- **Internet:**
The internet allows you to browse at your convenience at home and at most public libraries.
- **Job Card:**
Below is an example of a pocket-sized card to leave with an employer. These are especially handy for “drop in” or cold contacts for employment.

<p>Name: Lana Loftus</p> <p>Telephone: (208) 555-5555</p> <p>Position: Computer Technician</p> <p>Skills & Experience: Two-year degree in Computer Science, Two-year degree in Business Management. Worked as the supervising technician for Steffen’s Mortgage Company (five years). Type 80 words per minute. Excellent problem-solving skills. Very motivated. Able to manage multiple tasks at the same time.</p> <p>Comments: I am able to start immediately and willing to travel or relocate if necessary. I will also work overtime hours as needed.</p>

Job Search

Complete the following two job search worksheets. Look for three specific job openings in the community that match your skills and interests.

Example:

Seeking Method: Employment Weekly Newspaper
Company: Steffen's Custom Motorcycles
Contact Person: Mr. Olson
Applying Position: Office Manager
Address: 123 45th Street North
City: Nampa State: ID Zip: 83651
Phone: 208-555-5555

Job Search #1:

Seeking Method: _____
Company: _____
Contact Person: _____
Applying Position: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Job Search #2:

Seeking Method: _____
Company: _____
Contact Person: _____
Applying Position: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Telephone Etiquette

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

- Whenever your first contact with an employer is by telephone, always be courteous to whoever answers the phone. The support staff is often who decides whether calls should be put through, and it is not uncommon for supervisors themselves to answer the phone.
- Wear a smile on the telephone — they may not see it, but they will hear it.
- In general, it's best to make calls in the morning when people are alert and not yet involved in the day's events.
- If you can't get past a shrewd receptionist, try before 8:00 a.m., during lunch, after 5:00 p.m., or Saturday morning. If you still can't get through, ask for the receptionist's assistance.
- If you were referred by a mutual contact, give that person's name to the receptionist.
- The first rule of telephone etiquette is to be prepared. Know whom you want to speak to and what you want to say. If you sound hesitant or unsure of yourself, you may have more difficulty getting past the person answering the phone.
- Outline in writing what you want to say. This is important in the early stages of cold calling or when the call is very important. As you gain confidence, you will "script" most of your calls in your head.
- Make sure there are no distracting noises in the background; crying children, loud lawnmowers, kitchen noise, barking dogs, etc., will detract from your professionalism.
- Like it or not, voice mail is a part of our lives. Speaking to a machine adds a new dimension to telephone skills. Knowing what you will say if you get someone's voice mail and having a "script" ready will enable you to leave a simple, clear, and concise message. Your message should be 30 seconds or less and include a phone number with area code.
- Do not ask a potential employer to hold while you answer, "call waiting."



Discussing Your Conviction Record

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

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

Three Choices for Discussing Your Record

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

So when you find this question on a job application you might wonder how to answer. If you put “yes,” you might get screened out of a job interview. If you put “no,” you might get the job, but when the background check comes back you will find yourself out of a job because you have misrepresented yourself.

We suggest that you put “**will discuss in interview.**” If nothing else you may get the employer thinking about what it is you have to say and at least you will get your foot in the door and have the opportunity to sell yourself.

The Wilder Foundation’s Jobs First program has developed what they call the COPE statement. It is a concise method of dealing with the question “Have you ever been convicted of a felony” when in an interview.



Notes: _____

Conviction Response Statement

C

Comfort the Employer. Let them know that your offense did not happen on the job. For example, “Yes, I was convicted of a felony, but it was not job related.” If your felony was job related, you may need to get individual assistance to address this.

O

Own It. There was a time in my life when I was making some bad choices and I was convicted of...(state your offense).

*Do not add what degree it was or any other modifiers and do not go into detail regarding your offense.

*If you have more than one offense you may want to address that by saying something like... “I have more than one felony conviction, but my most recent offense is _____.”

P

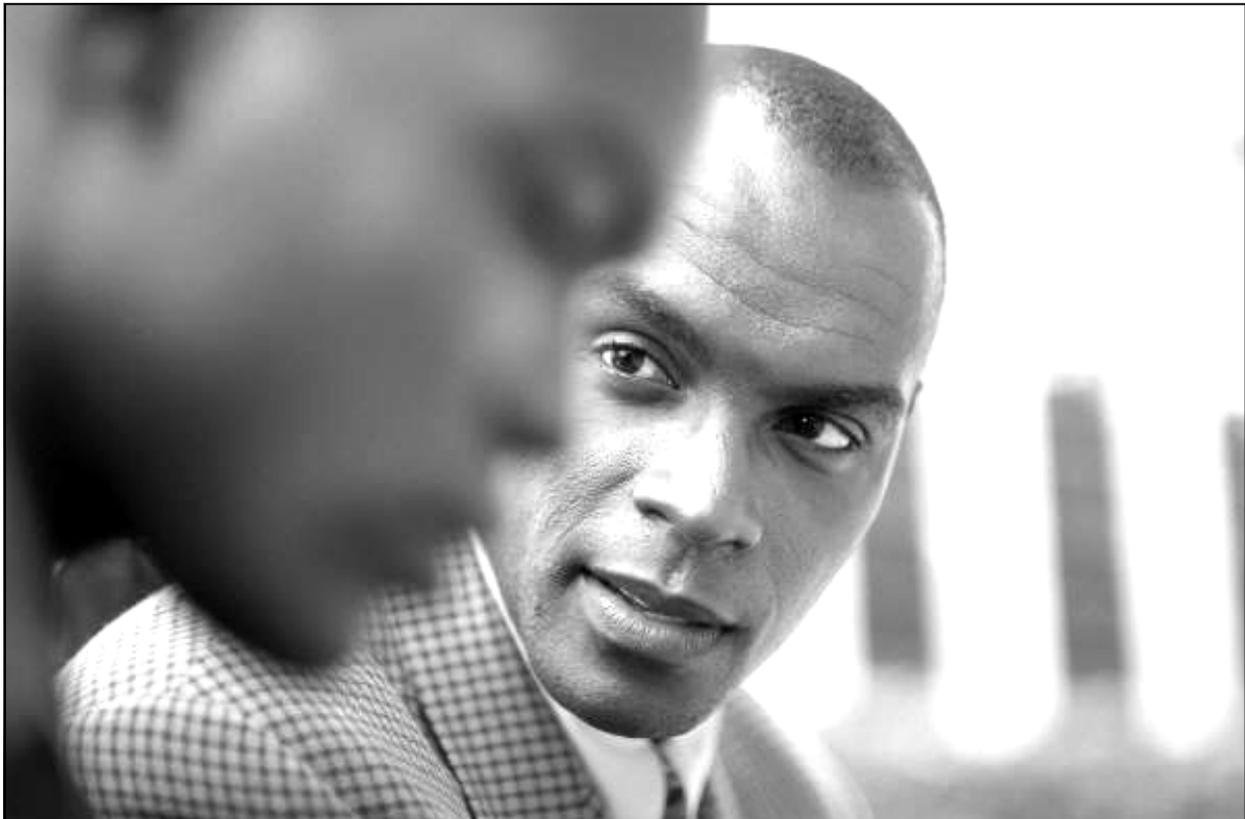
Positives. I thought a lot about where my life was going and I decided to make some changes. Now is the time to talk about what you have accomplished since your conviction, such as education, treatment, previous employment, hard skills, etc.

E

Encourage the Employer. I am a good worker and I want to work, I just need an opportunity to prove my skills to an employer.

*Tell them that you want the job!

COPE Conviction Response Statement developed by the **Wilder Foundation**.



Idaho Bonding Program for Employers

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

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

The Fidelity Bond is issued as a policy of Travelers Property Casualty. The Idaho Department of Labor an authorized agency for the issuance of these Fidelity Bonds. The **employer** can contact the Idaho Federal Bonding Coordinator to apply for a Fidelity Bond. For more information please visit the web site after your release <http://www.bondsforjobs.com>

Idaho Work Opportunity Tax Credit

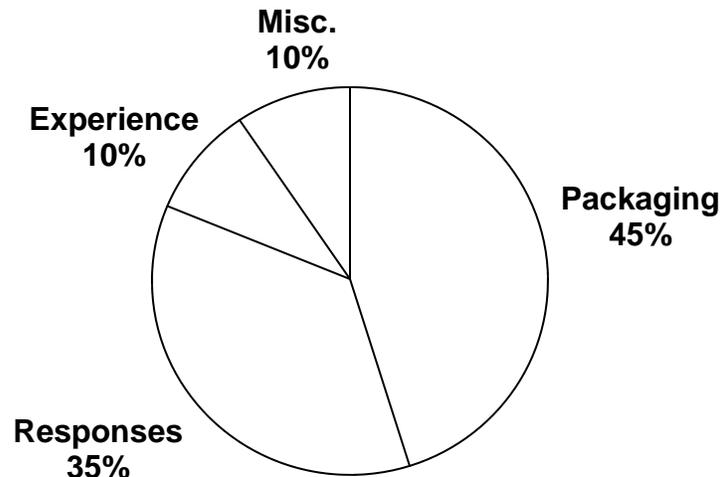
This is a program that lets an employer reduce his or her taxes by hiring individuals in certain "targeted" groups. The employer can deduct a percentage of the first \$6,000 in wages paid to you directly from his or her taxes. None of this comes out of your pocket. In fact, it helps your chances of being hired, providing that the employer knows of this program. You may receive a pre-certification for this program before you leave a Idaho correctional facility. Idaho Work Opportunity Tax Credit pamphlets are available in the transition resource center. This card will help remind you that you qualify for this program. For more information please visit <http://www.deed.state.id.us/wotc>.



Interview Basics

Determining Success in an Interview

Based on research of what determines success in the interview, the following was concluded:



Packaging = those first impressions

- How you are dressed
- How you walk into the interview area
- How neat and complete your application or resume is

Responses = how you sell yourself

- What you say to sell yourself
- Your interest in the job/company
- How you sell your skills and history

Experiences = skills/history

- Do you have the basics or more?
- What do you have to offer?
- What do you bring to the job?

Miscellaneous = you have no control over this!

**YOU CAN BE WELL PREPARED FOR
90% OF THAT INTERVIEW!**

Suggested Questions You May Ask an Employer

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



Notes:

Communicate Your Best Attitude

- **Sit straight and relatively still.** Avoid distracting wiggling or jiggling of your hands or legs or tapping and clicking of a pen.
- **Fold your hands comfortably in your lap** or on top of your résumé materials. Do not cross your arms over your chest (makes you appear disagreeable) or spread them across the back of the chair or couch (makes you appear too relaxed, lazy, or disinterested).
- **Maintain good eye contact.**
- **Show reserved confidence.** Let the interviewer start the dialogue. Listen carefully.
- **Avoid interrupting,** even if the interviewer does most of the talking.
- **Ask questions** if you don't understand something.
- **Be positive** and upbeat in your remarks.
- **Avoid complaining** about a previous job or employer. Whether or not your remarks are true, you won't appear professional if you "harp" on these subjects.
- **Avoid criticizing** or disagreeing with the interviewer.
- **Tell the employer about your skills.** If you don't, no one else will! Don't make the employer work harder than you during the interview.
- **Welcome all questions** and give direct, honest answers. Take your time by developing the answer in your head before you respond.
- **Try to plan ahead for tough questions** and practice your answers before the interview.

Notes: _____



Communicate Your Best Image by Finishing Strong

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



Notes: _____

Questions Interviewers May Ask You

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

Notes: _____



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

Face-to-Face Contacts

Creating a Good First Impression

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

Communicate Your Best Image Through Appearance

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



Notes: _____

Dress for Success

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

Women should avoid:

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

Men should avoid:

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

Communicate Your Best Image by Being Prepared

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



Notes:

Interview Do's and Don'ts

Do —Do —Do!

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

Don't — Don't — Don't!

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

Reasons Employers Give for Not Hiring an Applicant

- Sarcastic or defensive responses.
- Boastful or “know it all” attitude.
- Over aggressive or high-pressure type.
- Makes excuses or lies about unfavorable facts in record.
- Seems unprepared for interview — late, cannot answer questions, etc.
- Poor grooming or personal appearance.
- Immature or ill-mannered behavior.
- Speaks negatively of former co-workers, school, or other people.
- Lazy or low on energy.
- Talks about personal problems.
- Radical ideas — politics, religion, dress, lifestyle, etc.
- Seems overly concerned about salary and benefits.
- Shows no interest in company or job.
- Undecided — appears to rely on others to make their decisions.
- Doesn’t ask any questions about the job.
- Poor work history — a “job hopper.”
- Fails to make good eye contact.
- Limp handshake.
- Lack of confidence — poor posture, shy, etc.
- Unable to take criticism.
- Appears to have trouble getting along with others.



Notes:

How to Keep a Job

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

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

Communication

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



Notes: _____

Getting Along with Others

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

Personal

Be clean and well groomed. Wear clean and job-appropriate clothes. Avoid wearing strong perfumes or colognes.

Be willing to learn new skills. Keep a record of classes you are taking that relate to the job and review with your supervisor at an appropriate time.

Find positive and upbeat co-workers as new friends. Avoid negative, critical, and gossiping people.

Keep your personal life and problems at home. If you are having trouble working out personal problems, seek out counseling, support groups, or employee assistance programs.

Prior to starting the job, try to have all appointments with doctors, dentists, etc, out of the way. Have your transportation and daycare lined up so you do not immediately have to take time off. Have an emergency plan for daycare and transportation.

Be patient with yourself and your employer. It takes time to get used to, learn, and like a new job.



Notes: _____

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

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

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



Notes: _____

Understanding Chapter 3: Employment

Step 1: Own it. Take responsibility for your actions.

Show them you are owning up to your behavior. Statements should begin with "I." Placing blame on someone or something else (it wasn't my fault or I didn't know) is the worst thing you can do. Suggested openers could be: In the past...

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

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

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

Wrap Up

Notes: _____

Chapter 4: Transportation

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

Carpools — Typically, you'll save hundreds of dollars a year in commuting expenses, including gas, oil changes, tires, repairs, and parking fees. In addition, you'll have the opportunity to read, study, work, or relax on the days you don't drive. You'll arrive at work better prepared to face the day. For example, you can carpool every day or just a couple days a week. One person might drive all the time, with the passengers contributing gas and parking money. Carpools can pick up their riders at their homes or everyone could meet at a convenient location, including any of the region's Park & Ride lots.

Ada County Highway District Commuteride-www.commuterride.com .

The Bus — If you are going to Boise, Meridian, Nampa, Caldwell you will be able to take the bus. All cities with bus systems have free bus schedules available.

Idaho Falls: Trpta Public Bus System 1810 W Broadway St Idaho Falls, ID 83402
208-529-1489

North Idaho-City Link 1-877-941-RIDE or www.cdaid.org

The Valley Ride bus system has a website at www.valleyride.org. The main telephone number for Valley Regional Transit, which operates the Valley Ride Services is 208-846-8547 They will help you with schedules and bus passes.



