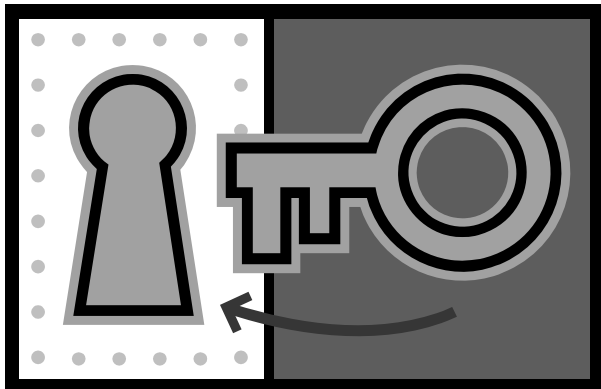


# **GUIDELINES ON GETTING OUT**

**SPRING 2008**



**A HANDBOOK TO HELP YOU PREPARE  
FOR YOUR RELEASE IN**

**TUCSON, ARIZONA**

## Rebuilding a Life After Prison...

The transition to life after prison is a big challenge, and this brochure is designed to help you through this exciting but often difficult time. If you take to heart the following four suggestions we think these resources can help you to be successful with rebuilding.

- **Do your homework.** Make as many arrangements for yourself as you can before you get out. Use this brochure to write to agencies for help.
- **Give yourself time to adjust.** Don't try to accomplish everything right away. Take time alone or with family and close friends only. Be patient with yourself and know it might take you a while to reach your goals. You may feel depressed or overwhelmed. This is normal - just take some time to heal.
- **Ask for help.** There is an answer to every question you have. All you need to do is ask. This does not make you weak, it makes you smart. Call the agencies in this pamphlet. If they can't help you, ask them who can. Keep asking until you get the right answer.
- **Take care of yourself and surround yourself with people who will affirm your new lifestyle and support you in making positive changes.** Stay away from the "old neighborhood." Avoid people and places that are associated with your old behaviors. This may even include family members who are still using drugs or are involved in illegal activity, as hard as it may be.

**DON'T GIVE UP!**

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## Some Tips on Getting Started...

This pamphlet is intended to help you begin the process of re-entering the community. It is a guide to some steps you can take *before* your release as well as some positive steps you can take after you are released. Most agencies have criteria to determine who is eligible for their programs, so you can't just show up on their doorsteps and expect them to accommodate you. It's best to **write them before your release to find out their requirements** (a sample housing letter is included on page 14.). All the agencies listed *will* accept ex-offenders, although they may have some restrictions on types of offenses. Listed programs do not accept sex offenders unless the program description specifically states that sex offenders are accepted. Find the type of agency that fits your situation and special needs. Don't waste your time writing to a program that can't help you.

Prepare yourself for the possibility of a short-term emergency shelter stay by obtaining a copy of your TB test results prior to release. Some shelters require a TB card.

Information included in this pamphlet will help you after you are released with places to find assistance with transportation, employment assistance, job search tactics, health care, individual and family support, and other special programs.

If you are being paroled, remember to make immediate contact with the parole office and follow all parole conditions completely. They will also give you information about health care (AHCCCS) and food stamps. Today a lot of information is available online. Contact your local library for information about instructions and free access to the Internet.

### IDENTIFICATION

Ex-offenders can get an Arizona State ID card from any Arizona Motor Vehicle Division office within 15 calendar days of their release using only his/her affidavit of prison ID for a fee of \$12. Not applying for a Arizona State ID within the 15 calendar days from your release will result in needing to provide two other forms of verification! For ex-offenders that are 65 and older and apply within the required 15 calendar days, their fee is waived.

If you need to talk to someone at the Arizona Motor Vehicle Division about an Arizona State ID or how to get an Arizona driver's license, you can call the appropriate number below based on location.

- Phoenix, Arizona: (602) 255-0072
- Tucson, Arizona: (520) 629-9808
- Elsewhere in Arizona: (800) 251-5866

## Where To Seek Help...

While we have worked hard to ensure that the information in this booklet is up to date, some organizations may have moved, changed phone numbers, or may not exist by the time you contact them. Try not to be discouraged—call the next number and ask them for more information.

|   |  |
|---|--|
| <b>AZ DEPARTMENT of CORRECTIONS<br/>TUCSON PAROLE OFFICE</b>  |  |
| 4600 S. Park - #8<br>Tucson, AZ 85714<br>Office (520) 889-3100  | Fax (520) 889-3927   |
| TASC (Treatment Assessment Screening Center)<br>244 W. Drachman Street<br>Tucson AZ 85705<br>(520) 903-2525<br><br>OR 4907 E. 29th Street<br>Tucson, AZ 857<br>(520) 514-2932 | Urinalysis (UA) "drops" required by ADC<br>Monday - Friday<br>10:30 a.m. - 7 p.m.  |
| <b>BEHAVIORAL HEALTH SERVICES<br/>(Mental Health and Substance Abuse)</b>   |  |
| Compass Health Care<br>3333 E. Grant Rd<br>Tucson AZ 85716<br>(520) 620-6615  | Outpatient services: substance abuse treatment and relapse prevention (group or individual). Referral for residential treatment if needed. |
| CODAC Behavioral Health<br>127 S. 5th Ave.<br>Tucson, AZ 85701<br>(520) 327-4505  | Prevention counseling<br>Outpatient services   |
| COPE Community Services Inc.<br>82 S. Stone<br>Tucson, AZ 85701<br>(520) 205-4732 (intake line)   | Outpatient services<br>Case Management, Residential Services, Health promotion Services.   |
| La Frontera<br>502 W. 29 <sup>th</sup> St<br>Tucson AZ 85713<br>(520) 838-3800  | Mental health and substance use treatment services   |
| SAMHC Behavioral Health Services<br>2502 N. Dodge Blvd.<br>Tucson AZ 85716<br>(520) 622-6000<br>1-800-796-6762  | Crisis Mental Health Services<br>24-hour phone line & walk-in clinic   |

## EMPLOYMENT ASSISTANCE

|  |  |
|--|--|
| <p>DES Job Service</p> <ul style="list-style-type: none"> <li>● 195 W. Irvington Rd.<br/>(520) 741-7188</li> <li>● 5441 E. 22<sup>nd</sup> St.<br/>(520) 584-8226</li> <li>● 316 W. Ft. Lowell Rd.<br/>(520) 293-1919</li> </ul>   | <p>State employment services for men and women.<br/> <b>To write before release</b>, contact:<br/>         DES Employment Administration<br/>         P O Box 28880<br/>         Tucson, AZ 85726-8880<br/>         Military veterans should ask for a veterans' representative.<br/> <a href="http://www.de.state.az.us/esa/contact.asp">www.de.state.az.us/esa/contact.asp</a></p> |
| <p>DK Advocates, Inc.<br/>         1502 E. Broadway Blvd.<br/>         Tucson, AZ 85719<br/>         (520) 790-7677</p>  | <p>Job training, job coaching, work adjustment, and job development</p>  |
| <p>The Giving Tree<br/>         (520) 320-5447 or<br/>         (520) 747-2112</p>  | <p>Job coaching, job leads, placement, case management, and help getting ID</p>  |
| <p>Jackson Employment Center<br/>         300 E. 26th St<br/>         Tucson AZ 85713<br/>         (520) 838-3300</p>  | <p>Employability training and job search assistance<br/>         Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.<br/>         Participants must be able to work full time.<br/>         Includes Homeless Veterans Reintegration Program, H.V.R.P.</p>  |
| <p>Goodwill Industries of So. AZ.<br/>         2907 N. 1st Avenue<br/>         Tucson, AZ 85705<br/>         (520) 206-0333</p>  | <p>Goodwill Job Connection. Internet job search, online applications &amp; help with resumes.</p>  |
| <p>Linkages<br/>         (520) 571-8600</p>  | <p>Employment assistance for individuals with disabilities.</p>  |
| <p>One-Stop Career Center</p> <ul style="list-style-type: none"> <li>● 316 W. Ft. Lowell<br/>(520) 293-1919</li> <li>● 340N.Commerce Park Loop<br/>(520) 798-0500</li> <li>● Kino Service Center<br/>             2797 E Ajo Way<br/>             Tucson, AZ 85713<br/>             (520) -882-5466</li> </ul> | <p>Job placement assistance and some training for low-income people, including ex-offenders. Includes Veterans Workforce Investment Program, V.W.I.P.</p>  |
| <p>PREP (Prisoner Re-Entry Partnership)<br/>         151 W. 40th St<br/>         Tucson, AZ 85713<br/>         (520) 547-3341</p>  | <p>Employment assistance including job leads, job training, education, help with work clothes, tools and transportation. Referrals for counseling and mentoring for ex-offenders released with the past six months. You may write while still incarcerated. No sex offenders &amp; no violent felony.</p>  |

## EMPLOYMENT ASSISTANCE cont'd.

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| Primavera Works Temp Service<br>151 W. 140th St<br>Tucson, AZ 85713<br>(520) 882-9668 | Employment Service, temporary day labor, job search assistance for ex-offenders except level 3 sex offenders. Lunches. Bus passes |
| RISE, Inc. (COPE)<br>119 E. Toole Ave<br>Tucson AZ 85701<br>(520) 791-5666            | Employment Service  |
| Tucson Urban League<br>2305 S. Park Ave.,<br>Tucson AZ 85713<br>(520) 791-9522        | Employment related services including vocational training, GED, & job placement.  |
| Vocational Rehab<br>400 W. Congress, #420<br>Tucson AZ 85701<br>(520) 623-6810        | Provides vocational training to adults with disabilities (including mental illness and drug addiction).                           |

## FOOD ASSISTANCE

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|---|--|
| Casa Maria Free Kitchen<br>352 E. 25 <sup>th</sup> St<br>Tucson AZ 85713<br>(520) 624-0312  | Bag lunch served at 8:30 am & 11:30 am<br>Hot soup served at 10—11:30 am daily.  |
| Community Food Bank<br>3003 S. Country Club<br>Tucson AZ 85713<br>(520) 622-0525  | Provides food boxes (call ahead). Food boxes only on Tues. & Thurs. 9 am-4:30 pm. Picture ID or verification of Tucson residency required. Also has a small grocery store open Tues.- Fri. |
| DES Food Stamps <ul style="list-style-type: none"> <li>• 5441 E. 22<sup>nd</sup> St.<br/>745-5802</li> <li>• 316 W. Ft. Lowell Rd<br/>293-0214</li> <li>• 250 S. Toole Ave.<br/>791-2732</li> <li>• 1200 N. Country Club Rd<br/>881-4081</li> <li>• 2760 S. 4<sup>th</sup> Av - 620-6616</li> <li>• 195 W. Irvington Rd<br/>741-9751</li> <li>• 3000 W. Valencia Rd<br/>578-8456</li> <li>• 3912 W. Ina Rd.<br/>744-5820</li> </ul> | Food stamps for low-income people.<br>Proof of identity and US citizenship required.<br><br><a href="http://www.azdes.gov/faa/">http://www.azdes.gov/faa/</a>                              |