Notes: _____

Riding the Bus—Boise System

Transfers — Transfers give you unlimited rides on buses — Ask for one when you pay your cash fare. Transfers are automatically embedded on fare cards

Bus Fares			
GENERAL FARES - Boise Valley Ride		Express	Universal
Adult	\$1	\$3	
Child 0-5 Years	Free	Free	
Medicare Card Holder Student/Senior/Disabled	.50 cents	\$1.50	
One Day Pass—Adult	\$1.00		
One Day Pass-Adult	Local- \$2.00		

Monthly Passes		
Adult	\$36.00	\$70.00
Medicare Card Holder Student/Senior/Disabled One Day Pass—Adult	\$18.00	\$35.00

Fares are subject to change. IDs required for Seniors, Youth, and Persons with disabilities.

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

Cab Fare	
Meter Starts	\$2.50
Every mile after	\$1.90

Buying a Car

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

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

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

Insurance Costs

The cost of owning a car today is much more than the price on the window. Before you can drive your car you must also purchase insurance. It is required by law and protects you from paying costly bills in the unfortunate event of an accident. Insurance costs widely vary, ranging from \$30.00 a month to \$300.00 a month. The cost is calculated by a number of factors including the year of the car, the make and model of the car, your age, your gender, and your driving record.

There are two types of car insurance:

Full Coverage — will cover all bills of all drivers in the accident, including you. This type of insurance costs more per month, but may save you money in the event of an accident.

Liability — will cover the bills of the other driver in the event that you cause an accident, but will not pay anything to you if you are hurt or your car is damaged. This type of insurance costs you less per month, but may be more costly in the event of an accident as you must pay to fix the damages to your car.

Notes: _____

Tips for Choosing the Right Car for You

The following tips may help when choosing a car:

1. **Go with low mileage if at all possible.** Lower miles are a benefit if you resell and should mean more time before repairs are necessary. Try to avoid cars with excessive mileage (more than 15,000 miles per year).
2. **Learn about previous owner(s).** Find out the number of previous owners. Ideally, a two-year-old car should have one owner, and a five-year-old car shouldn't have more than two owners. If it has more owners, it may be a warning sign. Beware of missing or inconsistent service records.
3. **Do your homework.** Research everything about the vehicles you have in mind. Read up on current trade-in and market values; safety ratings; consumer and professional reviews of the vehicles; and the options, mileage adjustment, and condition of the cars.
4. **Investigate the lease and rental market.** There are many excellent lease return cars on the used car market, especially cars driven by an individual for personal use or in a company.
5. **Get everything in writing,** especially price, terms, repairs, and/or trade-ins. This should be clearly written into the sales agreement.
6. **Make sure you can afford to own the car once you have bought it.** The True Cost to Own (TCO) takes into account all ownership and operation costs for five years, giving the breakdown year by year. If possible, research these costs on the internet. The purchase price is the tip of the iceberg, and the TCO reveals all costs such as:

- Depreciation
- Loan/Interest
- Taxes and fees
- Insurance premiums
- Fuel costs
- Maintenance and repairs associated with buying, owning, and operating a car over a five-year period



Notes: _____

Notes Regarding Chapter 4: Transportation



Chapter 5: Money Management

Penny for Your Thoughts

Can money really buy happiness? Did your parents talk openly with you about money? Did your parents argue about money when it was time to pay the bills each month? What would you do with an extra \$500 every month? Is a father's most important role in a family to make a good living?

These are all very personal questions that affect how we feel about money. Talking about our feelings as they pertain to our financial affairs can sometimes be very uncomfortable and unpleasant. The truth of the matter is that we can't afford not to discuss our feelings when it comes to our finances and money management.

When we have a better understanding of our feelings and attitudes towards money, then we have a better ability to understand our choices, plus an increased ability to manage our money successfully.

Some people say they find money management and credit to be completely terrifying; a constant source of worry and strife. On the other side of the coin (no pun intended), some claim that money is the key to their happiness and that it provides the material goods and services that they work so hard for.

The bottom line is this: Our choices and decisions about money stem from our feelings and attitudes about money. When we feel intimidated chances are we're not going to have a very fruitful or productive financial life. If we don't set goals, or think that money management and credit is important, there is a good chance that an individual will experience some form of consistent financial crisis. This can manifest itself in one of two ways: financial crisis and personal crisis.

A **financial crisis** pertains to bounced checks, collections calls, overspending, borrowing from one thing to pay another, to name a few.

A **personal crisis** is chronic worry, loss of sleep, short temper, marital stress and just basic unhappiness. Unfortunately, both sets of crises seem to show up in an individual's life if they aren't living according to their income and value system.

Believe it or not, we were formulating our own opinions and feelings about money long before we ever knew the crucial role that it plays in our lives as adults. Someone who grew up in poverty is going to have a different view of money and money management than someone that grew up wealthy. It is your personal responsibility to determine what your relationship is with money and money management to help you feel confident in your financial resources.

A Look at Your Spending Habits

People have all different ways of dealing with money. Some like to organize their money and plan for the future. Others prefer to spend their money without planning — they focus on today and don't look ahead to what tomorrow may bring. There aren't "right" or "wrong" ways of dealing with money, but planning tends to give people a feeling of more control over their money and their lives. Ask yourself:

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

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



Notes: _____

Wants Versus Needs

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

- How do you decide what to buy? What do you absolutely need? What can you do without for the time being? A wise man once said, “Most problems in life can be figured out by sitting down with a paper and pencil.” Here’s your chance.
- Use the pages included in this chapter as a sample budget. Complete it the best you can, and then ask a friend to check your numbers. Check the newspapers for apartment rent figures, the Sunday paper grocery ad for the cost of food, etc. This will be your budget for your first month out of prison.
- Make your numbers as realistic as possible. When you are released, this will help create a budget plan of how and where to spend your money appropriately. Write the actual amounts that you actually spend next to you budgeted numbers so when you make your budget it will be accurate.
- Some bills you will pay every six months or once a year. Budget these expenses by including one month’s cost of the bill in each month’s budget. For example, if your car insurance premium is due twice a year and is \$360, then budget 1/6 of that bill ($1/6$ of $\$360 = \60) every month and put that amount into your savings until you need it.
- Keep this book and use your completed sample budget pages in this chapter as a guide. Purchase a budget book when these pages run out. Keeping a budget will help you organize your life and avoid running up expenses you cannot afford.
- Remember to keep receipts from purchases. Keep them in a folder or a place that you will not lose them. Sit down once a week and, using your receipts and/or checkbook, update your budget.
- Before you go shopping, consult your budget to see how much money you can spend. For purchases like groceries, do your shopping once a week or every two weeks. This will make it easier to limit how much you spend. Try not to buy on impulse. However, if you do, make sure to keep the receipt and enter the amount into your budget. Also, try not to grocery shop when you are hungry.
- Before you go shopping, make a list of what you intend to buy and how much you can afford to spend. Look for sales, discounts, deals, and coupons.
- If you have a pocket calculator, keep track of the cost of items as you select them. This will help you choose the right mix of items to stay within your budget. Using a calculator and adding up the cost of your purchases as you go is a good way to avoid impulse shopping. If you leave the store with the items that you came for and money left in your pocket, congratulate yourself.

Your Gate Money and Savings

Think about needs you will have immediately upon release. Avoid the temptation to spend this impulsively, as “fun” money. Include it in your overall budget plan.

Keeping Track of Your Spending

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

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

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

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

For example, for January your list might look like this:



Date	Item	Amount
#1 Jan 1, 2008	Rent (1bdm)	\$550.00
#2 Jan 1, 2008	Video rental	4.50
#3 Jan 2, 2008	Bus pass	30.00
#4 Jan 5, 2008	Groceries	45.00
#5 Jan 7, 2008	Shoe polish	5.00
#6 Jan 10, 2008	Shampoo	4.50
#7 Jan 12, 2008	Gas	21.50
#8 Jan 15, 2008	Electric bill	45.50
#9 Jan 18, 2008	Groceries	75.00

Notes: _____

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

January Total by Category		
Housing and Utilities	Items 1 & 8	\$595.50
Food and Beverage	Items 4 & 9	120.00
Transportation	Items 3 & 7	51.50
Personal	Items 5 & 6	9.50
Entertainment	Item 2	4.50
Total:		\$781.00

Creating a Realistic Budget Plan

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

Housing (20-30%)

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

Utilities (4-7%)

- Gas and electric
- Waste disposal
- Water
- Telephone

Food (15-20%)

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

Family Necessities (2-4%)

- Laundry and dry cleaning
- Toiletries and cosmetics
- Barber and hairdresser
- Postage and stationary
- Minor home furnishings

Medical (2-8%)

- Insurance
- Medicine
- Hospital, doctor, and dentist bills

Automobile and Transportation

- Purchase and installment payments
- Gas and oil
- Repairs
- Rental, taxi, and bus fare

Clothing (3-10%)

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

Recreation and Entertainment (2-6%)

- Admissions
- Games and hobbies
- Musical collections
- Sporting goods
- Vacations

Personal Improvement*

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

Savings and Investments (5-9%)

- Long term saving / investment goals
- Emergency funds

Outlay for Fixed Assets (2-8%)

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

Gifts, Church, and Charity*

Life Insurance*

Taxes*

Child Care*

Legal Services*

Unspecified Debt Repayments*

Union / Professional*

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

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

The Case of the Missing Money

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

For example:

Each workday, John buys three snacks from a vending machine.

Cupcake twin pack	\$1.00
Bag of potato chips	.75
Can of pop	.65

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

Every day	\$2.40
Every five days	12.00
Every four weeks	48.00
Every year	\$576.00

Item	Cost per day	Cost per week	Cost per month	Cost per year



Smart Changes to Save Dollars

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

Plan ahead and shop around.

- Plan your spending carefully, especially for expensive items.
- Comparison-shop before you buy. Check catalogs, thrifty classified ads, garage sales, and secondhand and discount stores.
- Do most of your food shopping at discount grocery stores. Save convenience stores for emergencies. Don't get fast food just because you haven't planned ahead. Save it for a treat.
- Look for sales and specials on food staples, soap, paper products, and personal items. Use coupons if they help you save on things you would buy anyway.
- Eat before you go to the store. Don't shop for food when you're hungry.
- Make a list of what you need before you go grocery shopping and stick to it. Don't buy anything that isn't on your list, unless it is a good buy and you will use the item(s).
- Check around for lower cost insurance, but make sure the company is reputable.
- Buy clothes that go with the items you already have. Mix and match outfits.

Use wisely.

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

Notes: _____



Don't buy.

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

Substitute.

- Buy one all-purpose cleaner for floors, walls, woodwork, and appliances.
- Use less expensive homemade cleaners. You can use baking soda to scrub sinks and countertops and a vinegar and water solution for cleaning glass.
- Find out if a lower-priced brand works as well as the one you usually buy.
- Instead of taking the family to a movie, rent one from the store, check one out from the library, or borrow one from a friend.
- Instead of going to a restaurant, get prepared food from the grocery store deli.
- Take the city bus wherever possible. If you use the bus a lot, buy a bus pass. For short trips, walk or ride a bike.

Find it free.

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

Keep track of the little things that can add up.

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



Monthly Budget			
Income	Budgeted	Actual	Difference (+ or -)
Job #1			
Job #2			
Other Income			
Total Income			
Fixed Expenses			
Rent/Mortgage			
Home Owner's/Renter's Insurance			
Property Taxes			
Credit Card Payment Minimum			
Health Insurance Premium			
Telephone			
Utilities			
Child Support/Childcare			
Supervision Fees			
Variable Expenses			
Food — Groceries			
Food — Meals out			
Toiletries, Household Items			
Clothing			
Medical Expenses			
Entertainment			
Transportation			
Car Payment			
Bus Fares			
Gas			
Repairs and Maintenance			
Auto Insurance Premium			
Parking			
Savings			
Total Expenses			
Balance			

Banking

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

- **What is the minimum I need to open an account?**
- **What is the interest rate on the account and the minimum balance I must keep in order to earn interest?**
- **Is there any monthly fee and is there any way to avoid monthly fees, such as maintaining a minimum balance?**
- **What happens if my account balance falls below the minimum required?**
- **Is there a charge for each check or no charge up to a certain number of checks (such as 10 checks per month)?** If there are a limited number of checks per month, how much is the charge for going over that number? If you write a lot of checks, an account that has no monthly fee or per-check charge is for you.
- **Is there a fee for using an ATM?** A non-network ATM is a privately-owned ATM that charges a fee for using its services. A non-network ATM will have a notice posted on the machine stating the transaction fees. Depending on your bank they may also charge you a fee for using a non-network ATM. You can find out by asking a bank representative or by reading your bank contract.



Notes: _____

Depositing Money into a Checking Account

<small>322-21 1610</small> 1 Your First Bank <i>Anytown, USA</i>	CASH	CURRENCY		2
		COINS		3
1 DATE _____	4	LIST CHECKS SINGLY		5
_____				6
SIGN HERE IN THE TELLER'S PRESENCE FOR CASH RECEIVED		TOTAL FROM OTHER SIDE		7
		TOTAL		8
		LESS CASH RECEIVED		9
		NET DEPOSIT		
:9124 6027 486586519 30937 3620000 108				

1. Write the date you are making the deposit in this blank.
2. If you are depositing cash, write the total amount here.
3. If you are depositing coins, write the total amount here.
4. If you are depositing a check, write the check number, which is the number printed in the upper corner of the check.
5. Write the amount of the check here.
6. If you are depositing more checks than can be listed on the front, continue to list them on the back, and write the total amount of the checks on the back in this blank.
7. Write the total amount you are depositing here.
8. If you are making a deposit, write the amount you want in this field.
9. Write the total amount you want deposited (total amount minus cash received).