## FOOD ASSISTANCE cont'd.

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| <p>Gospel Rescue Mission<br/>Community Ministries<br/>338 W. 38th Street<br/>Tucson, AZ</p> | <p>Picture ID and/or proof of residency in Tucson required. Office Hours: Monday - Friday<br/>9:00 a.m. to 11:45 a.m.<br/>1:00 p.m. to 3:45 p.m.</p> |
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## HEALTH /DENTAL RESOURCES

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|--|---|
| <p>DES Medical (AHCCCS)</p> <ul style="list-style-type: none"> <li>• 5441 E. 22nd St. , Ste 115<br/>(520) 745-5802</li> <li>• 1200 N. Country Club<br/>(520) 881-4081</li> <li>• 316 W. Ft. Lowell<br/>(520) 293-0214</li> <li>• 250 S. Toole Ave.<br/>(520) 791-2732</li> <li>• 2760 W. 4th Ave.<br/>(520) 620-6616</li> <li>• 3000 W. Valencia<br/>(520) 578-8456</li> <li>• 195 W. Irvington<br/>(520) 741-9751</li> <li>• 3912 W. Ina Rd<br/>(520) 744-5850</li> </ul> | <p>Determines eligibility for Medical Assistance, and refers participants to other departmental and community resources.</p> <p>Proof of U.S. Citizenship and identity are required.</p> <p><a href="http://www.azdes.gov/gaa/">http://www.azdes.gov/gaa/</a></p> |
| <p>El Rio Health Center<br/>101 W. Irvington Rd Bldg.3C<br/>Tucson AZ 85714<br/>(520) 573-0096</p>   | <p>Primary Care; Physicals; Well-Baby Checkups; Immunizations; Breast Screening; Pap Smear; Family Planning; Well-Woman Care; Labs.</p>   |
| <p>El Rio Homeless Clinic<br/>1101 E. Broadway,<br/>Tucson, AZ 85719<br/>(520) 624-7750</p>  | <p>Free walk-in health clinic for the homeless. Sign up for health plans. Closed for lunch 12-1pm. M-Th 8am-4pm. Fri 9am-4pm</p>  |
| <p>Pima Community Access Program<br/>520-694-0418,<br/><a href="http://www.mypcap.org">www.mypcap.org</a></p>  | <p>Also known as "PCAP", is a not-for-profit organization that provides access to professional health care at discounted prices that the uninsured can afford. Call for information</p>   |
| <p>Pima County Health Dept.<br/>Theresa Lee Center<br/>332 S. Freeway<br/>Tucson, AZ 85745<br/>(520) 791-7676</p>  | <p>STD/AIDS testing. Mon., Tue., Wed. and Fri.: 1:00-3:30 p.m. Fees: #20 STD; \$30 STD/HIV; \$15 HIV only. Fees may be waived.</p>  |
| <p>St. Elizabeth's of Hungary Clinic<br/>140 W. Speedway, Ste. 100<br/>Tucson AZ 85705<br/>(520) 628-7871</p>  | <p>Full service clinic, including medical/dental. Help with some prescriptions. Eyeglasses; Dentures; Mobile Podiatry; Well Woman Health Check; Diabetes Management.</p>  |

## HEALTH /DENTAL RESOURCES cont'd

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| So. AZ VA Healthcare<br>3601 S. 6th Ave<br>Tucson AZ 85723<br>(520) 792-1450   | Medical and mental health services for veterans. Homeless Program and services. Substance abuse treatment.                                   |
| Southern Arizona AIDS Foundation (SAAF)<br>375 S. Euclid Avenue<br>Tucson, AZ 85719<br>(520) 628-7223 or<br>1-800-771-9054 | Case management, support services, housing and access to medical care for people living with HIV/AIDS.                                       |
| Three Points Clinic<br>15921 W. Ajo Hwy.<br>Tucson, AZ 85735   | All medical ailments. No appointment and no waiting  |
| Tuberculosis Control<br>Pima County Health Dept.<br>150 W. Congress, #162<br>Tucson AZ 85701<br>(520) 740-8261             | Free TB & STD testing and treatment, immunizations, and family planning.<br>Walk-in Mon., Wed., Fri., 7:30-11:30 a.m.<br>Tue. 1:00-4:00 p.m. |

## DOMESTIC VIOLENCE

|   |   |
|---|---|
| Casa Mariposa<br>(520) 546-0122   | Transitional housing for survivors of sexual assault & domestic violence. No crisis housing.  |
| Tucson Centers for Women & Children and Brewster Center Domestic Violence Services, Inc.<br>2545 E. Adams<br>Tucson, AZ 85716<br>(520) 795-8001 | Women & children affected by domestic violence only. Emergency & transitional housing.<br><b>7-day, 24-hour crisis lines:<br/>(520) 795-4266 or 795-4880, 1-888-428-0101</b>  |
| SACASA (Southern Arizona Center for Sexual Assault)<br>1600 N. Country Club<br>Tucson, AZ 85716<br>Bus.: (520) 327-1171                         | Provides treatment. Promotes prevention of sexual abuse, incest, molestation, and rape. Services include 24-hour crisis intervention, specialized mental health services, advocacy, prevention education and professional training.<br><b>24-hour hotline: (520) 327-7273</b> |

## TRANSPORTATION — BUS PASSES

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|---|--|
| SunTran<br>4220 S. Park Ave<br>Tucson AZ 85726<br>(520) 792-9222<br><br>OR<br>City of Tucson Community Services Department<br>35 W. Alameda St.<br>Tucson, AZ 85701 | Low-income bus passes for people with referrals from social service agencies. Regular bus passes can be purchased at Ronstadt Transit Center - see Sun Tran Ride Guide for other locations |
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## RESIDENTIAL SUBSTANCE ABUSE TREATMENT