Notes: _____

Steps to take when Writing Out a Check

JOHN L. DOE
1045 Sun Street 574-0987
Fun City, State 98765

1723
95-115/1122

November 23 20 08

Pay to the order of Ruby Wesley \$ 25.00/100

Twenty Five ⁰⁰/100 Dollars

MY BANK SPECIMEN-VOID

For Babysitting / Sat. John L. Doe

:1122 0115: 00308242 1723

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

The Proper Way to Endorse a Check

blank endorsement

Anyone can cash check

John Doe

#127 322-21
1610

_____ 20 _____

_____ \$ _____
_____ DOLLARS

3 7534964 127

restrictive endorsement

More secure than blank endorsement

For deposit only
Acct# 0417-678

John Doe

#127 322-21
1610

_____ 20 _____

_____ \$ _____
_____ DOLLARS

3 7534964 127

special (or full) endorsement

Transfer check to another party

Pay to the order of
Ruby Wesley

John Doe

#127 322-21
1610

_____ 20 _____

_____ \$ _____
_____ DOLLARS

3 7534964 127

Keeping Track of your Bank Transactions

(a) Keeping a Running Balance: Check Transaction

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
							366	97
161	6/4	Perfect Buy Electronics	216	30			216	30
		new DVD player					150	67

(b) Keeping a Running Balance: ATM Cards

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
							366	97
161	6/4	Perfect Buy Electronics	216	30			216	30
		new DVD player					150	67
ATM	6/18	withdrawal	35	00			35	00
		spending money					115	67

(c) Keeping a Running Balance: Check Cards

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
							366	97
161	6/4	Perfect Buy Electronics	216	30			216	30
		new DVD player					150	67
ATM	6/18	withdrawal	35	00			35	00
		spending money					115	67
Chkcard	6/18	check card	55	00			55	00
		Bear Foods groceries					60	67

Reading a Monthly Checking Account Statement



Your name

STATEMENT FOR

Jane Doe
4 Primrose Lane
Anytown, USA

Dates that this statement covers

THIS STATEMENT COVERS

12/20/07 through 1/18/08

CHECKING ACCOUNT
0471-678

<u>Previous Statement Balance On 12/19/07</u>	612.04
Total of 3 Deposits For	1,980.68 +
Total of 10 Withdrawals For	1,705.25 -
Total Service Charges	3.50 -
<hr/>	
<u>New Balance</u>	<u>883.97 +</u>

CHECKS AND OTHER DEBITS

CHECK	DATE PAID	AMOUNT	CHECK	DATE PAID	AMOUNT
181	12/24	15.00	184	12/17	1232.27
182	1/04	17.00	186	12/31	54.47
183	12/26	217.54	187	1/03	53.97
	Monthly Maintenance Charge			1/18	3.50
	Withdrawal #00281 at ATM #423A			12/24	40.00
	Withdrawal #02628 at ATM #423A			12/31	20.00
	Withdrawal #08744 at ATM #430E			1/15	20.00
	Withdrawal #02456 Check Card			1/16	35.00

DEPOSITS AND OTHER CREDITS

	DATE POSTED	AMOUNT
Transfer from 4039-557 at ATM #423C	12/27	1200.00
Customer Deposit at ATM #423A on 1/12	1/14	521.78
Direct Deposit from #05323 on 1/17	1/18	258.90

ATM LOCATIONS USED

423A: 2500 Centre Plaza, Anytown, USA
423C: 2500 Centre Plaza, Anytown, USA
430E: 945 Hamilton Ave., Big City, USA

THANK YOU FOR BANKING WITH Your First Bank

Reconciling a Checking Account

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

1. Obtain the current balance from your checking statement.
2. Add any deposits that you have recorded in your checking register that were made after the date on the statement.
3. Subtract any outstanding checks (checks you have written but have not yet cleared the banking system or were written after the day of the statement).
4. Compare the results with the current balance in your check register.

Note: The balance in your check register should be adjusted to include:

- A) Deductions for service fees or other charges.
- B) Additions for direct deposits and interest earned.

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

Convenience:

- Bank location
- Disability access and services
- Hours
- Online banking
- ATM availability



Check clearing — What are the policies?

Some banks put a “hold” on deposits that are personal checks, with a longer hold for out-of-state checks; others may give you instant access to only part of a deposit (for example, the first \$100) until the check clears. Remember, banks usually subtract from your balance any checks you have written against your account before adding any deposits to your account, even though the bank received all on the same day.

Fees for services, overdrafts, etc. Some banks have very steep fees for “bounced” checks (written by you or to you). Banks vary in the amount charged for using their or other bank’s automatic teller machines (ATMs) or even for returning your cancelled checks to you each month.

Cost for personalized checks from the bank (some banks charge as much as \$25 for a box of 200 checks). Mail order printing services offer lower-cost checks.

Electronic Banking

If you are interested in using these services, here are some examples:

Direct deposit of earnings into accounts.

Automatic payments to utility companies/other businesses deducted from your checking account as prearranged by you.

Telephone teller allows you to authorize certain transactions and access account information over the phone. Fees usually apply to these transactions — access is from anywhere there is a touchtone phone.

Online banking offers a timesaving, cost-effective way to check balances, pay bills, transfer funds, compare savings plans, and apply for loans on the Internet.

Automated Teller Machines (ATMs) and debit card services offer an easy way to complete simple banking transactions such as deposits and withdrawals.

ATM machines are usually conveniently located outside banks, shopping malls, supermarkets, and convenience stores. They allow 24-hour access to your account, but that also means you can be tempted with overspending and impulse buying.

ATM convenience is a pricey one — on average, the fee a bank charges you to use another institution's ATM is \$1.50. That's on top of the average \$2.00 that other institutions charge you to use their ATMs. Use your own bank's machines if at all possible and take out larger sums less frequently to avoid repeat fees on numerous smaller withdrawals.

To use an ATM machine or debit card, you need your card and personal identification number (PIN). Never write your PIN on the card or keep it with the card. If you give your card and PIN to someone, you are responsible for any withdrawals, even if you didn't authorize them. Guard your PIN carefully. Tell the bank right away if your card has been lost or stolen.

If you have an ATM card with a Mastercard or Visa logo on it, you also have a debit card connected directly to your bank account. When you use it, money goes from your account to the company you are paying. It can be used wherever Mastercard or Visa cards are accepted.

If you apply to open a bank account and are rejected, it is probably because your name is listed in a database of the major national account verification company. This service helps banks screen out applicants who have mishandled bank accounts in the past. A financial institution may require that you open a savings account before allowing you to open a checking account with them if you have been screened as a poor risk.

You can get a free copy of your file if you have been denied a bank account in the past 60 days because of information provided by an account verification company. Ask the bank to give you the address or telephone number of the company.

Electronic Banking Services

Electronic banking services can be very convenient. It can also cost you money. Electronic banking is not a substitute for an accurate record in your checkbook.

Direct Deposit — earnings (or government payments) automatically deposited into bank accounts, saving time, effort, and money.

Automatic Payments — utility companies, loan payments, and other business use an automatic payment system with bills paid through direct withdrawal from a bank account.

Automatic Teller Machines (ATMs) — allow customers to withdraw cash and conduct banking transactions; some ATMs sell bus passes and postage stamps.

Point of Sale Transactions — acceptance of ATM/check cards at retail stores and restaurants for payment of goods and services.

Online Banking — Banks with websites allow customers to check balances, pay bills, transfer funds, compare savings plans, and apply for loans all on the Internet.

What is Credit?

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

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



*Whoever is happy
will make others happy too.
He who has courage and faith
will never perish in misery!*
Anne Frank

Buying on Credit — How much can you afford?

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

Method 1

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

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

Method 2

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

A) Your monthly take-home pay (income)	\$
B) Housing (mortgage or rent), insurance	\$
C) Utilities (phone, electric, gas, waste, cable TV)	\$
D) Food	\$
E) Clothing	\$
F) Transportation (gas, repairs, insurance)	\$
G) Medical expenses (insurance, dental, medications)	\$
H) Childcare and other fixed monthly expenses	\$
I) Total monthly expenses (add together items above B-H)	\$
J) Monthly disposable income (subtract I from A)	\$
K) Divide monthly disposable income (J) by 3	\$

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



Comparing the Cost of Buying on Credit

Rent-to-own contracts and catalog or television ads that feature monthly payments may look like a good deal. You don't have to make a deposit or have a good credit history. However, this kind of credit is expensive and may cost two to four times as much as paying cash or charging the item.

When you buy from a store with an installment plan, you can pay on an average of 18% interest. For example, if you purchase an item for \$177 over a period of 12 months, you will pay \$27 in interest charges.

Many people only make minimum payments on their charge accounts each month. This means you will pay much more for your original purchase. For example: You owe a department store \$500 for a new TV set. Every month, you pay the minimum amount due, \$12.50. At this rate, it will take you 5 years (60 months) to pay off the loan, if you don't charge anything else on the account.

If you make only the minimum payments, you will actually end up paying \$762 for the TV set, instead of the \$500 it would have cost you if you paid it off in one year.

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

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

**Remember, make more than the minimum payment.
Pay off as much as you can, as fast as you can.
It will save you money!**

Notes: _____

Credit Reports

A credit report shows how much debt you have, whether you have made payments on time, or if you have not paid back some loans. Credit reports do not show information about your race, religion, medical history, personal lifestyle, political preference, criminal records, or any other information unrelated to credit. Credit reports are compiled by national credit-reporting agencies.

The typical credit report includes three types of information:

- 1. Identifying Information:**
Your name, address, phone number, social security number, date of birth, and current and previous employers.
- 2. Credit Information:**
Specific details about your credit cards, student loans, and other loans. This information includes the date opened, credit limit or loan amount, balance, and monthly payment. The report also shows your payment history during the past several years and the names of anyone else responsible for paying the account, such as spouse or co-signer. Late payments, skipped payments, accounts turned over to a collection agency, and repossessions appear here.
- 3. Inquiries Information:**
The name of those who obtained a copy of your credit report and how often you have applied for credit in the past two years.

As a result of the FACT Act (Fair and Accurate Credit Transactions Act), after you are released, U.S. residents are entitled to one free copy of his or her credit report once every twelve months. This information is available at the only government-sanctioned credit reporting agency-operated website, **annualcreditreport.com**, or by calling **1-877-322-8228**, or by mailing the Annual Credit Report Request Form found on the website. To guard against inaccurate information or fraud more often than yearly, one can request a report from a different credit reporting agency every four months. However, the report does not contain a credit score, though a credit score may be purchased at the time the report is accessed. Requesting a credit report will subject you to “pre screening” offers of credit cards. To prevent credit bureaus from making your address available to credit card companies, you may opt out by calling **1-888-5-OPT-OUT** (1-888-567-8688) or by visiting their website **optoutprescreen.com**.

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

Experian
PO Box 9600
Allen, TX 75013
1-888-397-3742
www.experian.com

Equifax
PO Box 740241
Atlanta, GA 30374
1-800-685-1111
www.credit.equifax.com

Trans Union
PO Box 1000
Chester, PA 19022
1-800-916-8800
www.transunion.com

Your Credit Score

A credit score is a number that is calculated based on your credit history to give lenders a simpler and quicker way to decide to lend or not to lend to people who are applying for credit or loans. Points are based on information in the credit report. It's the credit score that makes it possible to get instant credit at places like electronics stores and department stores.

700 or above	Excellent
650 or above	Good
600 or less	Needs Improvement
500 or less	Very Low

If your credit score is 700 or above, you will most likely qualify for any loan or credit you apply for. If your credit is 650 or above, you will likely qualify, but will not receive the best rate available. If your credit score is below 500, do not attempt to get any credit until you take steps to improve your credit rating.

Why is my credit rating so important?

Whether it's a new home, car, cell phone, or a line of credit at your local shopping mall, your credit rating is the tool that any potential lender has for determining your credit worthiness. All creditors want to minimize their risk while maximizing their profits, and therefore will be more likely to extend credit to a person who has shown consistent ability to pay their bills on time and to successfully manage credit without overspending or defaulting on their payments.

Another reason a good credit rating is important is the ever-increasing predatory lending industry. These are agencies or lenders that prey on consumers with low credit scores and take advantage of them by charging very high interest, high fees, and giving payments that are not affordable. These agencies and lenders most often hurt your credit even more while making a nice commission for themselves. Beware.

Notes: _____

How to Correct Errors on Your Credit Report

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

The credit report may include information on how to correct errors. Follow the instructions that you get with the credit report to tell the credit-reporting agency about the mistake.

A phone call to the agency alerting it of the error often will take care of the problem.

If additional information is needed to correct the error, the credit-reporting agency will tell you what to send. For example, the agency may ask for copies of cancelled checks or other payment information. If you have kept good records of this information, it will be much easier to show them where the mistake was made.

You may also wish to explain the problem in a brief letter. The credit-reporting agency must investigate your complaint within 30 days and get back to you with the results. If the agency finds that the information in the credit report is inaccurate, the creditor must notify the other major credit-reporting agencies of the error so they can correct their information. If the credit-reporting agency does not find the error and you still believe your credit report is inaccurate, you can contact the creditor directly to try to straighten out the problem. You also have the right to explain your side of the story on the credit report if the issue still remains unsolved. You may write up to 100 words to explain the situation. The statement will appear on your credit report.

Getting Help

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

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

Notes: _____

Ways to Improve Credit

There are some steps you may take on your own to improve your credit.

Pay your loans first, before you spend money on entertainment and activities.

Pay your total credit card bill(s) every month. If you cannot do this, cut them up and use them only for emergencies.

Charge less than your credit limit on your credit card.



Apply for only the credit you need. Every time you apply for credit (whether you are accepted or declined) will show up on your credit report. Too many applications will make lenders hesitant of your application.

Choose a credit card that offers a low interest rate and a low (or no) annual fee. Don't pay an upfront fee. It's different from an annual fee, and is often a scam.

Pay more than the minimum amount due each month. If you pay the minimum amount due, you will quickly build up interest.

Use your credit cards to establish good credit. Using the credit card and paying off the balance each month shows you can manage money well.

Look for different ways to cut into your everyday expenses. This will give you money to pay off credit card balances and loan payments early. Be careful when you pay off loans, however. Some repayment plans penalize you for paying off too soon. Be sure to ask the lender first.

Keep track of your bills and past due notices. Just because you haven't received a bill after a few months doesn't mean the bill does not exist. Some hospitals and doctors will stop sending bills after a few months and turn it over to a collection agency. These will always show up on a credit report.

Check your credit report for any unpaid debts. If you have any, make arrangements to pay them off before you apply for another loan.

Ways to Create a Credit History

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

Keep copies of your bills including rent, telephone, electric, insurance, cable, etc.

Keep copies of cancelled checks that you used to pay your bills.

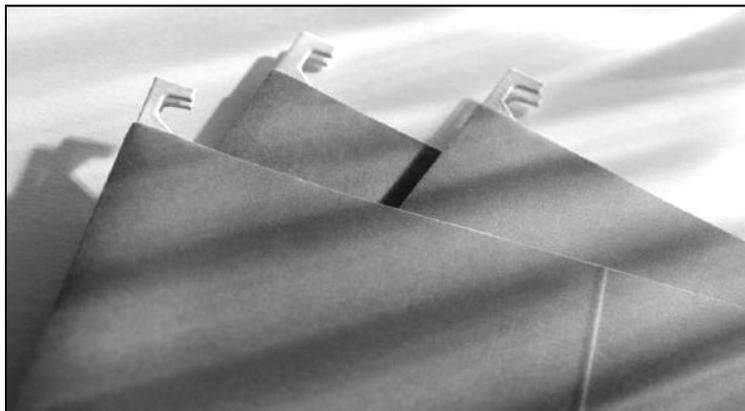
Ask your property manager and utility providers to give you a letter stating that your payments have been made on time.

Show your record of bills, payments, and letters to lenders to prove that you have been paying your bills on time. A record of two years would be ideal.

You may consider asking your bank to give you a “second” credit card. This card might be backed by your savings account. Be sure you understand the terms of this type of card because there may be fees involved. Be sure to use the card and make the payments.

You may qualify for department store credit cards. The limit may start out small but will be raised after you show your ability to make the payments. Try to pay the balance each month; this will make a difference on your credit report.

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



Debt Collection

The purpose of debt collections is to remind the borrower that a debt is owed and to make sure that it gets paid. When a bill is not paid as agreed, the creditor will attempt to remind you of the debt through late fees on statements, letters, phone calls, and legal action.

There is not a debtor's prison in the United States. The extent to which a creditor could take legal action would be to withhold wages or to place a lien on any property or assets you currently own or may acquire in the future. All of these legal processes take a considerable period of time for a creditor to execute. The legal processes are infrequently pursued because the financial return for the creditor is usually small.

What will happen if I don't pay?

You will not hear from most creditors until payment is several days late. Many creditors will contact you once payment is more than 30 days late, while others take more immediate action. The immediacy of the collections effort will depend on the type of debt, the amount of debt, and the collections policies of the creditor or collection agency.

When a payment first becomes late, most creditors will send letters requesting payment. If the letters fail to get your attention, telephone calls are usually the next step. This is at times followed by personal visits and legal actions if the debts are not taken care of in a timely manner.



How do collections agencies work?

Internal collections departments, collections handled by the debt owners, usually handle early-stage collection activities. After a certain time period has passed, the creditor may decide that it is more cost effective to sell the debt at a loss to an outside collection agency or an attorney instead of continuing collections internally. A collections agency or attorney will buy the debt at a low price and makes money based on the amount they are able to collect.

Notes: _____

Your Legal Rights

If you start receiving attention from debt collectors, you still have legal rights.

How may a debt collector contact you?

A collector may make contact in person, by mail, telephone, telegram, or fax. However, a debt collector is barred by law from making contact at inconvenient times or places, such as before 8 a.m. or after 9 p.m. unless you agree. In addition, a collector may not discuss debt with a third party such as an employer, neighbor, or relative.



Can you stop a debt collector from contacting you?

Yes, you can stop a debt collector from contacting you by certified letter telling the collector to stop. Once the collector receives the letter, he or she may not make contact with you again except to say there will be no further contact to notify you that the debt collector or creditor intends to take some specific action. However, sending such a letter to a collector does not erase any debt. The debt collector or original creditor could still sue you.

FDCPA

The Fair Debt Collections Practices Act prohibits debt collectors from engaging in unfair, deceptive, or abusive practices while collecting these debts.

The FDCPA applies to personal, family, and household debts. This includes money owed for secured debts, such as car loans. The FDCPA also applies to unsecured debt including medical bills or charge accounts such as credit cards.

If you feel you are subject to unfair debt collections practices, you need to contact a local credit counseling agency to assist you in being able to adequately deal with the collections amount. A reputable, nonprofit consumer credit counseling agency can give you insight as to the best ways to go about dealing with the debt so you can move on.

Notes: _____

Bankruptcy

If your loss of income has made your debt impossible to handle, as a last resort you may need to consider filing for personal bankruptcy. You don't have to be absolutely broke to file a petition; you may be coping with only one major debt and little hope of repayment. The purpose of bankruptcy must not be fraudulent. While it is not necessary to have a lawyer file the petition, you may want to seek legal advice about details of exemptions and method of filing which best fit your situation. Legal fees are often required in advance, so be organized with your facts and papers and request a half-hour consultation. The court filing fees must be paid in advance.

Alternative High-Cost Financial Services

Check Cashing Outlets: Charge high fees just to have a paycheck or government check cashed, sometimes 2-3 percent (that's a \$10-\$15 charge for a \$500 check).

Check Deferral Services: Allow customers to get a cash advance on their paycheck. However, these short-term loans are very expensive. A \$200 two-week advance may cost over \$30.

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

Notes: _____



Understanding Chapter 5: Money Management

1. What two things will you have to consider when spending your money?

2. What will be your biggest expenses on your budget?

3. What are some ways in which you can save money?

4. What things should you consider when choosing a bank?

5. What is credit?

6. How can you improve your credit?

Chapter 6: Education

Getting an education or continuing on to further your education will help you develop a variety of transferable and marketable skills. Basic abilities in problem solving, verbal skills, mathematical skills, as well as general scientific/technical skills, management skills, critical thinking, medical knowledge, and human service skills are important in the job market. All of these can be developed by furthering your education.

Adults go to school for a variety of reasons. Some go for academic reasons, like to achieve high school equivalency (GED or Adult H.S. Diploma) or attain the skills necessary to enter post-secondary education and training at a college. Some want to master basic academic skills to help their children succeed in school. Some adults go to school for financial reasons. They may want to attain employment, better their current employment, or exit public welfare and become self-sufficient. Many want to learn to speak and write the English language or become U.S. citizens and participate in democratic society. Many are looking to gain self-esteem, personal confidence and sense of personal and civic responsibility.

Adult Basic Education

The mission of Adult Basic Education (ABE) in Idaho is to provide adults with educational opportunities to acquire and improve the literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members, and citizens.

These programs are generally free or very inexpensive.



The ABE programs offered in Idaho are:

Regional ABE (Adult Basic Education) providers in Idaho must offer the full range of instruction from Beginning Literacy through the high school equivalency level, or more precisely, to the level of entering further education or employment. Please refer to www.pte.idaho.gov, go to tab for Adult Services, then to ABE Student information.

Basic Literacy and Beginning: ABE instruction focuses on the skills of reading, writing, computation, and speaking. Intermediate ABE instruction in the areas of reading, writing, computation, speaking, and accessing information. The Adult Secondary Level enrollees are ordinarily on a fast-track for GED completion and/or entrance into further training or education or employment. Workplace literacy services specific to particular industries or business and literacy services are delivered at work sites.

The Adult Basic Education: Anyone who is 16 years of age or older, not enrolled in secondary school, and who has needs below the level of high school completion is eligible to participate in the Adult Basic Education program free of charge. Eligible activities include instruction in reading, writing, math and English as a Second Language (ESL), which includes reading, writing, speaking and listening below levels of high school completion. Most adults participate in adult education programs in order to complete a GED, improve their skills for employment purposes, or to refresh skills so they can participate in further training or educational opportunities.

GED (General Educational Development diploma): These diploma programs are provided for eligible adults who lack a high school diploma. The GED is the national high school equivalency program that includes a set of 5 tests; Math, Reading, Writing, Social Studies, and Science.

Adult Diploma: This program is provided for eligible adults and leads to a high school diploma from a sponsoring Idaho school district.

ESL (English as a Second Language): Instruction is provided for those whose native language is not English. It is sometimes referred to as English Language Learning (ELL). ESL classes, from pre-literacy level to the advanced level, help students develop speaking, listening, reading, writing, and grammar skills to communicate effectively in English within their workplaces, communities, and families. Check www.pte.idaho.gov, click on Idaho EL Civics Program Overview

Basic Skills Enhancement: These programs are provided for students who need goal-specific elementary– or secondary-level basic skills such as work-related math, functional literacy (e.g. banking skills), reading, or writing assistance.

Work Readiness/Workforce Preparation: This program builds the literacy skills related to students' need to obtain, retain, or improve their employment. Workforce Education provides basic academic and literacy skills to students who are already employed by a specific business, industry, or company —

Education While You Work

Apprenticeships: Practical On-The-Job Education

Many jobs, especially in the construction trades, offer apprenticeships. An apprentice works at the occupation he or she wants to learn. The apprentice learns along the way and receives pay increases with increasing skill. Getting into an apprenticeship can be competitive. You may work full time for less than half the salary that the job will eventually pay. Some apprenticeships will even pay you to take classes.

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

For more information contact:

**Idaho Department of Labor
317 West Main Street
Boise, Idaho 83735-0001**

Or visit the web site www.labor.idaho.gov

Part-Time Student Options

After getting released from a correctional facility, most offenders need to focus on getting reestablished so that they can support themselves and/or their family. This does not mean that you cannot continue your education. It is possible to work a job and attend school part time. Many schools offer evening and weekend programs, and these programs often qualify for financial aid.



Notes:

Post-Secondary Education

Acceptance and Enrollment

Each school may have different requirements for enrollment in their programs. As a rule, colleges and technical schools require a high school or GED diploma. Schools may require testing such as an ACT or SAT, which will demonstrate your knowledge of a broad range of academic subjects. Many will also require the Accuplacer or another assessment test to determine your readiness for college-level coursework.

When applying for college, you will probably need to supply a copy of your high school transcript or GED certificate. You may need to contact your old high school for a copy. To obtain a copy of a GED record earning in Idaho a written signed request by the GED graduate can be submitted to **Idaho Department of Education, www.pte.idaho.gov**. The request for record(s) (transcript and/or diploma) should contain the following:

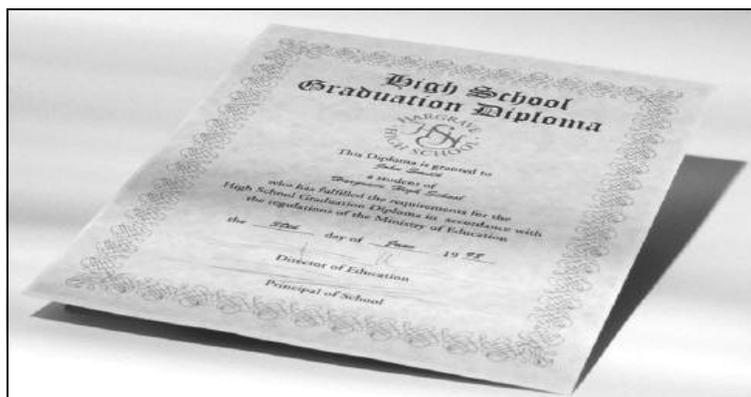
- Your date of birth
- The last four digits of your social security number
- The name under which you took the GED tests
- The approximate year you took the GED tests
- The address to which the transcript should be sent

There is no charge for the service at this time. Requests are filled as soon as possible and mailed out within 2-3 working days of receipt.

Most schools will have you speak to an advisor to help set up your class schedule. You may need to take additional placement testing.

Talk to your education unit staff about researching college options. When you have identified the school to which you'd like to apply, write to the college for an application and complete it as directed. You may need to visit the school for an interview once your application has been returned.

*You may tread me in the very dirt
But still, like dust, I rise.*
Maya Angelou



Paying for Higher Education

Financial Aid

Higher Education is rarely available for free. Private schools tend to cost more than public schools. Four-year colleges usually cost more than trade and technical schools. Most people do not have the money to go to school without help from family, working full or part-time, getting loans, or being granted a scholarship.

When you receive a grant or a scholarship, an institution gives you money to pay for your schooling. Usually the money is paid directly to the school. You do not have to pay anything back if you receive a scholarship or grant. The best way to find out about scholarships and grants is to contact the Financial Aid Office at the school you want to attend.

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

FAFSA — Free Application for Federal Student Aid

The FAFSA form is the first step to take to get financial aid for school. You can fill out one of these forms while still in prison. Your education unit can help you access these forms.

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

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

In order to be eligible for Financial Aid, adult men must be registered for Selective Service. Be aware that a drug conviction may make you ineligible for some Financial Aid. Situations are handled on a case by case basis. More information may be requested of you to determine your eligibility. Be sure to answer every question on the FAFSA and all other forms completely. Skipping questions or leaving sections blank are likely to cause your application to be rejected.

Work Programs

Many schools offer work/study programs where you work part-time and go to school part-time. In work/study programs you will continue to pay tuition and other expenses for your education but will also work for the school.

School Loans

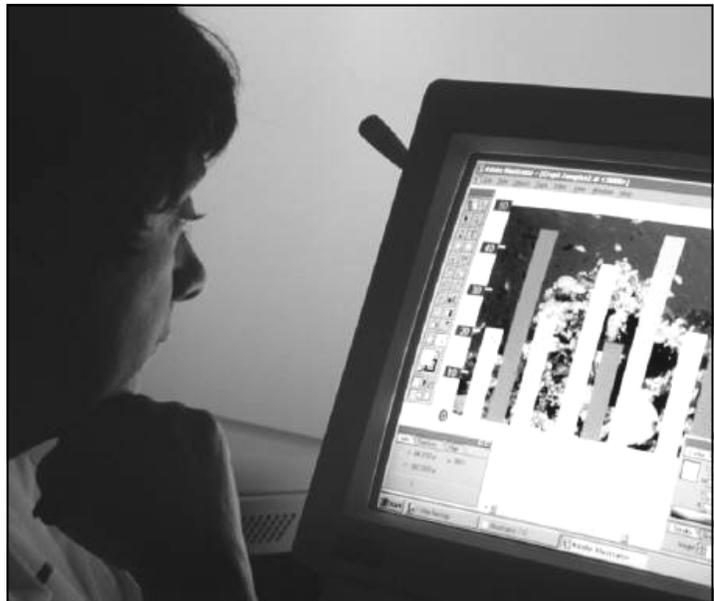
These loans are provided to students and can, depending upon the specifics, be used to pay for the tuition, books, fees, and even housing and personal expenses. Options include:

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

Veterans of United States Military Service may be eligible for:

- Veteran's Education Assistance Program
- Montgomery GI Bill
- Operation Desert Shield/Desert Storm Veteran's Programs
- National Guard Benefits
- Educational Assistance for War Orphans and Veterans

*Life is only this place, this time, and
these people right here and now.*
Vincent Collins



Notes: _____

Understanding Chapter 6: Education

1. What topics are taught in ABE classes?

2. What is an apprenticeship?

3. What kinds of tests are necessary to get into college?

4. What is the name of the federal financial aid form?

5. How can you get a grant or scholarship?

Chapter 7: Health & Life Skills

Are you aware that your physical health can have a profound impact on your transition from prison back to the community? When you are tired, run down, and generally don't feel well, you are not inclined, in most cases, to take the necessary steps towards getting your life on track.

Similar to your physical health, your mental health is also important. Being in tune with your emotions and thinking patterns play an important role in your successful transition back into the community.

Managing your physical and mental health require an awareness of life skills. Think about how you cope with certain situations, how you problem solve, and how you communicate with others.

This chapter will focus on health and life skills, which can provide for you some ideas worth thinking about as you navigate the path of your transition.

1. Physical Health

- Relaxes muscles where tension has accumulated.
- Improves health and endurance.
- Clears minds.
- Improves self-image.
- Builds resistance to fatigue.
- Positively channels stress.
- Eat a variety of foods.
- Maintain a healthy weight.
- Drink plenty of water.
- Select a diet low in fat, saturated fat, and cholesterol.
- Choose a diet with plenty of vegetables, fruits, and whole grain products.
- Consume salt and sugar in moderation.



2. Healthy Mind

- Increases self-control and ability to handle stressful situations (ACT instead of REACT).
- Helps control muscle tension by recognizing the difference between tense and relaxed.
- Increases total body awareness.
- Choose how stress can affect you — make it a wise choice.
- Be responsible for your own self-talk, emotions, and outcomes. Everything we do, everything we say, is the result of our thinking.
- Negative thinking is a heavy burden — it literally bends the body and drains energy every bit as much as carrying a heavy weight.

3. Life Skills

- Decreases wear and tear on your body.
- Reduces stress.
- Become involved with something positive.
- Resolve conflict.

Physical Health: Exercise

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

Here is a visual display of how much and what types of exercises are good for you. A lifetime commitment to routine exercise is physically healthy and a safe choice for something to do in your free time.

3-5 Times per Week

Aerobic Exercise (20+ min)

- Brisk Walking
- Bicycling

Recreational (30+ min)

- Soccer
- Basketball

Cut Down on:

- Watching TV
- Sitting for more than 30 minutes at a time

2-3 Times per Week:

Leisure Activities

- Yard Work
- Baseball

Flexibility and Strength

- Stretching/Yoga
- Push-ups/Curl-ups

Every Day

- Walk the dog
- Work in the yard
- Walk to the store
- Walk to the mailbox
- Take the stairs instead of the elevator



What types of physical activity do you enjoy?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Physical Health: Lifelong Health Concerns

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

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

Physical Health: Low-Cost Leisure Activities

Here are some activity ideas you can do to reduce your risk of disease by staying physically active.