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| Amity<br>10500 E. Tanque Verde<br>Tucson AZ 85749<br>(520) 749-5980   | Long term treatment program for men & women with or without children.   |
| CODAC- Las Amigas<br>(520) 882-5898   | Substance abuse treatment program for women who are single, w/children, and/or pregnant.  |
| Compass Health Care<br>1. MICA<br>2835 N. Stone Ave<br>Tucson AZ 85705<br>520-620-0188<br>2. Vida Serena<br>2835 N. Stone Ave<br>Tucson AZ 85705<br>(520) 620-0188<br>3. New Directions<br>2950 N. Dodge,<br>Tucson, AZ 85716 | 1. Residential treatment for adults with a dual diagnosis of substance abuse and mental illness.<br><br>2. Vida Serena: substance abuse treatment for adult men and women.<br><br>3. New Directions: substance abuse treatment for adult men and women who have a history of chronic relapse. |
| Gospel Rescue Mission<br>312 W. 28 <sup>th</sup> St<br>Tucson AZ 85713<br>520-740-1501, Ext. 225  | 50-bed long-term treatment program for single adult men. Must have photo ID. Individuals receive a 4-night stay with longer options available.  |
| La Frontera -Casa de Vida<br>1900 W. Speedway Blvd<br>Tucson AZ 85745<br>(520) 792-0591   | Residential substance abuse treatment program for men and women with Serious Mental Illness (SMI) & substance abuse problems (housing for singles after treatment).   |
| Salvation Army ARC<br>2717 S. 6 <sup>th</sup> Ave<br>Tucson AZ 85713<br>(520) 624-1741  | Substance abuse treatment program for men.  |
| The Haven<br>1107 E. Adelaide<br>Tucson AZ 85719<br>(520) 623-4590  | Substance abuse treatment program for women— single & w/children—for up to 90 days.   |
| Teen Challenge of AZ, Inc.<br>8464 N. Oracle Rd.<br>Tucson AZ 85704-6502<br>(520) 292-2273  | Residential treatment for women and men age 18 an over, and women with small children.  |
| Compass Health Care - Desert Hope<br>2502 N. Dodge Blvd.<br>Tucson AZ<br>(520) 624-5272   | Detox.  |

## EMERGENCY SHELTER (SHORT TERM—ONE WEEK OR LESS)

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|---|--|
| Gospel Rescue Mission<br>Women's Shelter<br>1130 W. Miracle Mile<br>Tucson, AZ 85705<br>(520) 690-1295    | Emergency housing for women and children.<br>Life skills training and counseling.  |
| The Giving Tree<br>(520) 320-5437 or<br>(520) 747-2112  | Emergency shelter for men, women, children in a safe environment. Food boxes, hot meals, clothing distribution, and toiletries.  |
| Gospel Rescue Mission<br>Men's Shelter<br>312 W. 28 <sup>th</sup> St<br>Tucson AZ 85713<br>(520) 740-1501 | 50-bed emergency housing and 50-bed long-term residential recovery program for single adult men. Must have photo ID and Pima County Health Card—TB test. Individual will automatically get a four-night stay if never at the Gospel Rescue Mission and/or it has been 30 days since last stay. |
| Salvation Army<br>Hospitality House<br>1021 N. 11 <sup>th</sup> Ave<br>Tucson AZ 85705<br>(520) 622-5411  | Emergency housing for single adult men, women, children, & families.<br>**TB card and photo ID required**  |
| Primavera Foundation<br>40 W. Veterans Blvd<br>Tucson AZ 85713<br>(520) 622-8900                          | Emergency housing for single adults, couples, families, including people with HIV/AIDS, substance abuse problems, and serious mental illnesses (SMI), and people in domestic violence situations.  |

## TRANSITIONAL HOUSING (LONG TERM—3 MO TO 2 YRS)

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|---|---|
| Church on the Street<br>1. Men's Program<br>450 W. 38 <sup>th</sup> Street<br>Tucson, AZ 85713<br>(520) 321-0967<br>2. Working Man's Mission<br>2911 E. 24 <sup>th</sup> Street<br>Tucson, AZ 85713<br>(520) 551-3149 | 1. Men's Program: Must be a Christian & accepted by the program. Can assist once released (no bed guarantee from prison). No cost. No TB card. Level 1 & 2 sex offenders, and violent offenders OK.<br>2. Working Man's Mission: 5 beds. Sunday church of your choice required. Provide own food. Must have income. \$300 per month or \$75 per week.<br>Pastor: Tim Booker; Coordinator: Lester Pennington |
| Bell-Seneca House<br>PO Box 13024<br>Tucson, AZ 85730<br>(520) 591-3927   | Men only. \$110 weekly.   |
| Comin' Home<br>2480 N. Palo Verde, #103<br>Tucson, AZ 85716<br>(520) 322-6980   | Housing for men and women Veterans with general or better military discharge. Serves people with substance abuse problems and mental illness.   |
| Compass Health<br>Presidio/Libertad<br>3838 E. Presidio St.<br>Tucson, AZ 85713<br>(520) 620-6515, Ext. 5008  | Program affiliated with Genesis Treatment at SACRC facility   |