1. **Spend time outdoors:** A walk in the park, neighborhood, or wilderness relaxes and increases energy at the same time.
2. **Play sports:** Join a community team or simply play with family or friends.
3. **Exercise**
4. **Yard Work** (even in a small space) relieves tensions, promotes exercise, and soothes nerves.

Physical Health: Getting a Physical

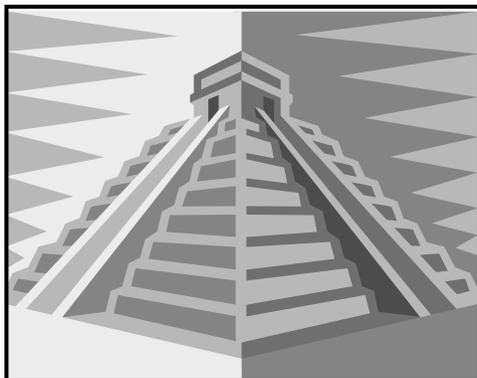
If you have questions or concerns about immunizations once you are released, please contact your healthcare provider or city or county health department.

You may also dial 2-1-1 to obtain assistance.

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

Physical Health: Eating Right

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



MyPyramid.gov

STEPS TO A HEALTHIER YOU

GRAINS Make half your grains whole	VEGETABLES Vary your veggies	FRUITS Focus on fruits	MILK Get your calcium-rich foods	MEAT & BEANS Go lean with protein
<p>Eat at least 3 oz. of whole-grain cereals, breads, crackers, rice, or pasta every day</p> <p>1 oz. is about 1 slice of bread, about 1 cup of breakfast cereal, or ½ cup of cooked rice, cereal, or pasta</p>	<p>Eat more dark-green veggies like broccoli, spinach, and other dark leafy greens</p> <p>Eat more orange vegetables like carrots and sweet potatoes</p> <p>Eat more dry beans and peas like pinto beans, kidney beans, and lentils</p>	<p>Eat a variety of fruit</p> <p>Choose fresh, frozen, canned, or dried fruit</p> <p>Go easy on fruit juices</p>	<p>go low-fat or fat-free when you choose milk, yogurt, and other milk products</p> <p>If you don't or can't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages</p>	<p>Choose low-fat or lean meats and poultry</p> <p>Bake it, broil it, or grill it</p> <p>Vary your protein routine — choose more fish, beans, peas, nuts, and seeds</p>

For a 2,000-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to MyPyramid.gov.

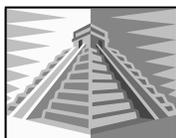
Eat 6 oz. every day	Eat 2½ cups every day	Eat 2 cups every day	Get 3 cups every day; For kids ages 2 to 8, it's 2	Eat 5½ oz. every day
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Find your balance between food and physical activity

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Children and teenagers should be physically active for 60 minutes every day, or most days.

Know the limits on fats, sugars and salt (sodium)

- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, stick margarine, shortening, and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, *trans* fats, and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.



MyPyramid.gov
STEPS TO A HEALTHIER YOU

U.S. Department of Agriculture
Center for Nutrition Policy and Promotion
April 2005
CNPP-15

USDA

Dental Health

Remember to follow these tips to maintain a healthy smile:

Brush your teeth carefully at least twice every 24 hours. Ideally, you should brush after every meal. At the very least, brush once a day and always before you go to bed.

Floss your teeth daily. Flossing cleans those areas your toothbrush can't reach.

Eat a well-balanced diet.

Don't smoke or chew tobacco. It promotes serious dental problems such as gum disease and oral cancer.

Check your gums regularly for signs of disease — red, puffy gums or gums that bleed even slightly when you brush or floss. Notify your dentist if any of these signs appear.

If you wear full or partial dentures, clean your dentures daily. Be sure to remove stains and plaque that may build up and irritate your gums. Also remember to take your dentures out when you sleep to help your gum tissue stay healthy.

See your dentist regularly for checkups and professional cleanings.

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Physical Health: Sexually Transmitted Diseases (STDs)

The term STD is not specific for any one disease, but represents more than 25 infectious organisms spread through sexual activity and the dozens of disease symptoms they cause. STDs are almost always spread from person to person by sexual contact. Some STDs such as Hepatitis B and C, virus infections, and HIV infections are also spread by blood-to-blood contact, particularly among intravenous drug users through contaminated needles. Pregnant women with infections may pass their infections to infants before birth, during birth, or through breast feeding.

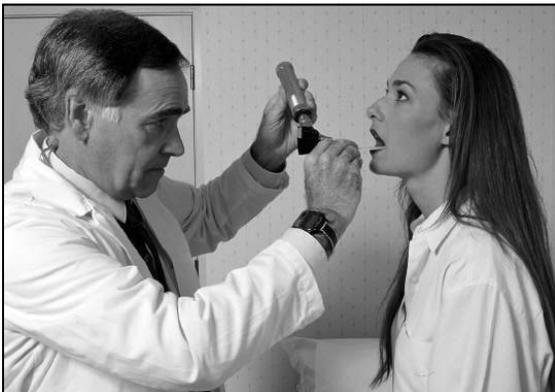
If you:

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

Call the **National STD Hotline** at **1-800-227-8922**. Trained health professionals are available to answer your questions and provide referrals 24 hours a day, seven days a week. All calls are private, personal, and confidential.

Physical Health: Human Immunodeficiency Virus (HIV) & Acquired Immunodeficiency Syndrome (AIDS)

The only way to determine for sure whether you are infected is to be tested for HIV. You cannot rely on symptoms to know whether you are infected. AIDS is caused by infection with a virus called HIV. As with HIV, you cannot rely on symptoms alone to diagnose AIDS. A medical doctor makes the diagnosis based on certain clinical criteria. If you test positive for HIV, the sooner you take steps to protect your health the better. Early medical treatment and a healthy lifestyle can help you stay well. Early medical care can delay the onset of AIDS and prevent some life-threatening conditions. HIV can weaken the immune system to the point that it has difficulty fighting off certain infections. Your immune system can be weakened by: smoking cigarettes, drinking too much alcohol, and using illegal drugs.



Notes: _____

Healthy Mind: Attitude

Attitude: A state of mind or a feeling; disposition.

Your attitude will make or break your release plan. The attitude with which you approach life and its endeavors is ultimately the key to your success. Being aware of your attitude in every situation you find yourself, will affect the quality of your life and the relationships you have with other people. There are decisions and outcomes in life which you will have absolutely no control over. However, you do have control over your attitude. A positive attitude can create options that might otherwise go unnoticed or open doors which might otherwise be closed. It is your choice to make, and your attitude to take.

Attitude

“the longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice everyday regarding the attitude we will embrace for that day. We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude...I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our Attitudes.”

- Charles Swindoll

Notes: _____



Healthy Mind: Depression

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

Symptoms of depression are:

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

If you have a few or many of the above symptoms that last for days at a time, you may need to be treated. Depression is normally a very treatable illness — medications, counseling, and lifestyle changes can all help to relieve symptoms. Depression is made worse by the use of alcohol or sedating drugs to “treat” depression. It can become a vicious circle of suffering with depression resulting from excessive drinking. Sometimes people consider harming themselves because they see no other way out of their situation. It is important to seek help from a medical doctor, psychologist, psychiatrist, clinic, or anyone skilled in dealing with depression.



If you need help to find mental health resources, dial 2-1-1. If you are afraid you may harm yourself or others, dial 9-1-1 immediately. If you are currently incarcerated, inform a CO immediately.

Life Skills: Stress Reducers

- Procrastination is stressful. Don't put off tomorrow what you can do today.
- Don't rely on your memory, make lists, write down everything.
- Surround yourself with positive people.
- Don't just put it down—put it away!
- Become more flexible; laugh at yourself.
- Be prepared to wait; take reading material and read the time away.
- Do one thing at a time. Plan and prioritize.
- Forget about counting to 10. Count to 1000!
- Forgive. Forgive. Forgive.
- Turn “needs” into preferences. Our basic needs are food, water and keeping warm. Everything else is a preference. Don't get attached to preferences.
- Get up 15 minutes earlier in the morning. The inevitable morning mishaps will be less stressful.
- Get plenty of sleep.
- Relax daily and take time to do something you enjoy.

Life Skills: Low-Cost Leisure Activities

- **Take a class** (craft, adult education, self-improvement, etc.) - learning new things is a great way to relax, and when we accomplish something we feel better about ourselves, thus relieving stress.
- **Become involved in a cause**—volunteer.
- **Join a support group.**
- **Listen to music.** Music is used for fun, for releasing tension, for comfort, for getting away from yourself, and for uplifting the spirit, as well as inspiring you into action.
- **Read a book.**
- **Go to the library**—books, CDs, cassettes, videos, and sometimes even games, toys, and pictures can be borrowed from the library.



Life Skills: Resolving Conflicts

Everyone runs into problems at some point. Since things are not always perfect or ideal in any given situation, conflicts do happen. For example:

Conflict: A co-worker that you trusted tells other people at work something you asked that he keep to himself. You are angry at him, but still have to see him everyday. What would you do?

Conflict: Everyone (it seems) at work goes out drinking after work. You are trying to stay sober, and don't feel comfortable going along. When you try to explain that you don't want to go, they make fun of you and give you a hard time. What would you do?

Conflict: Your parole officer is requesting to schedule an appointment with you during a time when you are at work. You don't want to miss work and you don't want to create any tension between yourself and your parole officer. What would you do?

Conflict: Your family has expectations of you that you are not certain you can meet, but you want to please them and show you are making positive changes. What would you do?

Conflict: You have a close friend who is participating in activities you think might be illegal. You are concerned and uncertain as to what you should do because you don't want to risk your freedom and put your parole in jeopardy. What would you do?

Life Skills: Rules for Handling Conflict

Don't fight to win. Nobody wins. Remember you are fighting to solve the problem, not to win. Be willing to negotiate or give-in when necessary.

Be sure that you understand exactly what the problem is. If you are not sure why you are having a conflict, discuss it.

Take care of the problem when it comes up. Don't let it get too big to handle. Even if the problem seems small, if you don't deal with it when it happens, the problem will only get bigger.

Don't blame others for problems you are having with someone else. If you are mad at your brother, don't yell at your best friend. Directly tell each person what is bothering you.

Think before you speak. If you say mean things to your family and friends or speak sarcastically to them even though you are just teasing, you are really hurting them. If you have something constructive to say, be sure you say it in a way that will be helpful and not harmful.

Never strike another person to get your way. Physical violence or abuse (hitting, punching, kicking, shaking, or slapping) is **NEVER** acceptable behavior.

Try writing down your feelings. If the person that you are having a conflict with will not discuss the problem, or you are not comfortable enough to talk to him or her about it, write a letter. You can decide later if you want to mail it. Even if you are not able to talk it over with another person, you will understand more about how you feel when you have read your words over again.

Listen to what the other person has to say. Each person involved has his or her own point of view and should have the chance to express it.

When the fight is over, drop it. Forgive and forget. Don't keep bringing up the fight or hold onto your anger once the argument is over, even if it was not resolved the way you wanted.

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Understanding Chapter 7: Health & Life Skills

1. How do you see yourself?

2. How do others see you?

3. What strategies do you use to change your attitude?

4. What are some signs of depression?

5. List some stress reducers that you can use.

6. Name the five basic food groups necessary for good nutrition.

Chapter 8: Family and Friend Relationships

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

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

Family Relationship Changes

You can’t expect to just walk back into a family’s life without adjustments on both sides. A partner may have learned to do things around the house (budgeting, grocery shopping, car repair, etc.) that you did before. Once you return, who does them?

Children may get used to living without their mom or dad. You may be rejected as a disciplinarian/parent or role model because of your “ex-con” status or just because you haven’t been around.

Your children aren’t the same as when you left — don’t try to treat them the way you did before you left. You can’t treat a child like you would an infant, or teenager like you would a child. Show your children that you care about their needs, are interested in what they are doing, and that you are willing to spend time with them.

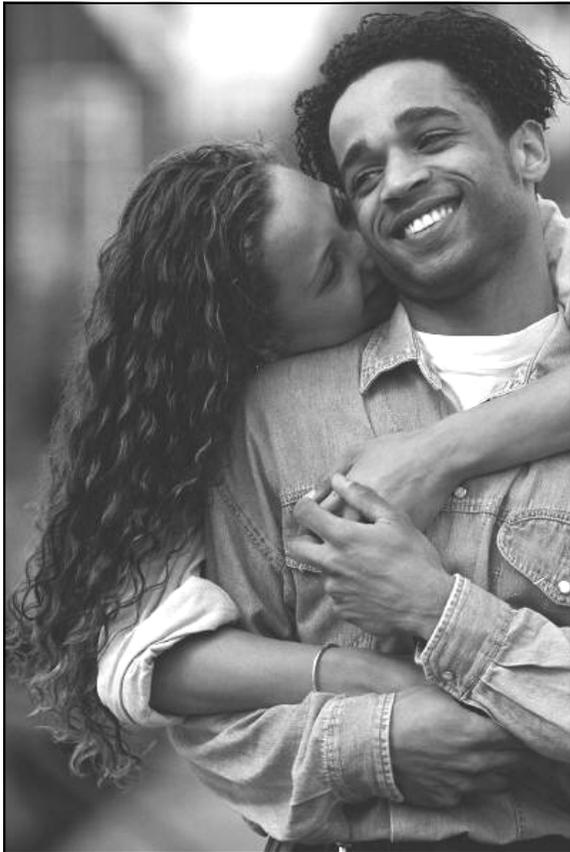
A divorce or child custody proceeding may have occurred and significantly affected the family as you once knew it.

Your relationships with your parents will change, or maybe already has changed, because of aging.

Show your family that you understand how you have hurt them

Allow members of your family to share painful memories with you.
Admit you were wrong.
Ask for forgiveness.

If asked about your incarceration, answer questions honestly. **Do not tell people it was “no big deal.”** Acting “tough” about your experience does a serious disservice to your family and friends. Let them know that being incarcerated is no way to spend your life. As your family learns to trust you, they will be able to start treating you like your crime and imprisonment didn’t happen.



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Former Friends/Associates

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

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

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

Rebuilding the family can be likened to a spider's web

“Although it is made of thin, delicate strands, the web is not easily broken. However, a web gets torn every day by the insects that kick around in it, and a spider must rebuild when it gets full of holes.” — E.B. White

Your Parents

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

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

Will you be a Caregiver?

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

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

*What people say behind your back
is your standing in the community.*
Edgar Watson Howe

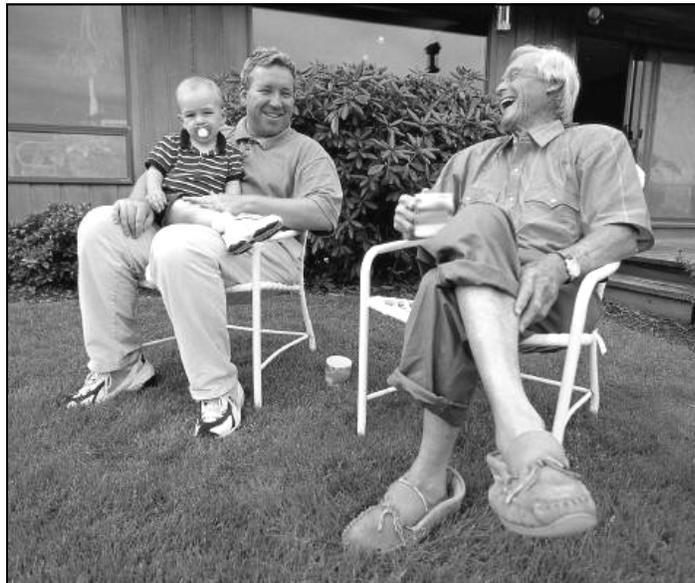


Take this simple test to see if you identify yourself as a caregiver:

- Will you do errands like shopping, telephoning, arranging for healthcare?
- Will you travel to and from your relative's home more often than usual?
- Will you provide social activities?
- Will you supervise medications and arrange medical visits?
- Will you listen, talk, and provide emotional support?
- Will you supervise others who provide direct care?
- Will you maintain two homes — your own and that of your relative?
- Will you assist in personal care like lifting, bathing, dressing, or feeding?
- Will you manage financial/legal affairs?

If you answered “yes” to one or more of these questions, you are a caregiver. The wide range of needs defies definition. Whether you provide around-the-clock assistance or are just becoming aware of the needs, you are still a caregiver. You are responsible, to some degree, for another person's wellbeing. At any point on the continuum of care giving, the challenges and demands can become too great. It can cause emotional and physical exhaustion, depression, marital and family problems, as well as work conflicts.

One solution is to access resources to help you in this job. Locally, an entry point is the **National Aging I & R Support Center (800) 677-1116**. It is an easy to find community resources and support in Idaho. If you live a distance from your family member, the national toll-free line **Elder Care Locator (1-800-677-1116)** can locate resources in the area where they reside, as well as local area agencies on aging. They can direct you to local resources in your area that will support your efforts to do a successful job of care giving.



**More information on eldercare and aging is available
in the transition resource center.**

Seven Characteristics of Strong Families

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

1. Appreciation

At least once a week show appreciation to your children or spouse when they are being good or you see your relationship growing stronger.

2. Democratic Decision-Making

It is important to involve all members of the family in making decisions.

3. Flexibility and Openness to Change

Change is unavoidable.

4. Communication

Family members share their feelings, hopes, dreams, fears, joys, sorrows, experiences, and needs. We communicate by our words, with our bodies, and by our behavior.

5. Shared Values

Values provide direction and meaning to life — parents have to know what they expect of their children and how to communicate this clearly.

6. Quality Time Together

The family bond is valued and efforts are made to make time for family activities and interaction.

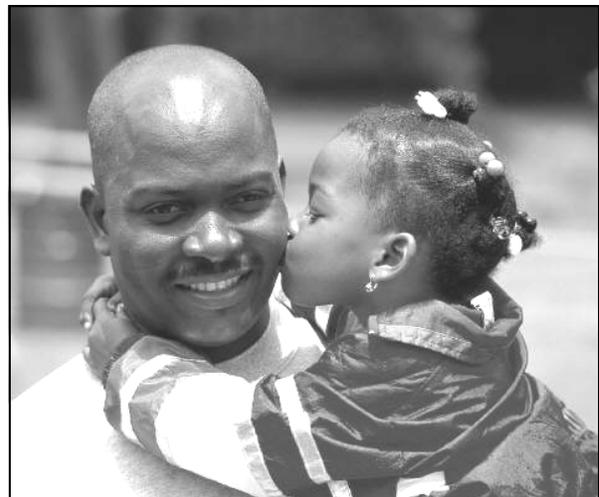
7. Connection with Others

Building and maintaining supportive relationships between family members and others in the community helps families cope with stress and crises.

Source: *Building Family Strengths: A Tool Kit for Families* — University of Minnesota Extension Service

*To love others, we must first
learn to love ourselves.*
Anonymous

Notes: _____



Tips for Incarcerated Parents

Establish and maintain a positive relationship with the other parent of your child. Even if your relationship has ended, try to find ways to connect respectfully for the sake of the children.

Make a plan of how you can connect with each of your children and follow the plan.

Be honest with your children regarding why you aren't living with them, but respect their ability to understand, depending on their age.

Let children know how important they are to you, but remember they may not necessarily respond as you might want. They may be angry because you did something wrong and cannot be there with them.

Be prepared to make amends, and say you are sorry.

Take your time. Don't expect big changes from family members overnight.

As much as possible, find ways to support your children emotionally, financially, and spiritually.

Be consistent in your approach and contact schedule. Your children need to be able to rely on you to call or write regularly.

Observe family celebrations, special occasions, and cultural events from the inside.

Make gifts, if you are able, using the classroom, carpentry, craft, or metal shop.

Create a game to play long distance. Make up a story for the children to finish. Draw pictures and make them into a coloring book that tells a story. It may help if they have a stuffed animal to hug or talk to when they miss you.

Focus on cleaning up any outstanding legal problems before your release, especially things like unpaid fines and tickets which can affect your driver's license. If you have court-ordered child support obligations, contact the child support officer assigned to your case.

Develop a realistic plan to reconnect with your child after you are released.

Connect with others inside who share your situation as a parent behind bars trying to connect with their children.

Don't be afraid to ask for counseling from the facility mental health clinician, chaplain, or your caseworker.

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

If your offense history includes victimization of children, you may have restrictions prohibiting contact with them. Abide by these rules. You may need to contact the Department of Health and Welfare for your case plan requirements for family reunification.

Child Support

The information in this section has been compiled with the cooperation of the Idaho Bureau of Child Support and the Idaho Department of Health & Welfare Child Support Services (1-800-356-9868). This resource gives you general information about child support and is not legal advice. Since child support is a serious issue, you may wish to contact an attorney.

- Every child needs financial and emotional support.
- Every child has the right to this support from both parents.
- Devoted parents can be a loving and supporting force in a child's life. Even when parents don't live together, they need to work together to support their child.
- You make the difference in your children's lives.
- Regardless of economic status, education, race, or cultural background, many people lack one important skill — how to be a parent. In previous generations, the most critical qualification of being a good parent was being a good provider. Children also need parents as nurturers, teachers, and role models.
- Children whose parents are actively involved in their lives do better in school than children who don't have both parents around. They are less prone to depression, have better social skills, and are more likely to become good parents themselves.
- Millions of children never get a chance at life. Children who aren't taught any morals and values, are neglected by their parents, or live in homes affected by drugs and alcohol face barriers in life. Typically, these are the children that grow up with no sense of responsibility and feelings of low self-worth. They end up abusing drugs and alcohol, committing serious crimes, and going to prison.
- You can prepare and give your child a better life regardless of your age, education, or income level by learning how to relate to your child in positive, healthy ways.

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What is Child Support?

Child support is money parents pay to support their children. The court orders the support. The support may be part of an interim, temporary, permanent, or modified court order in a legal action, which could include:

- Divorce or legal separation
- Paternity action
- Child custody action
- Separate child support action

Most support is collected by withholding income from parent’s paychecks.

With income withholding, employers collect child support payments and send the funds to the Idaho Child Support Receiving Services. The state processes and sends the payments, either by check or electronic transfer, to the person the support is owed to.

How is the amount of child support determined?

In Idaho, child support is determined using the guidelines established in the state law. Child support guidelines are based on monthly income.



*Do what you can,
with what you have,
where you are.*
Theodore Roosevelt

Notes: _____

Guidelines for Setting Child Support

Child Support — Guidelines

Basic support is determined using guidelines established in Idaho law. An income share method is used that considers the income of both parents, the number of children, and the cost of raising a child at different income levels. The court may deviate from guidelines to encourage prompt and regular payment of child support and to prevent either parent of the joint children from living in poverty. A child support order will have provisions for basic support, medical support, and childcare support.

Child support guidelines are reviewed by the Idaho Bureau of Child Support And the Department of Health and Welfare Child Support Services, and are set by the legislature.

Gross monthly income

Gross income includes any form of monthly income received, but does not include:

- A child support payment received by a parent
- The income of a parent's spouse
- Public assistance benefits

A child's Social Security or Veteran's Benefits based on a parent's eligibility are included in that parent's income.

Child support and spousal maintenance payments ordered by the court for a non-joint child or a former spouse are deducted from gross monthly income.

If a parent is determined to be voluntarily underemployed or unemployed, potential income may be used to determine the parent's income.

There is a Child Support Guidelines Calculator available on the Internet which can be used to **estimate** the amount of support that may be ordered on a case. It is not a guaranteed determination of support, but rather a tool which will calculate a support amount based on the information that you input.

There is a link to the web calculator and a more complete definition of terms that can be found at www.healthandwelfare.idaho.gov Follow the quick links to child support services on the right.

The court has the final authority in determining the child support amount ordered. If you have specific questions about child support guidelines, you should contact your county child support worker or an attorney.

Who establishes support orders?

The child support office or a parent may ask the court to issue a support order. The court generally orders the non-custodial parent to provide support for the child who is living with the other parent. An order may also be issued if the child is living with another relative or is in foster care. The court will set the amount of support the parent must provide.

Can a child support order be changed?

The two ways a child support order can be changed are through modification and cost-of-living adjustments. Idaho child support orders are generally adjusted by a cost-of-living adjustment every two years.

Modification

There is an opportunity for incarcerated individuals to have the fee waived for modification for child support. Contact Ada County Court Assistance at 200 West Front Street, Boise, ID for the child support modification packet.



Court orders can be changed if there is:

- A substantial increase or decrease in either parent’s earnings.
- A substantial increase or decrease in the financial need of a parent or child.
- A change in a child or parent’s cost-of-living.
- A change in court-ordered custody.
- A change that make the terms of the original order unreasonable or unfair.

There is a substantial change in circumstances if:

- Based on the non-custodial parent’s income, changing the current order would result in a child support amount that is at least 20 percent and at least \$75 higher or lower than the current order.
- Medical support provisions are no longer workable.
- Health coverage ordered is not available to the child for whom the order is established.
- The current order is for a percentage of income, not a fixed dollar amount.
- Extraordinary medical expenses for the child occur.
- There are changes in childcare needs because of work or education needs of custodial parent.

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Child support services include:

- Locating parents.
- Establishing parentage.
- Establishing and enforcing court orders for child support, medical support, and childcare support.
- Reviewing and asking the court to modify orders for support when appropriate.
- Adjusting support orders based on the cost-of-living index.
- Enforcing support orders.
- Working with other states to enforce support orders.
- Collecting and processing payments.

These services are available to:

- Parents of minor children if one parent does not live with the child.
- Parents who pay court-ordered child support.
- People who have court-ordered, physical custody of a minor child.
- People who receive public assistance for a minor child who lives in their home.



*You're either part of the solution
or part of the problem.
Eldridge Cleaver*

Notes: _____

Help for Both Parents

Either parent, with or without custody of their children, may get child support services.

Parents can apply for services at their child support office, They are charged a one-time fee of \$25. When you apply for services, you also agree to pay a one-percent cost recovery fee on your payments or on your obligation and an annual \$25 fee if you meet the fee criteria.

Parents who receive public assistance for a child whose other parent does not live with them are automatically referred for services. They are not charged a fee.

Child Support Offices do not help with:

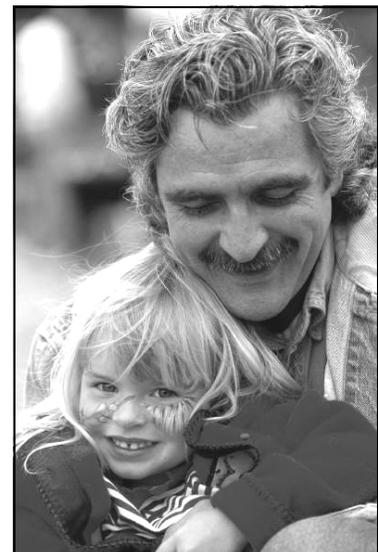
- Divorces
- Visitation and custody
- Spousal maintenance (alimony)
- Legal advice or counseling

Child Support Offices use these and other tools to enforce support orders:

- Intercepting federal and state income tax refunds, state property tax refunds and lottery winnings.
- Reporting unpaid child support to credit bureaus.
- Requiring employers to report new hires to a state office to match with child support obligations.
- Suspending driver's, occupational, and recreational licenses.
- Denying passports.
- Obtaining contempt of court orders.

*We have to do with the past only as we can
make it useful to the present and the future.*
Frederick Douglass

Notes: _____



What Incarcerated Parents Need to Know About Child Support

- It is your responsibility to notify your child support office that you are incarcerated.
- Do not assume that your child support office knows you are incarcerated.
- If you have a court-ordered child support amount due each month, you are responsible to pay that amount.
- If you do not pay the full amount each month, the child support office considers the unpaid amount past due. The past due amount is called arrears.
- If you cannot pay the full amount of the court-ordered child support, you must request a review of your case. You must request this review in writing. Do this as soon as possible, as a change in your child support amount can only be from the date of the motion forward.
- The county support officer assigned to your case will determine if your current financial situation meets the requirements for review.

Child Support Checklist — Preparing for Release

Before release, check the status of your driver’s license as it relates to child support. Let your transition coordinator know if it is suspended because of child support issues.

Find out how to contact your county child support worker(s), or better yet, contact them and let them know your release plan; things like where you will be living, if you will be residing with your children, if there are any restrictions on employment, and on your ability to resume paying your support obligation.

Read your child support court order. Determine how your support obligation is ordered to resume. Is there a review hearing set up? Will one be scheduled? Will the child support resume at the prior court-ordered amount, and if so, will you be able to meet that obligation?

Communication with the county child support agency as you transition is key. Don’t be afraid to ask questions.

Notes: _____

Legal

Services

Health/Wellness

Family

**Community
Connections
Map**

**Where do I go
for support?**

**Who are the
people I am
connected to?**

Housing

Faith/Spiritual

Other

Education/School

Employment

Friends

Community of Support

Let me tell you about the **people** and **places** that provide resources and support to me and my family. I will rate the strength of the resources and support I get from the **people** and **places** using the scale below and put the number in the box next to what I've written:

Me and My Community of Support

People:

(Partner, family, friends, neighbors, neighborhood groups, or block clubs)



Places:

(Community centers, family centers, faith community, library, your children's school, etc.)

Strength of Convictions

- 5. extremely strong
- 4. very strong
- 3. somewhat strong
- 2. a little weak
- 1. very weak

DO THEY PULL YOU FORWARD OR DO THEY PULL YOU BACK?