**TRANSITIONAL HOUSING (3 MO TO 2 YRS) cont'd.**

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| <p>Don's Place<br/>P.O. Box 50664<br/>Tucson, AZ 85703<br/>(520) 409-0899</p>   | <p>60 to 90 day stay, \$100 per week, for men only, transitional to permanent housing</p>  |
| <p>Esperanza en Escalante<br/>3700 S. Calle Polar<br/>Tucson AZ 85730<br/>(520) 571-8294</p>  | <p>Transitional housing for homeless Veterans only. 2 years or less. Men, women &amp; vets with families. Includes program for SMI. Must be drug and alcohol free for 90 days pre-admission. Zero tolerance. Register first at VAMC, prior to agency interview . Help with obtaining benefits is available. Oxygen okay. Program fees: 30% of income, if any. Pre-release letters to Phyllis A. Russell, Program Coordinator. Include reasons for incarceration, goals for future, and release dates.</p>  |
| <p>Galivan's<br/>1005 E. Water St.<br/>Tucson, AZ 85719<br/>(520) 272-0057</p>  | <p>Men Only<br/>Manager: Ernie</p>   |
| <p>Hedrick House<br/>1632 E. Hedrick Dr<br/>Tucson AZ 85719<br/>(520) 795-3334</p>  | <p>Substance abuse minimum 6 month program for men. Fees: \$130 weekly<br/>Manager: Ed Kolarich</p>  |
| <p>H.O.W<br/>9511 E. 5th Street<br/>Tucson, AZ 85748<br/>(520) 891-1417</p>   | <p>Housing for women only. 12-step program. 90-day minimum stay.</p>   |
| <p>Joshua House<br/>947 N. Alvernon Way.<br/>Tucson, AZ 85711<br/>(520) 512-8448</p>  | <p>Christian-based, semi-structured clean and sober living for men.</p>  |
| <p>Men's Path<br/>Pascua Yaqui Reservation<br/>7402 S. Camino Vahcom<br/>Tucson, AZ 85746<br/>(520) 879-5855</p>  | <p>60 day-minimum stay program for Native American men. Spiritual-based, 12 Step program. <b>**Phone interview required**</b></p>  |
| <p>Old Pueblo Community Services<br/>4501 E. 5th Street<br/>Tucson, AZ 85711<br/>(520) 546-0122<br/>1. Casa Santa Clara<br/>2. Oasis House<br/>3. Old Pueblo Families Program</p> | <p>1. Casa Santa Clara: Housing up to 2 years &amp; stabilization services for working men. Accepts people with HIV, Vets, and those in domestic violence situations. Provides 12-step substance abuse counseling.<br/>2. Oasis House: Housing for 3-6 months (may stay longer) for working women. Provides 12-step substance abuse counseling.<br/>3. Old Pueblo Families Program: Subsidized housing, 6 months-2 years for working men or women with children, who are homeless and previously incarcerated. <b>Able to guarantee bed space for those accepted while incarcerated.</b></p> |

**TRANSITIONAL HOUSING (3 MO TO 2 YRS) cont'd.**

|   |  |
|---|--|
| <p>Primavera Foundation<br/>         1. Alamo, (520) 620-6067<br/>         2. Casa Paloma, (520) 882-0820<br/>         3. Five Points, (520) 622-4864<br/>         4. Winstel, (520) 747-7751<br/>         5. Catalina Program, (520) 624-0534<br/>         6. Women in Transition. (520) 622-3480<br/>         702 S. 6th Avenue<br/>         Tucson, AZ 85701</p> | <ol style="list-style-type: none"> <li>1. Alamo: 24 months for employed, single adult men.</li> <li>2. Casa Paloma: Single women, no children, may be in domestic violence situation.</li> <li>3. Five Points: Employed, single adult men and women.</li> <li>4. Winstel: Single adults &amp; couples.</li> <li>5. Catalina: Long-term housing for employment-bound men.</li> <li>6. Women in Transition: Long-term housing for employment-bound women.</li> </ol> |
| <p>Recovery Centers of America<br/>         Edison House<br/>         1532 Edison Street<br/>         Tucson, AZ 85712</p>  | <p>Must be able to work full-time. 12-step meetings. Takes SSI. No narcotic medications.</p>   |
| <p>Salvation Army<br/>         3525 E. 2nd St.<br/>         Tucson, AZ 85716</p>  | <p>Limited long-term beds for individuals. Contact a case manager at (520) 625-5411. SAFE Transitional housing program for homeless persons working at least 35 hours per week (or who will start a job within 5 days) and agree to weekly case management. Contact a case manager at (520) 546-5969 or (520) 323-5841</p>   |
| <p>Teen Challenge of Tucson<br/>         2637 N. Oracle Road<br/>         Tucson, AZ 85603<br/>         (520) 792-1790</p>  | <p>Christian-based program. Must pre-qualify. Six-month commitment. Three phase program<br/>         Intake Director: Steve Roundtree</p>  |
| <p>Transitional Living Communities/Tucson<br/>         843 W. Thurber Road<br/>         Tucson, AZ 85705<br/>         (520) 203-4919</p>  | <p>Men only. 4 days of restricted leave as "entry level newcomers." Graduated curfews based on Level I or Level II status; Sponsor, job and 12-step program. Manager: Mike Skinner</p>   |
| <p>Victory Outreach<br/>         5820 San Joaquin Road<br/>         Tucson, AZ 85741<br/>         (520) 690-0596</p>  | <p>Christian-based, 12-month recovery program. Director: Robert Perez</p>  |
| <p>Women's Path<br/>         Pascua Yaqui Reservation<br/>         4960 W. Via Sevoi<br/>         Tucson, AZ 85746<br/>         (520) 883-5145</p>  | <p>30 day minimum stay program for Native American women. Program is free for members of Pascua Yaqui Tribe. Members of other tribes are also welcome.</p>   |

## Sample Housing Letter

*Below is a sample letter to write for applications to housing agencies.*

Your name  
Your address  
City, State, Zip Code

Today's Date

Agency's Name  
Agency's Address  
City, State, Zip Code

Dear Sir or Madam:

My name is \_\_\_\_\_ and I am currently finishing my prison sentence at \_\_\_\_\_. My release date is \_\_\_\_\_, and I will have no place to go when I am released.

I am asking that you work with me in advance of my release so that I can have a place to stay and a program to follow instead of becoming homeless. Please send me any necessary paperwork and a list of requirements to qualify for your program so I may collect all that information ahead of time.

I appreciate your assistance, and I eagerly await your reply.

Sincerely,

*Your signature*

# Independent Housing

## Housing Barriers - The Tucson Crime-Free Multi Housing Program

Unfortunately, it is legal to discriminate against ex-offenders regarding housing. This discrimination has become official policy for some housing organizations in southern Arizona. In your search for housing, you may hear property managers and landlords mention that they are members of the Tucson Crime-Free Multi-Housing Program. These properties will typically have signs posted in the housing administration offices and on the property itself. They will not rent to you once they find out that you have a record. There is no legal way that we know of to challenge this policy, so we recommend that you search elsewhere for housing.

## Tips for the Housing Application Process

Most places ask you to complete an application and, perhaps, to have an interview. You will probably be asked for certain background information, including a question about felony convictions. You can prepare for the application and interview process by doing the following:

- Bring along your parole officer's contact information
- Bring proof of current employment
- Arrange for 2 - 3 people to be your personal references. These should be people who know you and who can speak well of you. You may need to provide their contact information to the apartment manager. Speak to these people in advance so that they are prepared to receive a call about you.
- Make a good impression on the person you speak with by having a presentable appearance - clean clothes and good hygiene are important.
- Check to see whether or not you have good credit.

Many property managers told us that they like to have tenants who are quiet and respectful of their neighbors, so if this fits your personality and lifestyle it would be an effective point to make during an interview.

Also many apartments will claim not to house offenders. However, proper attitude and presentation may open the door. Sometimes the nature of the offense makes a difference

**Looking for an apartment:** A Low Cost Housing List is updated every two weeks at [www.pimacountyhousingsearch.org](http://www.pimacountyhousingsearch.org). You can access a computer and help using it at any Pima County library.

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## During the Winter...

- **Operation Deep Freeze** - emergency shelter during very cold weather from November 15<sup>th</sup> - March 31<sup>st</sup>.
- **Project Hospitality** - shelter in religious congregations available every night from November 28<sup>th</sup> through February 25<sup>th</sup> for people working on a case-management program
- Call the **Salvation Army** at **(520) 622-5411** for more information about these programs or call **Information & Referral** at **(520) 325-2111**.

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## Drop-in Centers & Summer Sun...

Some daytime drop-in centers are available year-round, and others for respite from the sun and heat, and for bottled water when the temperature is 100 degrees or above. Sunscreen and other supplies may also be available. These include:

- **Casa Paloma** — 9 a.m.-12:30 p.m., Women only. Closed Thursdays and weekends. Phone (520) 882-0820.
- **COPE Health Promotions** — 8 a.m.-5p.m. 1101 E. Broadway. Snacks. Phone (520) 798-1772. Open year-round.
- **COPE SOL** — 8 a.m.-5 p.m., 2437 N. Stone Ave. Women only. Phone (520) 792-3523.
- **HOPE, Inc. Nueva Luz** — M., Tu., Th., Fri., 9 a.m.—3:30 p.m., for mental health/substance abuse consumers Breakfast, lunch, showers, laundry, clothing, computer lab, support groups, peer support. 236 S. Tucson Blvd., Intake, Tu. & Th. 9:30 –11:30 a.m. Phone (520) 770-1197.  
**Warm Line** — offers non-crisis phone support M.,Tu., W., Th, 4-9 p.m., Fri. 3-11 p.m., S.Su., 1-5 p.m., Phone (520) 770-9909 or 1-877-WARMLINE (927-6546)
- **Hope of Glory** — Mon 1-3 p.m., Wed, 9a.m.-12p.m., Fri 10a.m.-12 p.m. 939 S. 10<sup>th</sup> Ave. Phone 471-1720.
- **La Frontera/RAPP** — 9 a.m.-4 p.m. 748 N. Stone Ave. Bag lunches . Phone 400-8377.
- **Primavera R&R** — 8:30 a.m.-1:30 p.m., 702 S. 6th Ave. Phone 623-5111. Open year-round.
- **VA Homeless Program** — 8 a.m.-4 p.m. 3601 S. 6<sup>th</sup> Ave. Veterans only. Phone 629-1839.

## Additional Information

**Mailing Address:** After your release, you can have mail forwarded to you at the Primavera Foundation, 702 S. 6<sup>th</sup> Ave., Tucson, AZ. 85701. You can call **623-5111** to see if mail has arrived, and you can pick up your mail Mon. through Fri. between 8:30 am - 1:30 pm. Mail may be kept for three weeks, and if you give them another forwarding address, Primavera will forward mail for an additional three weeks.

**Clothing:** Many programs will refer their clients to local clothing banks around town. Most of these places will only serve people who are in a program and get a voucher from that program. If you are involved in a housing or counseling program, ask them about a voucher for free clothing. If you are not involved in a program, call Information and Referral and ask for a referral to a clothing bank: 881-1794.

### **Substance abuse support groups:**

- Al-Anon Information Service Center  
(520) 323-2229  
[www.al-anon-az.org](http://www.al-anon-az.org)
- Alcoholics Anonymous  
24 hour line (520) 624-4183  
[www.aatucson.org](http://www.aatucson.org)
- Cocaine Anonymous  
24 hour hotline (520) 326-2211  
[www.caarizona.com/tucson\\_3.htm](http://www.caarizona.com/tucson_3.htm)
- Narcotics Anonymous  
Help Line (520) 881-8381  
[www.natucson.org](http://www.natucson.org)
- Smart Recovery  
Meeting Information (520) 909-6667  
[www.smartrecovery.org](http://www.smartrecovery.org)
- The S.O.B.E.R. Project, Christian 12-step  
Help line (520) 404-6237  
[www.thesoberproject.com](http://www.thesoberproject.com)

### **Mentoring:**

- Old Pueblo Community Services  
(520) 546-0122  
[www.oldpueblofoundation.org](http://www.oldpueblofoundation.org)

## Family Matters

The transition back home can be almost as disruptive for the family as when the person first goes to prison. Many adjustments have been made in that person's absence, and families need to learn how to be a family again. Children will have many questions about how things will be different, and it is important for the whole family to discuss what the new rules and routines will be. Each child reacts differently to having a parent return home, and some may still harbor anger or resentment. We strongly recommend family counseling to assist you in this transition. Many formerly incarcerated persons have questions about how to regain guardian status. In some cases, the person may have an active file at Child Protective Services (CPS) that they need to clear up.

- **Arizona's Children Association** works to give children safe, permanent homes by helping to keep families together. Located at 2700 S. 8<sup>th</sup> Avenue, Tucson, AZ 85713. Call (520) 622-7611 or 1-800-947-7611
- **Child Protective Services (CPS):** There is no standard process for regaining custody of children from CPS after incarceration. Find out who the case manager is and ask them exactly what is required to close out the case. Call toll free 1-888-767-2445.
- **Family and Child Support., Paternity Testing.** The Division of Child Support Enforcement locates absent parents, performs paternity tests, and establishes and enforces child support orders and modifications (no fee.) Genetic testing is \$30 per person. No charge if father is excluded. 7202 E. Rosewood St., Suite 100, Tucson, AZ 85710. Hours: Mon.-Fri. 8:00 am-5:00 pm. 1-800-882-4151.
- **Our Family Services** offers individual, couple, group and family counseling on a sliding scale according to income. Located at: 3830 E. Bellevue St., Tucson, AZ 85716. Call (520) 323-1708.
- **Parenting Arizona** strengthens families and prevents child abuse and neglect. They provide support for when parenting gets tough. 4500 E. Speedway Blvd., #88, Tucson, AZ 85712. Call (520) 319-1040.
- **KARE Family Center** offers support to "Kinship Caregivers": people who are raising a family member's child, such as grandparents who are raising a grandchild, due to divorce or the incarceration of one or both parents. Provides referrals, resources, education and emotional support. Offers **support group to caregivers of children with a loved one in prison** the second and fourth Friday of each month from 5:30—7:30 p.m., with dinner served at 5:30 p.m. A support group for children ages 7 through 12, the "Shooting Stars" program, is held at the same time. Location: 4710 E. 29th St., Building 7. Call for more information: (520) 323-4476 X 108.

# Tips for Finding a job

## Resources for The Job Search

If you work hard on your skills and your job search, you *will* find work – even if it takes longer than you expect. Help with your job search, and in some cases training, is available. One-Stop Centers offer the use of phones, faxes and computers to job seekers registered with the Arizona job bank. (See pages 6-7.) Many Tucson employers are willing to hire you. Keep at it – put in as many applications as you possibly can.

## Prepare to discuss your background

It is a very good idea to be honest about your conviction when completing employment applications. Provide this information if it is requested. Write a letter in advance explaining the conviction and circumstances. (If you have more than one conviction, discuss only the most recent.) For example, if your age and lifestyle were factors in the crime, discuss this honestly. If your lifestyle is different now, explain the changes. Mention any job-related activities in prison and other things you feel could make a good impression on employers. For example, if you have...

- a secure living environment
- learned job-related skills before, during, or after your incarceration
- received any positive work evaluations
- completed any educational activities
- participated in other rehabilitation (religious activities, NA, AA, drug counseling, etc).

...then, discuss your present situation and your future plans. On the application, where it asks about convictions, write "please see attached." Then attach your letter to the application and make sure the person who takes the applications knows you are attaching it. Here is a sample letter:

Dear Prospective Employer:

Please accept this letter of explanation of the lack of information on my employment application about my felony conviction of \_\_\_\_\_ that occurred on \_\_\_\_\_. Because this information is confidential and I am embarrassed over my past mistake, I very much want the opportunity to explain to you in person.

My decision to sell drugs was a terrible mistake and it has cost me dearly. Several years of my life have been lost in prison paying for this crime and I am committed to living differently now that I have completed my sentence, why it will never happen again, and why I will be an outstanding employee. To back that up, the U.S. Labor Department is willing, at no cost to you, to post a \$5,000 Fidelity Bond with you on my behalf. Additionally, the I.R.S. offers a one-time \$2,400 tax credit to employers who hire ex-felons.

I have completed drug rehabilitation, and I am living clean and residing at \_\_\_\_\_.

I hope that you will view me as an individual, and not automatically dismiss this employment application because of my conviction. My parole officer is \_\_\_\_\_ and he can be reached at \_\_\_\_\_.

Whatever your decision, I thank you for your time and consideration.

Respectfully,

*Your Signature*

Your Name

# Tips for Finding a job

## The Application Form

For many jobs, the application form is the most important part of the process. Often, it is how you make your first impression on an employer. A great time-saving idea is to fill out a generic application and take that application with you as you apply for employment. You can use the sample application as a guideline to fill out the new application.

If the application asks whether you have been convicted of a felony, answer “yes”. Then follow the advice above by writing “I’m willing to explain during the interview”, or “Please see attached,” and attaching your explanation letter.

Here are some other tips on completing job applications effectively:

| <b>Avoid the following:</b>  | <b>Instead, try these strategies:</b>  |
|--|--|
| <ul style="list-style-type: none"><li>▪ Rushing through the application</li><li>▪ Sloppy penmanship</li><li>▪ Employment gaps - blanks from the time you were in prison</li><li>▪ Appearing desperate, for example, “Position Desired: Anything”</li><li>▪ Brief descriptions of job duties</li><li>▪ Leaving blanks on the form</li></ul> | <ul style="list-style-type: none"><li>▪ Read the application completely before starting</li><li>▪ Take time to print neatly and clearly</li><li>▪ Show the work experience from when you were incarcerated</li><li>▪ Use a specific job goal, for example, “Position Desired: A full-time, permanent position where I may use my skills in adapting and repairing tools, machinery and equipment.”</li><li>▪ Be descriptive when writing about your job duties</li><li>▪ Complete all spaces where information is requested of you</li></ul> |

## Tax benefits for employers who hire ex-felons

You may be able to encourage someone to hire you by telling him or her of the tax benefits available to employers who hire ex-felons who are from low-income families. The Work Opportunity Tax Credit (WOTC) is a federal tax credit that encourages employers to hire ex-felons by reducing employers’ federal income tax liability by up to \$2,400.

Ex-felons who are members of low-income families are eligible when they are new adult employees and work a minimum of 120 or 400 hours. To receive certification that a new employee qualifies the employer for this tax credit, the employer needs to complete only three simple steps.

Many employment assistance agencies have these forms. Copies of all forms needed are also available at the American Friends Service Committee, 103 N .Park Avenue, Tucson, AZ 85705 or at [www.IRS.gov/faqs/faq-kw208.htm](http://www.IRS.gov/faqs/faq-kw208.htm).

# Tips for Finding a Job

## Fidelity Bonding

Jobseekers who are ex-offenders are routinely classified as "at-risk" job applicants. Employers may view these applicants as potentially untrustworthy and routinely deny their employment. Fidelity bonding is a form of business insurance that protects employers for loss of money or property sustained through the dishonest acts of their employees. The U.S. Dept. of Labor provides — free of charge — six-month special Fidelity Bonds to employers who hire returning ex-felons. (The Bond may be renewed for another six months.) These bond assure that the employer gets the worker's skills, abilities and knowledge — without taking the risk of potential employee dishonesty.

There are no forms or other papers for the employer to sign, and no processing to delay matters - the insurance can be put into effect instantly. The bond insurance can apply to any job and covers any employee dishonesty that occurs on or away from the employer's work facility. Full or part-time employees paid wages (with Federal taxes automatically deducted from pay) can be bonded. These Fidelity Bonds cannot cover self-employed persons.

For more information, call 1-800-233-2258 or go to [www.bonds4jobs.com](http://www.bonds4jobs.com)

## Interview Questions

To do well in an interview, it's important to be prepared and confident. Expect to be asked questions about your time in prison, and prepare your responses in advance. You may want to bring it up yourself by saying something such as "I want to be honest with you and explain...." Or you may hear, "So, I see you have a felony. Can you tell me about it?"

*Sample response:* "When I was younger I committed a crime, and I was incarcerated. While incarcerated I worked in the library as a research aide and library clerk. I received some good training and experience related to this job such as word processing and document preparation. Since that time I've been following a plan to achieve my goal of finding a good job like the one you have here."

| Do   | Don't   |
|--|---|
| <ul style="list-style-type: none"><li>▪ Take responsibility for your actions</li><li>▪ Highlight the positive results of your incarceration</li><li>▪ Show how your work experience while incarcerated relates to the job you are applying for</li><li>▪ Assure the boss that the past is resolved &amp; your future is looking bright</li></ul> | <ul style="list-style-type: none"><li>▪ Don't make excuses</li><li>▪ Don't blame others for your incarceration</li><li>▪ Don't act secretive or embarrassed</li></ul> |

## Final Words of Encouragement

We all have an inner strength. That strength may be a strong faith in yourself or in a higher power. It could be a strength seldom used, cultivated, or nurtured. You may not have defined it in terms of a value or belief system. It may have failed you in the past, but understand that you have paid your debt to society, and your exit from prison or jail ends a chapter in your life. Now it is up to you how your future will be framed and how you will grow and advance. You need to forgive yourself and also forgive others.

You are not the first to have made a mistake and you won't be the last, but let this be a new chapter in your life. Just remember, the streets still remain the streets and if you seek trouble it will find you. Avoid those old haunts and those old "friends" who are not healthy for you. Break clean with that old environment and those people. This could even include family members if they are using drugs or if they are involved in illegal activity. As painful as it may be, you must take care of yourself and surround yourself with people who will affirm your new lifestyle and support you in making positive changes.

Anticipate problems so they don't overwhelm you. Be patient and take things one step at a time. Prioritize the things that really need to happen (getting a job) and let the rest come when you are ready (finding a new girlfriend or boyfriend). Seek advice and assistance from peers and mentors who seem to be doing it right. Be your own best advocate, because when all is said and done, you alone are responsible for yourself. Let your release be the start of something new. Accept the challenge.





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