Understanding Chapter 8: Family and Friend Relationships

1. What are your expectations in terms of interacting with your spouse/ significant other and children? Explain.

2. What are your family's expectations? Are those realistic? Why or why not?

3. What are some ways that you can show your family that you understand how you have hurt them?

4. What changes have you made in yourself to prepare for rebuilding relationships.

5. What are some activities you can do to create "quality time?"

6. Whose responsibility to notify the child support office that you are incarcerated and released?

7. What do you do if you cannot pay the full amount of child support?

8. Can child support orders be changed?

Chapter 9: Restorative Justice

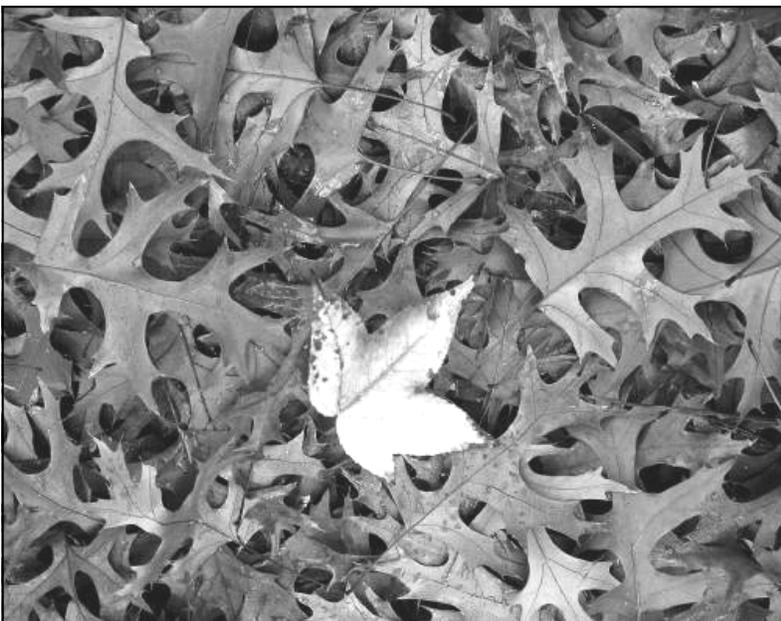
What is restorative justice?

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

Examples of restorative justice practices include:

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

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



*A man's fortune must
first be changed from within.*
Chinese proverb

Victim Awareness

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

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

“...the prevention of crime, the rehabilitation of persons, and the reconstruction of community are not three ideas. They are one idea, spoken in three different ways.”

Robert Woodson, “A Summons to Life”

Literature describing restorative justice in more detail is available in the library.



Notes: _____

Understanding Chapter 9: Restorative Justice

1. What is an example of restorative justice?

2. Restorative justice focuses on how much punishment can be inflicted on an offender.

True or False?

3. What is one way in which YOU can demonstrate restorative justice?

4. What is victim awareness?



Chapter 10: Living Under Supervision

You, your caseworker, and supervision agent will develop a release plan, including an approved residence and conditions of release. You have a responsibility to find a residence by informing your caseworker of any possible address locations that would be available to you upon release.

If you are aware that you have personal identification documents (such as driver's license, birth certificate, or social security card) in your file, be sure to remind your caseworker or send a note to the records unit to have these documents included with your release paperwork.

Be sure that you understand the conditions of release before you are released.

If you have any questions, ask your caseworker. Before you leave prison, you will be signing paperwork that states you have been read, and had explained to you, the conditions of release and that you fully understand all the rules, regulations, and conditions in the document. At the time you actually leave prison, you will receive copies of these documents.

Notes: _____



Ways to Succeed in Your Supervision Program

1. Report to your PO as directed — even when you've made a mistake.
- 2. Follow the rules.**
3. Put 100% in everything you do.
- 4. Be responsible.**
5. Be respectful of others.
- 6. Don't steal.**
7. Keep your bills paid.
- 8. Ask your friends to help keep you in line.**
9. Stay drug free and sober.
- 10. Open yourself up to people — take about feelings.**
11. Don't threaten people.
- 12. Raise your standards for the people with whom you spend time.**
13. Have a positive attitude — use positive self-talk.
- 14. Always do what you say you will do.**
15. Be where you say you are going to be.
- 16. Ask for help when needed.**
17. Develop victim empathy.
- 18. Have achievable goals in your life.**
19. Admit to yourself what you know.
- 20. Admit to yourself when you don't know.**
21. Learn to say no.
- 22. Live an honest life.**
23. Work on doing good.
- 24. Stay in touch with supportive friends/family.**
25. Keep your guard up.
- 26. Take time to think things through.**
27. Stay on prescribed medications.
- 28. Take life in small bites — one day at a time.**
29. Work on your own self-doubts.
- 30. Follow your relapse prevention plan.**
31. Stay away from all high-risk situations.
- 32. Stay away from all past victims.**
33. Don't argue with PO — treat them with respect.
- 34. Focus on tasks ahead.**
35. Believe in yourself and your ability to succeed.
- 36. Make a plan — follow the plan.**
37. Comply with authority.
- 38. Stay involved with all support meetings.**
39. Develop a meaningful job.
- 40. Invest in your education.**
41. Live a balanced life.
- 42. Follow your conditions of release.**
43. Maintain your support system.
- 44. Develop satisfying hobbies.**
45. Want to succeed.
- 46. Be willing to accept criticism.**
47. Practice healthy behavior.
- 48. Appreciate your spouse/partner and family.**

*A man without a plan for the day
is lost before he starts.*
Lewis K. Bendele



Standard Conditions of Release

IDAHO DEPARTMENT OF CORRECTION COMMUNITY CORRECTIONS SUPERVISION HANDBOOK For Probationers and Parolees



Idaho Department of Correction Division of Community Corrections ORIENTATION HANDBOOK

You are required to report to the Department of Corrections as instructed by the Court or Parole Commission and/or the Intake Probation/Parole Officer after your hearing. You must meet with Community Corrections staff within 24 hours of your hearing and/or release. **Failure to report in the manner specified is a violation of your probation or parole and a Bench or Commission warrant will be requested for your arrest.**

The purpose of this Orientation Manual is to explain the rules of and your responsibilities towards supervision on Probation or Parole either of which are considered a privilege and not a right.

Standard Conditions of Release

INTRODUCTION

As part of your conditions, you will be supervised in the community either on Probation or Parole by an Idaho State Probation/Parole Officer. The purpose of supervision is for your officer to monitor and enforce compliance with the conditions of your parole/probation, to protect the community by assisting you in minimizing your risk to reoffend, and to assist you in being a law-abiding community member. Probation/Parole Officers serve as Officers of the Court as well as Agents for the Parole Commission. Your Probation/Parole Officer assigned to you has the following responsibilities:

- Instruct you as to the conditions specified by the Court or the Parole Commission.
- Instruct you as to the conditions of the Agreement of Supervision and what they mean.
- Keep informed as to your compliance with the conditions of your supervision.
- Keep informed as to your conduct and to report your conduct to the sentencing Court or Parole Commission.
- Direct you to appropriate rehabilitation, vocational, and educational programs to bring about improvements in your conduct and your situation.
- Establish a case plan with you according to your risk assessment and ensure that you are complying with that plan.
- Use supervision activities such as, but not limited to, verification of employment, verifying sources of income, monitoring of your associations, conducting record checks, placing restrictions on your travel, and testing you for the use of drugs and alcohol.
- Impose intermediate sanctions for violations, if necessary or deemed appropriate, which may include electronic monitoring, increased contacts with your supervising officer, discretionary jail time, additional terms or conditions, order to show cause hearings before the Court, etc.
- Assess the problems you may be experiencing such as unemployment, drug problems, alcohol problems, mental health issues, financial problems, lack of residence, family problems, etc. Your officer will develop a plan to address these issues and will refer you to available community resources to assist you.

COMMUNICATION

It is essential that you understand the role of your Probation/Parole Officer and that their professional objective is to assist you in successfully completing your Probation or Parole. Your responsibilities are clearly outlined and specified by the Court or Parole Commission. One of the keys to the successful completion of supervision is communication. Take the responsibility of establishing a consistent pattern of communication with your supervising officer and your supervision can be a positive and rewarding experience.

COURT ORDER/PAROLE COMMISSION ORDER

Depending on the procedure established by your assigned District, you may be required to initial all numbered items on your Court or Parole Commission Order during your orientation. Regardless, you should always be given a copy of the order that governs your supervision and understand you are responsible for adhering to all written conditions. You will be further instructed on any specific conditions of your Court or Parole Commission Order. It is very important that you ask your Probation/Parole Officer to clarify any issues or questions that you may have regarding the conditions and rules of supervision.

AGREEMENT OF SUPERVISION

You will initial and sign the Idaho Department of Correction Agreement of Supervision if you have been sentenced to probation by the Court. Parolees will sign and

Standard Conditions of Release

initial the Parole Commission Order and special conditions. Both of these documents cover the general conditions for Community Corrections supervision. Any special conditions will be covered in either your Court order or under the Special Conditions portion of your Parole order. Again, make sure to communicate with your Probation/Parole Officer if you have any further questions regarding the rules.

GRIEVANCE PROCEDURE

Any complaints you may have must be addressed through an informal resolution with your Probation/Parole Officer prior to a grievance being filed. You need to first seek information, advice, or help on the matter from your supervising officer and then, if you are unable to resolve the problem, then you may request to resolve the matter with the Section Supervisor. Should you choose to file a written grievance, then you have the right to appeal per the offender grievance process and may do so without the fear of retaliation.

ADDITIONAL INSTRUCTIONS

1. YOU SHALL ANSWER TRUTHFULLY ALL INQUIRIES BY THE PROBATION OFFICER AND FOLLOW THE ADVICE AND INSTRUCTIONS OF THE PROBATION/PAROLE OFFICER.

The Probation/Parole Officer is responsible for knowing what is going on in many aspects of your life. You are required to answer questions truthfully and your officer may also verify any information you provide with outside sources such as family, employers, etc. It is important to understand that directives from your officer are for ensuring your welfare, community safety, and are directly related to ensuring compliance with your conditions.

2. YOU SHALL SUPPORT YOUR DEPENDENTS AND MEET OTHER FAMILY RESPONSIBILITIES.

Your Probation/Parole Officer may meet with family members or significant others to verify that you are appropriately managing family responsibilities and to explain how the supervision process may affect them. The specific conditions of supervision that may impact immediate family members, significant others, or friends residing in your home include your restrictions on travel, removal of ALL firearms and weapons from the home, and your waiver of the 5th amendment search clause which gives IDOC personnel access to search at any time your residence, vehicles located at the residence, and all property.

Your Probation/Parole Officer may require that you provide verification monthly that you have paid any Court ordered obligated child support. You may also be required to submit a monthly budget that provides verification that you are meeting family responsibilities, maintaining all financial obligations, and living within your means.

3. YOU SHALL NOT USE OR POSSESS ALCOHOLIC BEVERAGES.

You shall not, at any time, possess, control, or consume any alcoholic beverages.

Standard Conditions of Release

This condition includes the possession or consumption of "non-alcoholic" beer and wine. Furthermore, you **are not** allowed to reside in a home where alcohol or drugs are present. You have the responsibility of discussing these restrictions with all other individuals residing in the home and they must decide whether or not they are willing to abide by these conditions. You will be directed to reside elsewhere if those individuals decide they will not give up their use and/or possession of drugs or alcohol. In addition, you will not be allowed to enter any place of business wherein the primary source of revenue is the sale of alcoholic beverages. These businesses include, but are not limited to, bars, lounges, liquor stores, casinos, and exotic dance clubs. Your Probation/Parole Officer may specifically direct you as to where you can and cannot go in terms of your assigned District, but it is your responsibility to verify what businesses are off-limits while on supervision.

4. YOU SHALL NOT FREQUENT PLACES WHERE CONTROLLED SUBSTANCES ARE ILLEGALLY SOLD, DISTRIBUTED, OR ADMINISTERED, OR OTHER PLACES SPECIFIED BY THE COURT OR PAROLE COMMISSION.

You will not enter or be near places and/or situations where illegal activity is going on in order to maintain the pro-social lifestyle that is expected while on supervision. This means that you need to use good judgment and common sense about the places you go and the people you associate with.

5. YOU SHALL NOT ASSOCIATE WITH ANY PERSONS ENGAGED IN CRIMINAL ACTIVITY AND SHALL NOT ASSOCIATE WITH ANY PERSON WITH CRIMINAL CONVICTIONS UNLESS GRANTED PERMISSION TO DO SO BY THE PROBATION/PAROLE OFFICER.

Association is defined as any planned, prolonged, or repeated, personal, telephonic, or written contact with another individual. You are not allowed to associate with individuals that have a criminal record or are engaged in criminal activity. Also considered will be whether or not you had knowledge, or should have had knowledge, of that person's criminal conviction or of the criminal activity in which they were engaged during the times of your association. Incidental contact, contact on a job site as co-workers or in treatment groups **is not** considered association. **Association with any convicted family member** must be approved **PRIOR** by the Probation Parole Officer with permission only granted in certain situations on a case-by-case basis.

6. YOU SHALL PERMIT THE PROBATION/PAROLE OFFICER TO CONTACT YOU AT ANY TIME AT HOME OR ELSEWHERE AND SHALL PERMIT CONFISCATION OF ANY CONTRABAND LOCATED.

The Probation Officer will make unannounced contacts at your home, place of employment, or other places you may be at any time which may occur on weekends, evenings, or holidays. Failure to cooperate with a field contact is a violation of your supervision conditions which could lead to an arrest on an Agent's Warrant. Probation/Parole Officers will confiscate contraband which includes any item you have been specifically directed not to have in your possession or control to include, but not limited to, alcohol, controlled substances, weapons, stolen items, and illegal material such as drug paraphernalia.

7. YOU SHALL NOT ENTER INTO ANY AGREEMENT TO ACT AS AN INFORMANT OR A SPECIAL AGENT OF ANY LAW ENFORCEMENT AGENCY WITHOUT PERMISSION OF THE IDAHO DEPARTMENT OF CORRECTION AND/OR THE COURT OR PAROLE COMMISSION.

Standard Conditions of Release

You will not act as an informant or special agent for law enforcement and you are required to immediately notify your Probation/Parole Officer if such a request is made. The Idaho Department of Correction discourages these types of agreements and permission is rarely, if ever, granted for an offender to conduct such duties.

8. YOU SHALL NOT HAVE ANY TYPE OF CONTACT, TO INCLUDE THIRD PARTY CONTACT, WITH THE VICTIM(S) IN YOUR CASE(S) OR THE VICTIM'S FAMILY.

You will not communicate with your victim or the victim's family in any way. This contact includes, but is not limited to, contact made in person, by phone, via computer, in writing or through a third party. You may only request contact with your victim(s) through your Probation/Parole Officer. Your supervising officer may grant you permission to have limited victim contact if there is no specific condition prohibiting such from the Court or Parole Commission.

CIVIL RIGHTS

The law does not allow convicted felons to have certain Civil Rights including the right to vote, serve on a jury, hold public office, and restrictions on the issuance and renewal of some professional licenses. To determine if your rights will be, or can be restored, after the termination of your term of supervision, you should directly contact your attorney or the appropriate authority (i.e. the Board of Elections for voting rights and Board of Occupational Licenses for professional licenses.)

SEX OFFENDER REGISTRATION

Idaho law requires that individuals convicted of certain sexual offenses register as a sex offender WITHIN 3 WORKING DAYS through the local sheriff's department. **Failure to comply with the Idaho sex offender registration requirement is a felony crime and a violation of your supervision conditions.** The Court, Parole Commission or your supervising officer will notify you of your need to register and the location where such registration can take place.

DNA SUBMISSION REQUIREMENT

State of Idaho law requires that offenders convicted of certain criminal offenses are required to submit a sample of their DNA. Your supervising officer will inform you if you are required to supply a sample.

ACKNOWLEDGMENT:

I understand that any violation of my Court Order, Parole Commission Order, Special Conditions, or Agreement of Supervision will result in the imposition of intermediate sanctions by my Probation/Parole Officer. I understand that intermediate sanctions range from verbal reprimand to revocation of my probation or parole. I have read or had read to me the Supervision Handbook and have received a copy.

Offender Signature

Offender Printed Name

Officer/Witness Signature

Date Accepted

Standard Conditions of Release

OTHER IMPORTANT INFORMATION

DRIVER'S LICENSE

State law requires motorists to have a valid Driver's License and Proof of Insurance in order to shall comply with all lawful requests of any agent of the Idaho Dept of Correction. The defendant shall be completely truthful at all times with any agent of the Idaho Dept of Correction. During any contact with law enforcement personnel the defendant shall provide their identity, notify the law enforcement officer(s) that they are under supervision and provide the name of their supervising officer. The defendant shall notify their supervising officer of the contact within 24 hrs. _____

Idaho Department of Correction IDAHO DEPARTMENT OF CORRECTION Agreement of Supervision

- 1. Supervision Level:** The defendant's level of supervision, including caseload type and electronic monitoring shall be determined by the Idaho Dept of Correction. _____
- 2. Laws and Conduct:** The defendant shall obey all laws, municipal, county, state and federal. The defendant shall comply with all lawful requests of any agent of the Idaho Dept of Correction. The defendant shall be completely truthful at all times with any agent of the Idaho Dept of Correction. During any contact with law enforcement personnel the defendant shall provide their identity, notify the law enforcement officer (s) that they are under supervision and provide the name of their supervising officer. The defendant shall notify their supervising officer of the contact within 24 hrs. _____
- 3. Residence:** The defendant shall not change residence without first obtaining permission from an authorized agent of the Idaho Dept of Correction. _____
- 4. Reporting:** The defendant shall report to his/her supervising officer as directed. The defendant shall provide truthful and accurate information or documentation whenever requested by the Idaho Dept of Correction. _____
- 5. Travel:** The defendant shall not leave the State of Idaho or the assigned district without first obtaining permission from his/her supervising officer. _____
- 6. Extradition:** If the defendant does leave the State of Idaho, with or without permission, the defendant does hereby waive extradition to the State of Idaho and will not contest any effort to return the defendant to the State of Idaho. _____
- 7. Employment/Alternative Plan:** The defendant shall seek and maintain gainful, verifiable, full-time employment. The defendant shall not accept, cause to be terminated from, or change employment without first obtaining written permission from his/her supervising officer. In lieu of full-time employment, the defendant may participate in full-time education, a combination of employment and education, vocational program or other alternative plan based on the offender's specific situation and as ap-

Standard Conditions of Release

8. Alcohol: The defendant shall not purchase, possess, or consume alcoholic beverages in any form and will not enter any establishment where alcohol is a primary source of income. _____

9. Controlled Substances: The defendant shall not use or possess any illegal drug. The defendant shall not use or possess any paraphernalia for the purpose of ingesting any illegal drug. The defendant shall not use or possess any controlled substances unless lawfully prescribed for him/her by a licensed physician or dentist. The defendant shall use medications only in the manner prescribed by their physician or dentist. _____

10. Firearms/Weapons: The defendant shall not purchase, carry, possess or have control of any firearms, chemical weapons, electronic weapons, explosives or other dangerous weapons. Other dangerous weapons may include, but are not limited to: knives with blades over two and one half inches in length, switch-blade knives, brass knuckles, swords, throwing stars and other martial arts weapons. Any weapons or firearms seized will be forfeited to IDOC for disposal. The defendant shall not reside in any location that contains firearms unless the firearms are secured and this portion of the rule is exempted in writing by the District Manager _____

11. Search: The defendant shall consent to the search of his/her person, residence, vehicle, personal property, and other real property or structures owned or leased by the defendant or for which the defendant is the controlling authority conducted by any agent of the Idaho Dept of Correction or law enforcement officer. The defendant waives his/her Fourth Amendment Rights concerning searches.. _____

12. Cost of Supervision: The defendant shall comply with Idaho Code 20-225, which authorizes the Idaho Dept of Correction to collect a cost of supervision fee. The defendant shall make payments as prescribed in his/her monthly cost of supervision bill. _____

13. Associations: The defendant shall not associate with any person(s) designated by any agent of the Idaho Dept of Correction. _____

14. Substance Abuse Testing: The defendant shall submit to any test for alcohol or controlled substances as requested and directed by any agent of the Idaho Dept of Correction or law enforcement officer. The defendant may be required to obtain tests at their own expense. If the results of the test indicate an adulterant has been used to interfere with the results, that test will be deemed to have been positive. _____

15. Evaluation and Program Plan: The defendant shall obtain any treatment evaluation deemed necessary and as ordered by the Court or any agent of the Idaho Dept of Correction. The defendant shall meaningfully participate in and successfully complete any treatment, counseling or other programs deemed beneficial and as directed by the Court or any agent of the Idaho Dept of Correction. The defendant may be required to attend treatment, counseling or other programs at their own expense. _____

Standard Conditions of Release

16. Cooperation with Supervision: When home, the defendant shall answer the door for the probation officer. The defendant shall allow the probation officer to enter their residence, other real property, place of employment and vehicle for the purpose of visitation, inspections and other supervision functions. The defendant shall not possess, install or use any monitoring instrument, camera, or other surveillance device to observe or alert them to the approach of his/her probation officer. The defendant shall not keep any vicious or dangerous dog or other animal on or in their property that the probation officer perceives as an impediment to accessing the defendant or their property. _____

17. Absconding Supervision: The defendant will not leave or attempt to leave the state or the assigned district in an effort to abscond or flee supervision. The defendant will make himself/herself available for supervision and program participation as instructed by the probation officer and will not actively avoid supervision. _____

18. Court Ordered Financial Obligations: The defendant shall pay all costs, fees, fines and restitution in the amount and manner ordered by the Court. The defendant shall make payments as ordered by the Court or as designated in a Payment Agreement and Promissory Note to be completed with an agent of the Idaho Dept of Correction and signed by the defendant. _____

19. Confidential Informant: The defendant shall not act as a confidential informant for law enforcement except as allowed per Idaho Dept of Correction policy. _____

20. Intrastate/Interstate Violations: If allowed to transfer supervision to another district or state, the defendant agrees to accept any violation allegation documents purportedly submitted by the agency/officer supervising the defendant in the receiving district or state as admissible into evidence as credible and reliable. The defendant waives any right to confront the author of such documents. _____

21. Additional Rules: The defendant agrees that other supervision rules may be imposed depending on the district or specific field office that provides his/her supervision. At all times, these additional rules will be imposed only after considering the successful supervision of the defendant and the secure operation of the district or specific field office. All additional rules will be explained to the defendant and provided to him/her, in writing, by an agent of the Idaho Dept of Correction. _____

I have read, or have had read to me, the above agreement. I understand and accept these conditions of supervision. I agree to abide by and conform to them and understand that my failure to do so may result in the submission of a report of violation to my sentencing authority.

Defendant Signature

Witness Signature

Defendant Name (printed)

Witness Name (printed)

Date

Date

Standard Conditions of Release

Miscellaneous Issues

Do not bring children to the probation/parole office.

**Everyone on supervision will receive an IDOC number.
Please place that number on COS payments.
It identifies you and will facilitate appropriate credit to your account.**

**You will be escorted in and out of the office area.
Please do not leave your area without an escort.**

**Personal property is subject to search when brought to the probation/
parole office. You are to be responsible
for your property. It is not the responsibility of the
Department of Corrections.**

**No smoking is permitted on state property.
Please do not smoke at the probation/parole office.**

**Wear appropriate clothing to the probation/parole office.
Examples of inappropriate clothing include gang colors,
revealing clothing and the wearing of sunglasses inside the office.**

TO SUCCEED ON PROBATION OR PAROLE

I will fully accept responsibility for my actions.

I will understand the harm my actions have caused.

I will acknowledge that I have done something wrong.

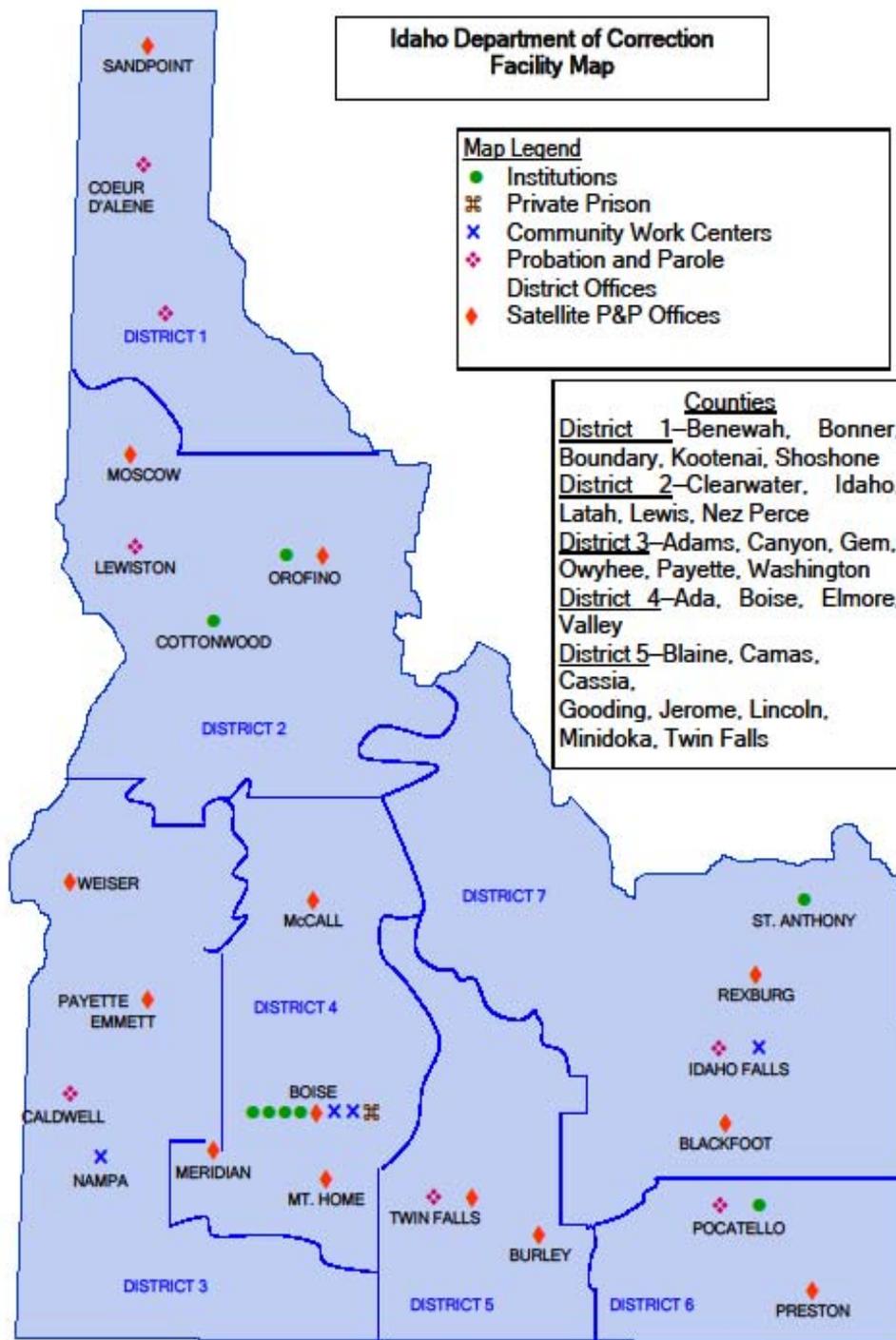
I will offer an apology to my victims and the community.

I will repair the harm I have caused.

I will make restitution for the harm.



Standard Conditions of Release



December 2009

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Should I Tell My P.O.? Yes or No?	YES	NO
If I quit my job		
If my daughter had a bike accident		
If I lost my wallet		
If my son was cut from the team		
If my spouse lost his/her job		
If an old cell mate called me		
If I overdrew my bank account		
If my cat died		
If I won \$100 in the lottery		
If my son/daughter got married		
If I want to move to Arizona for a job		
If I moved to another house		
If I was given a UA at work and it was dirty		
If my child was caught using drugs at school		
If I found out my boss is a former felon		
If I failed to go to my treatment program		
If my doctor prescribed a drug		
If I got in a fight, but it wasn't my fault		
If I caught a really big fish		



Standard Conditions of Release

PRE/POST Test: Probation/Parole Transition

True or False. Use T or F. Illegible answers will be marked wrong.

1. I may travel to another district without approval if I call my PO upon arrival.
2. As a convicted felon, I may not possess a firearm, but possession of ammunition is permitted.
3. If I quit my job I must tell my PO.
4. My PO will consider my crime of conviction prior to granting job approval.
5. I can have contact with the victim of my crime as long as it is through a third party.
6. If I follow all of the rules of supervision I will automatically be granted early release.
7. I must tell my PO if I am prescribed any medication.
8. I can stay overnight at a residence other than my listed residence without approval of my PO.
9. If my boss has a prior felony conviction, I need to notify my PO.
10. As long as I do not drink, it is OK for my roommate to have alcohol in the residence.



Standard Conditions of Release

Notes: _____



Tips for Being Successful While on Supervision

1. **ASK QUESTIONS.** Your case manager and agent will be able to explain your conditions of release and answer your questions.

2. **COMMUNICATE.** Your agent cannot read your mind. If you are experiencing problems, call your agent. Do not wait until your issue becomes a huge problem and are facing return to prison. Your agent will want to work with you if you are upfront and honest about every situation.

3. **ASK FOR HELP.** We all need help from time to time. Make the call and let your agent know you need some help.

4. **YOU WILL BE MAKING SOME TRANSITIONS.** Things may not move as fast as you wish. Be patient. Things in your community may have changed, Be flexible. Find a support network, ask your agent if you do not have one.

5. **EMBRACE CHANGE.** We all know that change is hard. But you now have the opportunity to get and keep your freedom. Understand what got you to prison and make a plan to change that behavior and lifestyle.

Notes: _____

They are surely to be esteemed the bravest spirits who, having the clearest sense of both the pains and pleasures of life, do not on that account shrink from danger.
Thucydides



Understanding Chapter 10: Supervised Release

1. How many hours do you have before you need to call your Probation/Parole officer upon release?

2. What paperwork will you be signing upon release from the institution?

3. Can you leave the State of Idaho?

4. If you abscond (go on the run) from supervision, what will happen to your sentence?

5. Who is responsible for knowing the laws of registration?

6. List 3 ways to succeed in your supervision program.





**Victory and success on
release can be yours!**

**We wish you the best of luck
and all good fortune.**

IMPORTANT CONTACT INFORMATION

Child Support Services	www.healthandwelfare.idaho.gov	800-356-9868
Commuteride	www.commuterride.com	
Credit Report	annualcreditreport.com	877-322-8228
ESL Assistance	www.pte.idaho.gov	
Idaho Careline		211
ID Department of Labor	www.labor.idaho.gov	
ID Drivers License Services		208-334-8735
Idaho Falls Trpta Public Bus System		208-529-1489
National STD Hotline		800-227-8922
National Aging Center		800-677-1116
North Idaho-City Link	www.cdaid.org	1-877-91-RIDE
Valley Ride	www.valleyride.org	208-846-8547

OTHER IMPORTANT NUMBERS:
