THE PUBLIC DEFENDER SERVICE
for the District of Columbia
CHAMPIONS OF LIBERTY

THE D.C. REENTRY NAVIGATOR

EMPOWERING YOU TO SUCCEED WITH A D.C. CRIMINAL RECORD

D.C. map art by Peter Fitzgerald

Community Defender Division

Defending your liberty from the courtroom to the community.

CHIQUISHA ROBINSON, ESQ.

THE D.C. REENTRY NAVIGATOR

EMPOWERING YOU TO SUCCEED WITH A D.C. CRIMINAL RECORD

FIRST EDITION, JANUARY 2021

CHIQUISHA ROBINSON, ESQ.

DISCLAIMER

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HOW TO USE THE D.C. REENTRY NAVIGATOR (THE NAVIGATOR)

This publication is designed to empower and equip people affected by the D.C. criminal justice system with necessary information to successfully navigate reentry and reintegration. It is intended for use by people who are currently incarcerated or recently released, people living in the community with a D.C. criminal record, or people who support those with a D.C. criminal record, such as loved ones, service providers, and community members.

Each chapter is designed to stand alone and pertains to a specific topic, which may or may not relate to your situation. For this reason, The Navigator is not intended to be read cover to cover. You do not have to read the chapters of this book in order. Some chapters relate to one another, so there will be instances telling you where you can find more information about a topic in a different chapter.

At the end of every chapter, there is a section titled "**Directory of Resources**." This table lists the name, address, and information for organizations relating to the chapter. The directory is intended to help you navigate reentry. We encourage you to call to confirm the operating status, hours, and services provided. While the world is ever-changing, especially in light of the recent pandemic, some of the services included here may have changed how they deliver their services to the community or may no longer exist as we knew them. Whatever changes you encounter, know that D.C. remains committed to your success.

The information contained in this book is current as of January 2021. Please be advised that this information can change over time. If you find any updates relating to the information in this book, please contact The Public Defender Service for the District of Colombia's (PDS) Prisoner and Reentry Legal Services (PRLS) program. We hope to update The Navigator in the future and appreciate your feedback.

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The D.C. Reentry Navigator (The Navigator) is the product of a meaningful collaboration between the Public Defender Service for the District of Columbia's (PDS) Prisoner and Reentry Legal Services (PRLS) program and many other influential stakeholders. We would first like to thank those within the PDS family. The Navigator would not have been possible without PDS Director Avis Buchanan. Her vision for and commitment to the need for guidance on successful reintegration were the lifeblood of The Navigator. We are immensely grateful to Tanya Hatton for her unwavering support, which gave us the focus we needed to build a Navigator that was both educational and empowering. She was

the powerhouse responsible for the evolution of The Navigator from an idea to a book that will be the first of its kind in Washington, D.C. We are indebted to Jamie Argento Rodriguez. Her passion for breaking down the barriers of collateral consequences was the guiding spirit of The Navigator. We are better lawyers and change makers because of her inspiring leadership. The Navigator is only a small part of the work that the PRLS attorneys, paralegal, investigator, and administrative staff do to knock down the barriers faced by those with D.C. criminal records every day. We are deeply indebted to Almo Carter, Tara Chen, Thomas Holston, Sheila Moore, Kirsten Hubschmann, Eddy McDermitt, Daniel Pond, and Reginald Williamson for their expert contribution, tireless work, and unyielding commitment to the city's most vulnerable residents.

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With any great project of this magnitude there must be a final review to ensure that the product nears as close to perfection as possible. This Herculean task was accomplished by former CDD intern, now PDS Investigative Specialist, Hannah Shraim, who brought her keen editing skills and sage understanding of the difficulties that people face negotiating the complex infrastructures of the District to polishing these chapters. Hannah embraced this challenge with the grace, poise, and enthusiasm that brought The Navigator home.

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This reflection would not be complete if we did not acknowledge those who The Navigator is intended to serve. To those of you living with D.C. criminal records, we are in awe of your courage and resilience. We dedicate The Navigator to you.

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INTRODUCTION

In the United States, between 70 million and 100 million people have a criminal record. According to Vera Institute, an estimated 1 in 7 people in D.C. have a publically available criminal record. These sobering statistics, and the corresponding zeal for excessive criminalization and incarceration in this country, are the backdrop of The D.C. Reentry Navigator (The Navigator).

It was the human consequences of this devastating enthusiasm that spurred the Prisoner & Reentry Legal Services (PRLS) program of the Public Defender Service for the District of Columbia (PDS) to action. We have heard from thousands of people from Washington, D.C. who are currently incarcerated in facilities managed by the D.C. Department of Corrections (DOC) and the Federal Bureau of Prisons (BOP), who are living with a D.C. criminal record, and from family and community members seeking guidance on how one may successfully navigate reentry. The Navigator, which is the culmination of years of research, organization, and consultation with experts in their respective fields, is our answer.

The Navigator contains sixteen chapters, each of which can be used independently of each other, to empower you with the tools, skills, and knowledge you will need to build your future. You will learn how to prepare for your release from incarceration, how to be successful on supervision, and how to navigate the obstacles caused by a criminal record. You will discover the tools to success and understand how to use them to build a sustainable and productive future. For example, you will learn how to operate a smartphone, navigate the city's train and bus system, prepare for employment, further your education, access medical and mental health treatment, apply for public benefits, strengthen your relationships, and so much more. You will also be exposed to the information you need to obtain important documents, manage your finances, understand your legal rights, and participate in civic life.

At the opening of every chapter, you will find a list titled, "**Things to Do and Consider**," which provides you with a roadmap that outlines each section of the chapter. Please pay close attention when you read these sections. You will want to be especially mindful of sections that relate to the eligibility criteria for certain programs and the consequences of certain actions. At the end of every chapter, you will find a "**Directory of Resources**" listing the community resources relating to that chapter. These resources, and the information provided, are designed to help you navigate reentry.

We believe that life after criminal justice involvement or incarceration should provide a second chance to people with criminal records. Instead, it often presents them with as many obstacles as it does opportunities. As they transition back into their communities, people with criminal records quickly discover that the grip of the carceral state extends far beyond the walls of the jails and prisons to which they were previously confined. People trying to reintegrate are forced to navigate a complex array of legal, social, and governmental systems, often without a safety net. The stakes of successful reentry are high: One mistake can result in a major setback to progress or, worse, re-incarceration.

We hope to send a simple message to those with D.C. criminal records in writing The Navigator: You are not alone. There are a number of resources throughout Washington, D.C. to assist you in creating the life you want for yourself and for your family.

We hope that The Navigator will be one of those resources.

It was important to us that The Navigator include information that is as accurate and timely as possible. Please note, however, that the information might change by or following the publication of The Navigator. Statutes and policies may be repealed. Practices may be revised. Community service providers may change their contact information or discontinue their services. Before acting on the factual information featured in this guide, be sure that it is accurate and applicable to your particular circumstances.

Please also note that you should not substitute the information in The Navigator for the expertise of a community service provider or counsel from a lawyer. The Navigator is

not intended to provide legal advice, only legal information. Consult a lawyer regarding any legal concerns you may have. Contact information for legal services organizations throughout Washington, D.C. that may be able to offer legal advice or legal representation is contained within this Navigator.

Renowned English novelist Mary Ann Evans, better known by her pen name, George Eliot, once said, "It is never too late to be what you might have been." The road ahead of you may be, and likely will be, difficult, but you have a chance at a new start. We hope you use this Navigator to guide you in your new start. You can become the most successful version of yourself that you were meant to be.

We wish you the best of luck.

Chiquisha Robinson, Esq.
Deputy Chief, Community Defender Division (CDD) Prisoner
& Reentry Legal Services Program (PRLS)

A MESSAGE TO THE COMMUNITY

Dear Community,

You are witnessing an important moment in history — months of research and consultations with the experts in D.C.'s criminal legal system are culminating in the publication of The D.C. Reentry Navigator (The Navigator). This publication represents the community's commitment to promoting and supporting the success of people following arrest, conviction, and incarceration.

This is a moment to celebrate in our community and is a long time in the making. For the last twenty years, I have been honored to serve the D.C. community as an attorney and advocate. Through the privilege of lawyering in this city, I have come to know people whose mistakes do not define their character. I have witnessed transformations that some may view as miraculous. I have been moved by compassion as it connects people across the dividing forces of the criminal justice system. Remarkably, all of these revelations occurred after criminal justice system-involvement.

I now know that mass incarceration and access to justice are the civil rights battles of our generation. And, as with the generation before us, I know that we must be vigilant and determined so that we may empower the people whose lives are most impacted by the criminal justice system. We can rely on The Navigator to guide us through the ongoing quest for liberty.

I am grateful to my organization – the Public Defender Service for the District of Columbia (PDS) – for championing the rights of accused, convicted, and

incarcerated humans for half of a century. Before reentry was on trend, PDS stood strong in its determination to provide representation and advocacy for people who could have been forgotten. I am privileged to work with colleagues who fight to enforce the rights of our clients from arrest through successful reintegration into our community.

I am also writing to give special thanks to the PDS Deputy Chief for the Prisoner & Reentry Legal Services Program, Chiquisha Robinson. Ms. Robinson pored over The Navigator to ensure that its readers have access to comprehensive information that will guide and empower people at the critical stage of reentry. This comprehensive publication would not have been possible without her brilliance and patience.

For everyone who references The Navigator, whether it be for personal or professional use, I am grateful for your commitment to reentry. Success is within reach.

In humble service,

Jamie Argento Rodriguez
Chief, Community Defender Division

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PREPARING FOR RELEASE FROM THE FEDERAL BUREAU OF PRISONS (BOP)

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This chapter describes things you can do right now to start preparing for your release from the BOP. Maybe you are close to being released. Maybe you have many years left to serve. Either way, it is helpful to think about what you want your life to look like after prison. Then you can plan to make that happen.

The resources and programs that your institution provides are a good place to start. If your institution doesn't have the specific program you want, you still have options. Maybe there are other programs that can help you meet your goals. You can even request a transfer to an institution that offers the program you want.

How you use your time matters. It can affect your quality of life in prison. It can potentially reduce your sentence. It can positively impact the circumstances of your release. It can improve your chances of success after your release.

THINGS TO DO AND CONSIDER

- ☐ 1.1. Make the Most of BOP Programs
- ☐ 1.2. Keep a Clear Disciplinary Record
- ☐ 1.3. Learn How You May Be Able to Reduce Your Time in Prison
- ☐ 1.4. Request and Obtain Important Identity Documents
- ☐ 1.5. Start the Process of Applying for Public Benefits
- ☐ 1.6 Learn About Voting
- ☐ 1.7. Learn About Fines, Fees, and Suspending Child Support
- ☐ 1.8. Learn About the BOP Release Process
- ☐ 1.9. Create a Release Plan
- ☐ 1.10. Directory of Resources

1.1 MAKE THE MOST OF BOP PROGRAMS

BOP institutions offer a variety of programs. They include **education, work, psychological, and religious programs**. These programs can help prepare you for success outside of prison.

You can find a partial list of national BOP programs in Appendix III located at the end of this book. There may be local programs offered only at your institution. To find out, talk to a staff person in the Education or Psychology Department. For more information about a specific national program, write to the Public Defender Service for the District of Columbia, the address is located in the directory at the end of this chapter.

BOP PROGRAMS CAN HELP YOU:

- Create a positive environment and support network in prison.
- Increase your chance of receiving parole.
- Increase your chance of early release.
- Develop skills to succeed after your release.
- Increase your chance of finding a job after release.

If the program you want is not offered at your institution, ask your unit team to help you apply for a transfer to another institution.

BOP EDUCATION PROGRAMS

The BOP's **Education Department** offers educational, vocational, and occupational programs. Participating in these programs lowers your chance of recidivism. That means you are less likely to commit a crime after you are released. You are also less likely to violate the conditions of your parole or supervised release. GED and vocational training programs can be especially helpful. Vocational training helps you learn general work skills and skills needed for specific jobs. The Inmate Occupational Training Directory lists the offerings by institution. This Directory is available at: **www.bop.gov/inmates/custody_and_care/docs/inmate_occupational_training_directory.pdf**.

Beware that some programs may not be available at your institution. The information below is all general

information. The best thing to do is read your institution's manual and talk with a staff person in the Education and Psychology departments.

The Navigator and the resources that we tell you to look at or consider may list programs that simply do not exist. We know that this may be frustrating. We hope this chapter encourages you to look for programs at your institution and will give you information about what BOP generally offers so you can ask questions about what is right for you wherever you are.

BOP EDUCATION RECORDS

While you are incarcerated, you can request your education transcript. Your transcript is a list of every course you have taken in the education department. If you have earned certificates, you should keep a copy of them. BOP education staff will not keep them. If you mail your certificates to a family member or friend, you should make a copy to keep for yourself first. GED records are discussed in the section, BOP GED Programs.

BOP EDUCATION CLASSES

BOP institutions offer educational classes such as Literacy (reading and writing), English as a Second Language, Adult Continuing Education, Parenting, Recreation Activities, Wellness Education, and Library Services. To find out about classes and vocational programming, ask a member of the education staff how to enroll in programs that will let you develop new skills or build on skills you already have. If you are unable to ask an education staff member, ask your unit team how you can enroll in a particular program.

Literacy courses are designed to assist you with building your reading, math, and writing skills so that you can eventually take the GED if you want to. If you do not have a high school diploma or GED, you are required to enroll in Literacy for a minimum of 240 hours or until you pass the GED unless you receive a waiver. You may want to reconsider if you are thinking about withdrawing from Literacy before completing the minimum number of hours required for earning your GED. Withdrawing can affect your wage level and your ability to earn or vest Good

Conduct Time. Additionally, occupational training programs often require you to either have your GED/Diploma or be simultaneously enrolled in Literacy.

BOP GED PROGRAMS

If you do not have a high school diploma or GED, you should consider taking the GED while in a BOP institution. A GED is helpful for many reasons both while you remain in a BOP institution and when you return home. If you have a GED while in a BOP institution, you are eligible for different workforce programs. When you come home, having a GED can open up employment opportunities.

The GED is a four-part test. The following chart lays out the subject matter, test topics, test time, and format for each section:

Subject	Test Topics	Test Time	Format
Math	• Basic Math • Geometry • Basic Algebra • Graphs and Functions	• 115 minutes • Short break between parts	• 2 parts • Calculator allowed on second part • Access to calculator reference sheet and math formula sheet • Multiple choice and other question types (drag and drop, fill-in-the-blank, select an area, and drop-down)
Language Arts	• Reading for Meaning • Identifying and Creating Arguments • Grammar and Language	• 150 minutes • 10 minute breaks between parts 2 & 3 • 45 minutes for the written essay	• 3 sections • 1 written essay (extended response) • Multiple choice and other question types (drag and drop, select an area, and drop down)

Subject	Test Topics	Test Time	Format
Science	• Reading for Meaning in Science • Designing and Interpreting Science Experiments • Using Numbers and Graphics in Science	• 90 minutes • No breaks	• Calculator Allowed • Access to calculator reference sheet • Multiple choice and other question types (fill in the blank, drag and drop, select an area, and drop down)
Social Studies	• Reading for Meaning in Social Studies • Analyzing Historical Events and Arguments in Social Studies • Using Numbers and Graphs in Social Studies	• 70 minutes • No breaks	• Calculator allowed • Access to calculator reference sheet • Multiple choice and other question types (drag and drop, fill in the blank, select an area, and drop down)

The GED Testing Service provides information about GED testing policies for individuals in the BOP at **https://ged.com/policies/fbop/**.

See below for their answers to a list of frequently asked questions about taking the GED in a BOP facility:

Q: How old do I need to be to take the test?
You must be 18 years old.

Q: I'm underage. What do I need to do to take the test?
You are required to be 18 years old and incarcerated at a Federal Prison to take the GED® test.

Q: Do I need to prove I'm a resident of a BOP facility to take the test?
Yes.

Q: Do I need to take a GED® class or receive instruction from a local prep center before I can take the test?
Adult education program requirements vary by institution. Please check with your individual facility.

Q: Do I have to take the GED Ready® practice test before testing?
Yes. Before you take the GED® in one subject area, you must obtain a score of 145 or higher on the GED Ready® test in that subject. You do not have to pass all 4 GED Ready® tests before taking any official GED® tests. You can progress one subject area at a time.

Q: How much does the GED® test cost?
BOP charges $20 per module for the GED® test.

Q: How do I pay for the test?
As a student, your corrections officer will work with you to schedule your tests. The government will pay for tests taken while at a BOP facility.

Q: If I don't pass, how long do I have to wait before taking the test again?

For BOP, there is no waiting period if you do not pass a subject area test the first time. After taking a test subject 3 times, you'll have to wait 60 days before retesting. There's no limit to how many times you can test in a year.

Q: How much does it cost to retake the GED® test?

You will receive two discounted retakes for every GED® test subject you purchase but don't pass. You have 365 days after your full price test to use these retakes. After receiving two retakes at the reduced price, the price of the test subject returns to the regular price. If you do not pass that subject again, you will receive two more retakes at the reduced rate. GED Testing Service waives its $20 testing fee, however additional testing fees may still apply in your state. BOP does not charge an additional fee for test retakes.

Q: How do I request my transcript and diploma?

After passing the GED® test, you will automatically receive one free electronic diploma and one free electronic transcript. You must take action to receive one free printed diploma. How to receive your diploma and transcript are discussed directly below.

You can request your transcript and diploma here: **https://ged.com/life_after_ged/**.

More information on requesting records is also available in Chapter 14: Education, section 14.1.

Q: What is the GED® credential in my state called?

The BOP credential title is awarded by state or territorial jurisdiction. BOP credential is issued through Washington D.C.

Q: Can I take all of the GED® test subjects at once or do I need to set up different appointment times?

Yes, in the BOP you can take all test subjects on the same day if you can find a test center with hours that accommodate it.

Q: Can I take the GED® Test in other languages? Am I allowed to combine languages to credential?

Yes, in BOP, you can take the GED® Test in English or Spanish and you can combine the two languages to earn your credential.

Q: What happens if I move to a different state in the middle of testing? Can I continue my testing in my new state or do I have to start all over?

You may continue your testing in a new state and at your new facility regardless of the state where you are moved.

Q: How to contact the GED Administrator™ for the BOP?

GED Administrator

Federal Bureau of Prisons
320 First Street, NW
Washington, DC 2053

(202) 305-3800

"I spent almost 14 years of my life in prison where I learned many hard lessons. At 34 years old, I was imprisoned in California, gang banging, and getting in trouble every chance I got. That is when God came to me from fellow Christians on the yard and put in my ear that it was time to change my life. I left the gang and started attending church services almost every day. I got baptized and found my spirituality as I grew closer to God. My Christian brothers convinced me to take advantage of the college program that was being offered at the prison. I was informed that **seven (7) out of ten (10) graduates did not return to prison**. For some reason those numbers excited me. I figured if I could just graduate, I could become one of the seven (7). It took almost three (3) years to graduate and I graduated the program with honors. I was released 3 years later. It has now been eight (8) years since I have been in prison and it looks like the statistics were correct. I haven't been to prison since."

— John Redd

After passing all GED test subjects, you will automatically receive one free electronic diploma and one free electronic transcript. Printed diplomas must be ordered. For more information, see **https://ged.com/policies/fbop/**.

ELECTRONIC DIPLOMA AND TRANSCRIPT

The Federal Bureau of Prisons GED Program has partnered with GED Testing Service, who will email you an electronic link to your diploma and transcript to the email address associated with your GED account. Links are only available for a limited time, so try to download your electronic documents right away. Follow the instructions provided in the email. These PDF documents are very valuable since they can be forwarded to employers and colleges that access electronic credentials. The PDF documents are verified by GED Testing Service/Parchment each time using Blue Ribbon Security. This assures that your digital credential is valid, authentic, and has not been altered.

PRINTED DIPLOMA

You can order a printed diploma through your GED account at GED.com. If you do not have access to the Internet, ask your case manager or family member or friend to log into your account.

FOLLOW THESE STEPS:

1. Go to "My Scores"
2. Select "Order Duplicates"
3. Select "Diploma" and then "Printed Diploma — Free option"
4. Enter a name and address for the diploma to be mailed to.

NOTE: *The free diploma link can only be used once and will only be available until it has been used.*

You should keep these important documents in a folder with all of your important papers. The BOP will not keep or provide GED transcripts after you are released.

If you lose your transcript or need more copies, you can order them online from **https://ged.com/life_after_ged/**.

TRADE APPRENTICESHIPS

Once you have a high school diploma or GED, you could look into trade apprenticeship opportunities at your BOP institution. Apprenticeships are usually offered at medium and low security facilities and often require a high school diploma or GED to enroll in the program. These apprenticeships provide valuable skills by combining instruction and on-the-job training. Apprenticeship programs that are intensive and require a significant number of program hours may help you move up your parole release date by qualifying you for superior programming, which is positively recognized by the United States Parole Commission.

COLLEGE COURSES

Depending on your institution, you may be able to take college courses. These can be done on-site or by mail.

On-Site Courses: A limited number of facilities have partnerships with community colleges to offer some college programs on site, though these partnerships may be expanding soon. There has been an increase in attention on and resources for correctional education, and there is even pending legislation that could make financial aid available to individuals during incarceration.

Correspondence Courses: There are many long distance college programs that you can participate in while incarcerated. Your facility should have a designated staff person who assists with correspondence college courses. This person should have program information about different programs to apply to. You would need to apply to the individual program, and the facility would then need to approve it. You can ask the designated staff person for the different options and the facility approval process. Once you are enrolled in an approved program, that staff person coordinates with the program and facility

to make sure you have what you need (receives and distributes materials, proctors exams, etc.). Finding the money to pay for these courses can be difficult, but it is not impossible! There are some resources out there to assist with the financial burden – to find out more, seek information from your designated staff person.

BOP DIRECTORY OF NATIONAL PROGRAMS COURSE DESCRIPTION

If you are more interested in what programs are generally offered at BOP facilities across the country, you can look at the summary of the BOP Directory of National Programs included in Appendix III: Summary of Federal Bureau of Prisons (BOP) Directory of National Programs at the end of this book. The directory can also be accessed online at: **www.bop.gov/inmates/custody_and_care/docs/20170913_Directory_of_National_Programs1.pdf**.

BOP WORK PROGRAMS

You are required to work in your institution unless you have a medical or security exception. Working will help you develop job skills and good work habits. For example, you will learn how to follow a work schedule and report to a supervisor.

> "During my 22 years of incarceration I was determined to become a better, smarter person upon my release. I took every class and program that I could take. I went to jail without a high school diploma. I left with a GED, Two college degrees, and 3 vocational trades. Programming helped me stay sane, stay busy, and out of the way. **Those classes along with some self-help classes contributed greatly to my successful reentry.**"
>
> *— Eric Weaver*

If you meet or exceed job expectations, you may receive high performance evaluations. Your work detail supervisor may give you a positive reference. This can help you get into a vocational program. Work evaluations are also considered in parole and other early release decisions.

Finally, the experience you gain may help you get a job after release, so look for BOP jobs that are related to your career goals and interest you. The skills and experience that you develop in these jobs will help you build a resume. A strong resume can help you get a job when you are released.

Here are some of the jobs that may be available at your BOP institution:

TYPES OF BOP JOBS	
Facilities: Maintenance-related jobs, like electrician; heating, venting, and air conditioning (HVAC) worker; plumber; painter; or landscaper.	**Prison Compound:** Maintaining central grounds and travel walkways.
Food Service: Cook, baker, line preparer, or line server.	**Health and Sanitation:** Hospital attendant, recycling, cleaning, or sanitation.
Education: Librarian, tutor, or adult education instructor.	**Religious Services:** Chapel positions.
Recreation: Referee, umpire, instructor, or equipment room handler.	**Barbershop:** Barber or cleaning person.
Commissary: Stocking and inventorying merchandise, filling orders, updating out-of-stock lists, or cleaning.	**Housing:** Custodian.
Laundry: Doing clothing alterations; collecting, washing, drying, and returning clothing.	**Other Work Details:** Clerk and orderly positions are available in most departments; so are specialized assistant and aide positions.

UNICOR Jobs
UNICOR is a government-owned corporation that operates factories in the BOP to produce all sorts of products, from clothing to electronics. UNICOR hires people to perform work like data entry and retail sales. People who participate in UNICOR gain marketable job skills. They also improve their ability to work with all kinds of people and understand work responsibilities. There is usually a waitlist for UNICOR jobs, but do not let that stop you from applying.

BOP PSYCHOLOGICAL PROGRAMS

The BOP Psychology Department may be able to help you with mental health, substance misuse, and rehabilitation. Most BOP institutions offer group therapy programs that address issues such as:

- Anger management
- Criminal thinking
- Drug education
- Victim impact

> "**I stayed hopeful** during my incarceration by maintaining ties with my family and friends, living vicariously through those fellow inmates who were either on the verge of being released or were recently freed, and **exploring my spirituality**."
>
> — *Yusef Rabb*

Some institutions offer sex offender treatment and violence prevention programs. Challenge and Brave are two common violence prevention programs.

Your institution may also offer other classes that can help you deal with psychological concerns.

The Psychology Department also offers self-help books and crisis counseling. If you need medication, psychology staff should make the necessary arrangements with Health Services. You can also ask psychology staff for more information on what your institution offers.

BOP RELIGIOUS PROGRAMS

Belonging to a religious community can provide a support network after your release. Two religious programs offered by BOP institutions are Threshold and Life Connections.

- Threshold is a faith-based program that explores beliefs and helps you improve your relationships with others.
- Life Connections is a residential, values-based program available to people of all faiths.

Both Threshold and Life Connections are designed to nurture your personal growth, connect you with a community, and prepare you for life after release. These programs may also show evidence

of your rehabilitation when you apply for parole. To participate in Threshold or Life Connections, submit a request to your BOP Religious Services staff member. Your institution may also offer other types of religious programs.

1.2 KEEP A CLEAR DISCIPLINARY RECORD

A disciplinary record can have a negative effect on many things:

- Institutional privileges
- Eligibility to participate in institutional programs
- Job opportunities within your institution
- Security level
- Good time credits
- Parole eligibility date
- Release date
- Pending cases or new criminal charges
- Eligibility for early release
- Eligibility for a residential reentry center (halfway house) or home confinement

Good institutional conduct will make it easier to get the things you want — like program preferences, work assignments, and transfers. Good conduct also increases your chance of parole and transfer to a halfway house. It can also help in any motions that you file in court for early release consideration.

1.3 LEARN HOW YOU MAY BE ABLE TO REDUCE YOUR TIME IN PRISON

There are several ways to potentially reduce your time in prison. Some of these may not apply to you, but you should think about whether you qualify.

- Earn "good time" credits
- Apply for compassionate release
- Apply for parole
- Apply for a sentence reduction if you were under age 25 at the time of the commission of the offense under the Incarceration Reduction Amendment Act ("IRAA") and "Second Look".
- Apply for medical parole
- Apply for geriatric parole
- Apply for a reduction in minimum sentence
- Apply for the Residential Drug Abuse Program

- Apply for a pre-release transfer to a halfway house or home confinement
- Learn about the First Step Act of 2018
- Learn About Criminal Rule 35: Reducing a Sentence

Your eligibility for some types of sentence reductions depends on the type of sentence you received.

There are two types of D.C. sentences: indeterminate and determinate.

EARN GOOD TIME CREDITS

Good time credits can reduce your sentence, whether it is a determinate sentence or an indeterminate sentence. The way that you earn good time credits is determined by the date of the offense. The various categories for earning good time are described in the good time credit chart on page 22.

GOOD TIME CREDIT FOR DETERMINATE SENTENCES

Anyone sentenced for an **offense committed on or after August 5, 2000** receives a determinate sentence. People with determinate sentences serve an exact sentence that was set by a judge and they never see a parole board to determine their release date. People with determinate sentences can earn a maximum of 15% off of their sentence as good time for institutional compliance. The maximum amount of good time that can be earned per year is 54 days. People can earn good time of up to 54 days per year even if they have a mandatory minimum sentence.

> "**I stayed hopeful by being a man of God**. I had some great mentors that I confided in. There were federal BOP staff members that I could go to and talk to about my problems. I got family and friends who I could call up and get advice from. I was also blessed with a great legal team."
>
> *— Michael Plummer*

GOOD TIME CREDIT FOR INDETERMINATE SENTENCES

People with indeterminate sentences were sentenced for **offenses committed before August 5, 2000**. Those sentences include a bottom number and a top number. For example, 15 years to 45 years or 30 years to life. Good time earned by individuals with indeterminate sentences reduces the bottom number and the top number unless the top number is life. In the examples above, the bottom number (15) or (30) is the number at which a person becomes eligible for parole. Both of those numbers can be reduced by earning good time for institutional compliance.

Until April 10, 2020, individuals with indeterminate sentences could not earn any good time prior to completing any mandatory minimum term. That meant that if your offense had a mandatory minimum, you had to serve the mandatory minimum term day for day before being able to earn good time.

However, on April 10, 2020, the D.C. Council passed and the Mayor signed emergency and temporary laws to address good time and other issues during the COVID-19 public health emergency. The temporary law expires on May 21, 2021. The Council has since passed and the Mayor has signed a permanent law, now called the "Omnibus Public Safety and Justice Amendment Act of 2020" which would make good time reforms and other reforms such as compassionate release, permanent laws. Criminal laws passed by the D.C. Council (except for emergency laws) must go through a 60-day waiting period during which both houses of Congress and the President could disapprove of the legislation. It is rare for legislation to be disapproved by Congress and the President. The 60-day period begins once the District transmits (sends) the law to Congress and only days when both the House of Representatives and the Senate are in session count toward the 60-day waiting period. It is currently not possible to predict the exact date that the permanent law should go into effect, but late spring 2021 or early summer 2021 is a reasonable estimate. Typically, if there is a gap between the end date of a temporary law and the start date of a permanent law, the D.C. Council passes emergency legislation to prevent any gap.

The good time provisions in the new law only apply to sentences for offenses committed before August 5, 2000 (indeterminate sentences). The new law has no impact on sentences for offenses committed on or after August 5, 2000 (determinate sentences).

With respect to good time credit, the new law does two things. **First, it allows all people sentenced for offenses committed before August 5, 2000 to earn good time during the mandatory minimum portion of a sentence**. Under this law, the amount of good time that you can earn during the mandatory minimum portion of the sentence is up to 54 days per year. This good time credit is retroactive, meaning it will apply to all of the time that you have already served.

"While serving a juvenile life sentence, I never thought about my release plan. Then I met a man that changed my life forever. You know him; the old guy that had served too much time already, but was kind enough to give you some life altering advice. He told me, 'I'll teach you how to research your case but you have to go to school and earn your GED, and hopefully go to college. He had my sentence overturned right before I earned my GED. After I was resentenced, I entered the college program. Then I started preparing to never return to prison again. I took advantage of every educational program that I could enroll in. **My reentry plan wasn't a plan to just reenter the community. I prepared to never come back to prison again. What does that look like for you?**"

— Tyrone Walker

EXAMPLE:

A person received an indeterminate sentence of 30 years to life for an offense committed in 1993. The mandatory minimum was 30 years and the person already served 26 years. Assuming this person earned good time credit by not having serious violations while they were in custody, they would earn up to 54 days of good time credit per year for the 26 years that they had already been in custody. This would reduce their bottom number of 30 years to about 26 years and make them eligible for parole almost immediately.

The math would be: 54 days per year x 26 years = 1,404 days. The sentence of 30 to life would be reduced by 1,404 days (3.84 years) to about 26 years to life

This means that if a person earns the newly enacted good time credit (up to 54 days) on the mandatory minimum portion of their indeterminate sentence they will become eligible for parole sooner. Since the offense occurred before 1994, for the remainder of the sentence (after the mandatory minimum portion), the person would continue to earn good time credit under the existing good time law that applied to them. For example, if the person is entitled to earn institutional good time credit, they would still earn institutional good time credit once the mandatory minimum sentence, minus, any good time, is served.

See the chart on pages 23-24 to match your sentence to the type of good time credits that apply to you.

The second thing that the new good time law allows is for individuals who earn good time under the Educational Good Time Credit Act (offenses committed between 1994 – 2000), to earn good time of up to 54 days per year in addition to educational good time. This portion of the law will also be applied retroactively. The law recognizes that there are various reasons why it is hard to earn educational good time in the BOP, and allows people to now also get credited with up to 54 days per year of standard good time.

HOW THE NEW LAW WILL BE APPLIED

The BOP has already recalculated sentences to reflect the change in the law. If you believe a mistake has been made in

your calculation, you can contact The Public Defender Service' Prisoner and Reentry Legal Services program. Requests for assistance will be considered on a case-by-case basis.

The good time provision as it appears in the law is below:

A new section 3a-i is added to D.C. Code 24-403 Sec. 3a-I G

Good time credit for felony offenses committed before August 5, 2000.

(a)(1) Notwithstanding any other provision of law, a defendant who is serving a term of imprisonment for an offense committed between June 22, 1994 and August 4, 2000, shall be retroactively awarded good time credit toward the service of the defendant's sentence of up to 54 days, or more if consistent with 18 U.S.C. §3624(b), for each year of the defendant's sentence imposed by the court, subject to determination by the Bureau of Prisons that during those years the defendant has met the conditions provided in 18 U.S.C. § 3624(b).

(2) An award of good time credit pursuant to paragraph (1) of this subsection shall apply to the minimum and maximum term of incarceration, including the mandatory minimum; except, that in the event of a maximum term of life, only the minimum term shall receive good time.

(b)(1) Notwithstanding any other provision of law, a defendant who is serving a term of imprisonment for an offense committed before June 22, 1994 shall be retroactively awarded good time credit toward the service of the defendant's sentence of up to 54 days, or more if consistent with 18 U.S.C. §3624(b), for each year of the defendant's sentence imposed by the court, subject to determination by the Bureau of Prisons that during those years the defendant has met the conditions provided in 18 U.S.C. § 3624(b).

(2) An award of good time credit pursuant to paragraph (1) of this subsection:

(A) Shall apply to any mandatory minimum term of incarceration; and

(B) Is not intended to modify how the defendant is awarded good time credit toward any portion of the sentence other than the mandatory minimum.

For help and questions, please contact the Public Defender Service for the District of Columbia's Prisoner and Reentry Legal Services Program.

GOOD TIME CREDIT BASED ON DATE OF OFFENSE

	Offense date before April 11, 1987
Old Law This law applies to indeterminate sentences.	• **Statutory Good Time** D.C. prisoners can earn up to 10 days per month of statutory good time credit. The number is based on sentence length and good conduct. The days earned are deducted from the maximum term. Based on a change in the law passed in 1987, the 10 days of credit are also applied to the minimum term. Based on a change in the law in 2020, up to 54 days of credit are also applied to the mandatory minimum portion of sentences. Statutory good time does not reduce a top number of life. • **Extra Good Time** *(industrial good time, meritorious good time, camp good time, community corrections good time)* The BOP awards extra good time credits for exceptionally meritorious service or for performing duties of outstanding importance. Only one type of extra good time may be awarded at a time, and it only applies to the maximum term of a sentence (or, the top number of a sentence).
	Offense date on or after April 11, 1987
D.C. Good Time Credits Act This law applies to indeterminate sentences.	• **Institutional Good Time** D.C. prisoners can earn 5-10 days per month, based on sentence length, if they comply with all institutional rules. Credits apply to the minimum term (including a statutory minimum sentence based on a change in the law in 2020) to determine parole eligibility and to the maximum term to determine mandatory release on parole. • **Educational Good Time** D.C. prisoners who comply with institutional rules and complete certain academic or vocational programs can earn 3-5 days a month of education good time credit. Credits apply to both the minimum term to determine parole eligibility and the maximum term to determine mandatory release on parole. Education good time does not apply to mandatory minimum sentences and excludes some offenses. • **Extra Good Time** See details for extra good time above.

Offense date on or after June 22, 1994

Omnibus Criminal Justice Reform Amendment Act (Omnibus)

This law applies to indeterminate sentences.

- **Education Good Time**

  See details for education good time on the previous page.

  Based on a change in the law in 2020, people in this category can now earn **both** Education Good Time (3-5 days a month) **and** regular Good Conduct Time (up to 54 days per year). Credits apply to the minimum term to determine parole eligibility and to the maximum term (except when the top number is life) to determine mandatory release on parole.

Offense date on or after August 5, 2000

Sentencing Reform Amendment Act of 2000 (SRAA)

This law now applies to all determinate and indeterminate sentences.

- **Good Conduct Time**

  D.C. prisoners who comply with all institutional rules may earn up to 54 days per year if they have completed or made satisfactory progress toward a GED or high school diploma. If they have not completed or made satisfactory progress toward a GED or high school diploma, they can earn up to 42 days per year for good conduct.

  Good conduct time only applies to sentences of at least 12 months plus one day.

  *The First Step Act of 2018 changed the way good time is calculated. Prior to this law, the maximum amount of good time a person could earn was 47 days a year. Now it is possible to earn 54 days a year.

*Offenses committed between August 5, 2000, and 4:59 p.m. August 11, 2000, may be sentenced under either Omnibus or SRAA. If you received an **indeterminate** sentence, it's Omnibus. If you received a **determinate** sentence, it's SRAA. For more information, see BOP Program Statement, P5880.33, and District of Columbia Sentence Computation Manual.

APPLY FOR COMPASSIONATE RELEASE

D.C. passed a compassionate release law that is similar to but not the same as the federal law that Congress passed in the First Step Act. The law allows a judge to release people who are older, have already served a significant part of their sentence, are very ill, or have a compelling or extraordinary circumstance that a judge would find justifies release.

On April 10, 2020, the D.C. Council passed and the Mayor signed emergency and temporary legislation to create compassionate release for incarcerated people. The temporary version of the law is in effect until May 21, 2021. The Council has since passed and on January 13, 2021, the Mayor signed a permanent law, now called the "Omnibus Public Safety and Justice Amendment Act of 2020" which makes the compassionate release law permanent. Criminal laws passed by the D.C. Council (except for emergency laws) must go through a 60-day waiting period during which both houses of Congress and the President could disapprove of the legislation. It is rare for legislation to be disapproved by Congress and the President. The 60-day period begins once the District transmits (sends) the law to Congress and only days when both the House of Representatives and the Senate are in session count toward the 60-day waiting period. It is currently not possible to predict the exact date that the permanent law will go into effect, but late spring 2021 or early summer 2021 is a reasonable estimate. Typically, if there is a gap between the end date of a temporary law and the start date of a permanent law, the D.C. Council will pass emergency legislation to prevent any gap.

Please be aware that there are two important differences between the temporary and permanent laws. The differences are in sections (a)(2) and (a)(3)(B)(ii) and they are highlighted in bold in the following charts for your reference. Both changes relate to the time served in prison for people over 60 years old.

The compassionate release provision as it appears in the law is on the next page:

(Temporary Law)

D.C. Code § 24–403.04. Motions for compassionate release for individuals convicted of felony offenses.

(a) Notwithstanding any other provision of law, the court may modify a term of imprisonment imposed upon a defendant if it determines the defendant is not a danger to the safety of any other person or the community, pursuant to the factors to be considered in 18 U.S.C. §§ 3142(g) and 3553(a) and evidence of the defendant's rehabilitation while incarcerated, and:

(1) The defendant has a terminal illness, which means a disease or condition with an end-of-life trajectory;

(2) The defendant is 60 years of age or older and has served at least **25 years** in prison; or

(3) Other extraordinary and compelling reasons warrant such a modification, including:

(A) A debilitating medical condition involving an incurable, progressive illness, or a debilitating injury from which the defendant will not recover;

(B) Elderly age, defined as a defendant who:

(i) Is 60 years of age or older;

(ii) Has served at least 20 years in prison or has served the **greater of 10 years** or 75% of his or her sentence; and

(iii) Suffers from a chronic or serious medical condition related to the aging process or that causes an acute vulnerability to severe medical complications or death as a result of COVID-19;

(C) Death or incapacitation of the family member caregiver of the defendant's children; or

(D) Incapacitation of a spouse or a domestic partner when the defendant would be the only available caregiver for the spouse or domestic partner.

(b) Motions brought pursuant to this section may be brought by the United States Attorney's Office for the District of Columbia, the Bureau of Prisons, the United States Parole Commission, or the defendant.

(c) Although a hearing is not required, to provide for timely review of a motion made pursuant to this section and at the request of counsel for the defendant, the court may waive the appearance of a defendant currently held in the custody of the Bureau of Prisons.

(d) For the purposes of this section, the term "COVID-19" means the disease caused by the novel 2019 coronavirus SARS-CoV-2.

(Permanent Law)

D.C. Code § 24–403.04. Motions for compassionate release for individuals convicted of felony offenses.

(a) Notwithstanding any other provision of law, the court may modify a term of imprisonment imposed upon a defendant if it determines the defendant is not a danger to the safety of any other person or the community, pursuant to the factors to be considered in 18 U.S.C. §§ 3142(g) and 3553(a) and evidence of the defendant's rehabilitation while incarcerated, and:

(1) The defendant has a terminal illness, which means a disease or condition with an end-of-life trajectory;

(2) The defendant is 60 years of age or older and has served at least **20 years** in prison; or

(3) Other extraordinary and compelling reasons warrant such a modification, including:

(A) A debilitating medical condition involving an incurable illness, or a debilitating injury from which the defendant will not recover;

(B) Elderly age, defined as a defendant who:

(i) Is 60 years of age or older;

(ii) Has served the **lesser of 15 years** or 75% of the defendant's sentence; and

(iii) Suffers from a chronic or serious medical condition related to the aging process or that causes an acute vulnerability to severe medical complications or death as a result of COVID-19;

(C) Death or incapacitation of the family member caregiver of the defendant's children; or

(D) Incapacitation of a spouse or a domestic partner when the defendant would be the only available caregiver for the spouse or domestic partner.

(b) Motions brought pursuant to this section may be brought by the United States Attorney's Office for the District of Columbia, the Bureau of Prisons, the United States Parole Commission, or the defendant.

(c) Although a hearing is not required, to provide for timely review of a motion made pursuant to this section and at the request of counsel for the defendant, the court may waive the appearance of a defendant currently held in the custody of the Bureau of Prisons.

(d) For the purposes of this section, the term "COVID-19" means the disease caused by the novel 2019 coronavirus SARS-CoV-2."

The law gives examples of compelling and extraordinary circumstances, but this is not an exclusive list. There could be other compelling and extraordinary reasons for release that are not listed. For example, other extraordinary circumstances may include vulnerability to COVID-19.

In order to ask for compassionate release, you must petition the court. The law also allows the BOP, the United States

Parole Commission, and the United States Attorney's Office for the District of Columbia to ask a judge to grant compassionate release for you. It is helpful to include in your petition, evidence of rehabilitation such as a positive record of your classes, work opportunities, programs, disciplinary record, and letters of reference and support. There is no requirement that you must first ask the BOP for compassionate release before filing a motion for compassionate release with the court. (This is different from the federal law.)

APPLY FOR PAROLE

You must meet these requirements to be considered for parole:

- You are serving an indeterminate sentence (defined on page 19).
- Your offense occurred on or before August 5, 2000.
- You have served the mandatory portion of your sentence minus any good time credits.
- You have served the minimum portion of your sentence minus any good time credits.

If you meet these requirements, the United States Parole Commission (USPC), which replaced the former D.C. Board of Parole, will consider your request for parole.

They will look at several things before making a decision:

- How serious was your offense?
- Have you complied with institutional rules?
- Have you participated in institutional programs?
- Have you participated in institutional programs that address your underlying offense or criminal history?
- Have you taken programs that can show your rehabilitation?
- Have you demonstrated remorse?
- Have you taken responsibility for your crime?
- Have you developed a proposed release plan?

The law says that you can be granted parole if the USPC believes you will "live and remain at liberty without violating the law" and that your release is "not incompatible with the welfare of society."

If you are denied parole, you can reapply. If you are granted parole, you will serve

the rest of your original sentence in the community under close supervision. If you live in D.C. while on parole, you will be supervised by the Court Services and Offender Supervision Agency (CSOSA). If you live outside D.C., you will be supervised by a U.S. probation or state probation office.

You can request legal representation at your parole hearing by writing to the Community Defender Division (CDD) of the Public Defender Service for the District of Columbia (PDS).

You can learn more about parole guidelines and preparing for your hearing in the GW Law Parole Practice Manual. It is available for free on the Internet at: **www.law.gwu.edu/sites/g/files/zaxdzs2351/f/downloads/Parole_Manual_Final_Print.pdf**.

Organizations that can help with parole:

- Prisoner & Reentry Legal Services Program (PRLS) – The Public Defender Service for the District of Columbia (PDS)
- Washington Lawyers' Committee for Civil Rights and Urban Affairs
- Prisoner & Reentry Clinic – George Washington University Law School

APPLY FOR A SENTENCE REDUCTION IF YOU WERE UNDER AGE 25 AT THE TIME OF THE COMMISSION OF THE OFFENSE UNDER THE D.C. LAWS KNOWN AS THE INCARCERATION REDUCTION AMENDMENT ACT ("IRAA") AND "SECOND LOOK"

If you were convicted of an offense that occurred **before you turned 25 years old**, you can petition the D.C. Superior Court for a reduction in your sentence after you have served 15 years of incarceration. You may petition the court for a reduction in sentence even if you have been denied parole.

The Judge will consider many factors in making a decision about whether to reduce your sentence. The entire law can be found at D.C. Code §24-403.03. These factors include:

- Your institutional disciplinary record.
- Educational, vocational, and other program participation while in the BOP.
- Evidence of maturity, rehabilitation, and fitness to reenter society.
- Background information about you, your family, and community circumstances at the time of the offense.
- Any mental health, school, or medical records that may be relevant.

There is a significant amount of work involved to prepare your application. It may involve interviewing witnesses, reviewing transcripts, and developing a release plan. If the judge denies your motion, you have to wait three years before filing again. You cannot file more than three times.

Contact The Public Defender Service for the District of Columbia (PDS) or The Second Look Project for assistance if you think you may qualify to apply for this sentence reduction.

Since 2017 individuals who were under 18 at the time of the commission of the offense and who have served the requisite period of incarceration have been able to petition the court for a reduction in sentence. On January 13, 2021, the Mayor signed a law passed by the D.C. Council called the "Omnibus Public Safety and Justice Amendment Act of 2020" which allows individuals who were under age 25 at the time of the commission of the offense and who have served at least 15 years of incarceration to petition the court for release. This part of the law ("Second Look") was never passed as emergency or temporary legislation. Therefore, the legislation will only take effect after a 60-day Congressional review period. Criminal laws passed by the D.C. Council (except for emergency laws) must go through a 60-day waiting period during which both houses of Congress and the President could disapprove of the legislation. It is rare for legislation to be disapproved by Congress and the President. The 60-day period begins once the District transmits (sends) the law to Congress and only days when both the House of Representatives and the Senate are in session count toward the 60-day waiting period. It is currently not possible to predict the exact date that "Second Look" will go into effect and

when people who were over 17 but under 25 at the time of the commission of the offense can file motions with the court, but late spring 2021 or early summer 2021 is a reasonable estimate.

> "**The most important aspect of my experience was that reentry started when I was incarcerated**, one year before my release. While I was incarcerated, consistent communication through writing letters with family helped me get the ball rolling before I was even released."
>
> — *Charles Elliot*

APPLY FOR MEDICAL PAROLE

To be considered for medical parole, you must be permanently incapacitated or terminally ill. You must provide documentation of your condition, including your medical history and prognosis. You will also need to present documentation of your institutional behavior and criminal history.

If you have an indeterminate sentence, you or a representative may apply to the United States Parole Commission (USPC) for consideration. If you have a determinate sentence, the BOP may apply to the D.C. Superior Court for consideration. The USPC and the court will consider several factors in making their decision. These include the seriousness of your offense and the risk of your being dangerous to yourself or others.

APPLY FOR GERIATRIC PAROLE

To be eligible for geriatric parole, you must be at least 65 years old. You must also have a chronic illness or condition and pose a low risk to the community.

If you have an indeterminate sentence, you, a representative, or the BOP can apply to the United States Parole Commission (USPC) for parole consideration. If you have a determinate sentence, the BOP must apply to the D.C. Superior Court for consideration. The USPC and the court will consider several factors before making a decision:

- Age
- Severity of illness and results of a health evaluation

- Institutional behavior
- Risk of causing danger to yourself or others
- Criminal history
- Alternatives to parole

APPLY FOR A REDUCTION IN MINIMUM SENTENCE

If you have an indeterminate sentence, you may be able to request a reduction in your minimum sentence. First, you have to serve at least three years of your minimum term. Then, if you have not served all of your minimum term, you may ask the United States Parole Commission (USPC) to file an application with the D.C. Superior Court to reduce your minimum term.

The USPC considers each request on a case-by-case basis. The USPC will consider several factors in deciding whether to file an application on your behalf. The commissioners will look at your institutional programs and behavior. They want to see if you have had an "outstanding response" to rehabilitative programs. They will also consider your prison disciplinary record. The commissioners will evaluate the seriousness of your crime, your criminal record, and the likelihood of your committing another crime. A conviction for certain crimes will disqualify you from receiving a reduction in minimum sentence. An application can only be filed if a majority of the USPC commissioners agree to it. If the USPC decides not to file an application for you, you must wait two years before making a new request.

If the USPC files an application for you, it will be sent to the U.S. Attorney for the District of Columbia. If the U.S. Attorney does not agree with the USPC's recommendation, they must submit their objections in writing. But, if the USPC wishes to go ahead despite the government's objections, the U.S. Attorney must file the application with the court. The application will then be considered by a judge, who makes the final decision. The judge can act upon this application any time before you finish serving your minimum sentence. No hearing is required for a court to make a decision about your application.

APPLY FOR THE RESIDENTIAL DRUG ABUSE PROGRAM (RDAP)

The Residential Drug Abuse Program (RDAP) provides intensive drug abuse treatment. Treatment involves interactive groups and community meetings over a period of nine (9) to twelve (12) months. Individuals who complete the RDAP and meet other criteria may be eligible to have their sentence reduced by up to twelve (12) months. You are only eligible for an RDAP sentence reduction if you are serving time for a nonviolent offense committed after **August 5, 2000**. You can participate in RDAP even if you are not eligible for the sentence reduction as long as you meet the other requirements. You should ask your case manager if the program is available at your institution and whether you are eligible.

APPLY FOR A PRE-RELEASE TRANSFER TO A HALFWAY HOUSE OR HOME CONFINEMENT

Placement in a halfway house (also known as a Residential Reentry Center, or RRC) can help you adjust and prepare for life after your release. You can be considered for halfway house placement up to 12 months before your sentence is over. But most people do not move to a halfway house until they have less than 6 months left on their sentence, due to limited space.

Not everyone is accepted for halfway house placement. BOP staff decides if you will be referred to an RRC. Several factors are considered:

- Halfway house space availability and resources
- Sentence length
- Relevant statements by the court about the purpose of the sentence
- Nature and circumstances of the offense
- Your history and character
- Disciplinary record
- Risk of reoffending
- History of escape or attempted escape
- Release plans and access to community resources
- Willingness to go to a halfway house
- Willingness to participate in reentry activities

> **Be proactive**, not reactive. If you wait till you come out here, it'll be too late.
>
> — *Calvin Bright*

If you do not need the services of a halfway house, you may be placed on home confinement. At most, you can be on home confinement for 6 months. During national emergencies, such as the COVID-19, coronavirus pandemic that occurred in 2020, you may be considered for release to a halfway house or home confinement sooner. Decisions are made on a case by case basis. The BOP usually requires transition through a halfway house for at least a short period before you will be placed at home. The halfway house program will be responsible for monitoring you on home confinement.

You should discuss possible placement in a halfway house or on home confinement with your unit team.

LEARN ABOUT THE FIRST STEP ACT OF 2018

The First Step Act was passed by Congress on December 21, 2018. It will impact people incarcerated in BOP institutions. It includes many positive changes designed to improve conditions, increase programming, and potentially allow for sentence reduction. We are hopeful that many of these reforms will benefit D.C. prisoners as well as federal prisoners. But it is not clear yet which reforms, if any, will apply to people convicted of D.C. Code offenses.

FIRST STEP ACT REFORMS

It is not yet clear whether all of the reforms in the First Step Act applies to individuals with D.C. Code offenses.

1. Adjusts good time credit calculation so prisoners can receive up to 54 days of good time credit per year, not 47 days.
   This applies to people with D.C. Code sentences and this adjustment should have already been made and retroactively applied to all individuals serving determinate sentences. In 2020, D.C. passed legislation allowing indeterminate sentences to also receive up to 54 days of good time credits per year. This new law is also retroactive. Learn more in section 1.3 of this chapter.

2. Offers incentives for participating in recidivism reduction programs. Incentives may include additional phone minutes, visits, email, commissary, and opportunities for transfer. Some prisoners will be eligible to receive time credits that speed up release to a halfway house, home confinement, or supervised release.
3. Authorizes $75 million per year for 5 years to fund rehabilitative programs in federal prisons.
4. Requires expansion of BOP programs for all eligible prisoners by 2022. Initially, prisoners closest to release will get priority for programming. Then, medium- and higher-risk prisoners will be given priority for programming, while productive activities will be prioritized for minimum- and low-risk prisoners.
5. Expands employment through Federal Prison Industries.
6. Requires BOP to put lower-risk, lower-needs people in home confinement for 10 percent of their sentence or for 6 months, whichever is less. BOP determines who is at lower risk.

7. Requires the BOP to place prisoners within 500 driving miles, not air miles, of home, if security, classification, programming and medical needs, and bed space allow it.

8. Reforms the BOP's compassionate release process for prisoners facing "extraordinary and compelling" circumstances.

9. Reauthorizes the elderly prisoner early release pilot program from the Second Chance Act of 2007, allowing elderly and elderly terminally ill prisoners in certain prisons to be released early if at least 60 years old, have served 2/3 of their sentence, and meet all other requirements.

10. Requires BOP to help people get government identification cards and birth certificates before they leave prison.

11. Reauthorizes the Second Chance Act of 2007.

12. Reduces mandatory minimum sentences for repeat federal drug offenders.

13. Grants judges greater discretion at sentencing in drug cases under the Federal Sentencing Guidelines.

14. Prevents first-time federal offenders from receiving the 25-year mandatory minimum sentence intended for repeat federal offenders.

15. Applies the Fair Sentencing Act of 2010 retroactively. That means the law will apply even to people who were convicted of federal offenses before the law was passed.

16. Requires an independent review committee to study the tool that BOP uses to evaluate people's risk and needs.
17. Bans the shackling of pregnant women in federal prisons and jails.
18. Greatly limits the use of solitary confinement for juvenile offenders.
19. Expands access to evidence-based treatment for opioid and heroin abuse. This includes access to medication-assisted treatment when appropriate.

LEARN ABOUT CRIMINAL RULE 35: REDUCING A SENTENCE

A motion may be filed under D.C. Superior Court Criminal Rule 35, asking the court to reduce your sentence. The rule requires that this motion be filed within 120 days of sentencing or a final decision after appeal. In certain limited circumstances, such as the recent pandemic due to COVID-19, some judges have held that the 120-day time bar is a "claims-processing rule" (a rule that seeks to "promote the orderly progress of litigation by requiring that the parties take certain procedural steps at certain specified times") that may be waived in the interest of justice.

1.4 REQUEST AND OBTAIN IMPORTANT IDENTITY DOCUMENTS

There are many important documents that you will need when you leave prison. It is important to request and receive these documents before you are released. First, BOP records are much easier to obtain while you are still incarcerated. Second, having these records when you leave will make your transition to life outside prison smoother. Many of these documents will make it easier for you to apply for government benefits and community services.

BOP MEDICAL RECORDS

You can request a copy of your medical records by completing an Inmate Request to Staff (BP-A0148). You are allowed to receive up to 240 pages of your medical records. The first 100 pages are free. To obtain more than 100 pages, you must pay a $15.00 charge plus 10 cents per page.

To obtain your medical records after you are released, you must request your records under the Privacy Act through the BOP's Freedom of Information Act

(FOIA) office. (For more information, see Chapter 6, Records.)

BOP EDUCATION RECORDS

While you are incarcerated, you can request your education transcript. Your transcript is a list of every course you have taken in the education department. If you have earned certificates, you should keep a copy of them. The BOP education staff will not keep them. If you mail your certificates to a family member or friend, you should make a copy to keep for yourself first.

GED CERTIFICATE

When you pass the GED test, you will receive an electronic copy of your GED diploma and your transcript (learn more in section 1.1 of this chapter on BOP education records). You should keep these important documents in a folder with all of your important papers. If you send them home for safekeeping, make copies for yourself first. The BOP will not keep or provide GED transcripts after you are released.

If you lose your transcript or need more copies, you can order them at: **https://ged.com/life_after_ged/**. To learn how to get your education records after release, see Chapter 14, Education.

SOCIAL SECURITY CARD

You can request your Social Security card up to six (6) months before you are released. Replacement cards are free.

You should ask your case manager for the application form or you can find it here: **www.ssa.gov/forms/ss-5.pdf**.

Your card will be sent to your case manager, who will keep it until your release.

BIRTH CERTIFICATE

Birth certificates can be ordered from the state where you were born. Ask your case manager to print a copy of your state's application for you.

If you do not get your birth certificate before you leave prison, this website shows you where to order it by state: **www.cdc.gov/nchs/w2w.htm** (you can also find this information in Chapter 6: Identity Documents and Personal Records, section 16.4.)

OTHER RECORDS

You can learn how to get other records after release in Chapter 6: Identity Documents and Personal Records.

1.5 START THE PROCESS OF APPLYING FOR PUBLIC BENEFITS

APPLY FOR SSI OR SSDI

There are two types of disability benefits available through the Social Security Administration: Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI). To be eligible for one of these programs, you must have a serious physical or mental health condition that interferes with your ability to work.

For SSI, you must have limited income, and you cannot have countable assets totaling more than $2,000. Countable assets include things like cash, bank accounts, and personal property that could be sold to obtain cash.

For SSDI, you need to have limited income and have a history of paid work. There is no limit on your assets. If you are found eligible for SSDI, your spouse and children might be eligible for benefits, too.

If you think you may be eligible for one of these benefits, you should begin the application process while you are incarcerated. If you are found eligible, you can begin receiving benefits as soon as possible after your release. This income may increase your housing options after release.

Applying is free. Here's how to get started:

- Make a list of all of the medical providers you have seen and the jobs you have had over the last 15 years that you can remember. You will need to give both lists to Social Security when you apply.
- Request your BOP medical records.

- Identify someone to help you apply for benefits. You can ask a BOP social worker, a family member, or a D.C. community service provider, such as University Legal Services, Disability Rights D.C. If you can't find someone to help, call the United States Social Security Administration (SSA) at 1 (800) 772-1213. You can ask them how to get started.
- Keep track of your release papers. These papers will serve as your gateway to D.C. services after release.

Once you are released, you can complete the application process. You can find helpful information here: **www.ssa.gov/pubs/EN-05-10504.pdf** & **www.ssa.gov/reentry/benefits.htm**.

Organizations that can help you apply for benefits:

- D.C. Jail and Prisoner Advocacy Project; Disability Rights D.C. - University Legal Services (ULS)

RESUME YOUR VETERANS ADMINISTRATION (VA) BENEFITS

If you were convicted of a felony, some of your Veterans Administration (VA) benefits were reduced or stopped on the 61st day of your incarceration. You may want to notify the VA if you will be incarcerated for more than 60 days. If you don't, they may overpay your benefits which could result in loss of all your VA benefits until the VA recovers the overpayment. If you were receiving VA benefits, your spouse or children may be eligible to receive them while you are incarcerated if they can show need.

When you are no more than thirty (30) days from your scheduled release date, you can ask to have your VA benefits resumed. You will need to provide proof of your release date. For more information, call 1 (800) 827-1000 toll-free or write or call the Mayor's Office of Veterans Affairs (MORVA) at (202) 724-5454.

1.6 LEARN ABOUT VOTING

On July 7, 2020, the D.C. Council passed emergency legislation allowing people incarcerated on on a felony in the BOP the right to vote in November, 2020 for the first time (previously only those serving misdemeanor convictions in the D.C. jail

could do so). D.C. Councilmembers and advocates are working on your behalf to make this law permanent. We are hopeful. Read more in Chapter 16: Voting and Civic Participation to learn how you can advocate for new laws. Before voting you must first register to vote.

REGISTERING TO VOTE FROM THE BOP

The D.C. Board of Elections (BOE) will send voter registration forms to people incarcerated in the Federal Bureau of Prisons (BOP) for D.C. offenses. To register to vote, or update your name or address, contact the Board of Elections (BOE) by phone (202) 727-2525 (Spanish 1 (800) 546 -5111) or by mail (1015 Half Street, SE, Suite 750, Washington, D.C. 20003). Your registration must be received by a certain date before the election. You should register to vote using your D.C. home address and the BOP facility where you are located as your mailing address.

VOTING BY MAIL FROM THE BOP

Request an absentee ballot from the Board of Elections. You can ask your case manager to download the form at: **www.dcboe.org/Voters/Absentee-Voting/Request-an-Absentee-Ballot**; or call the Board of Elections call center at (202) 741-5283 from 9:00 a.m. to 4:30 p.m. and ask them to mail you a request form.

You must fill out and sign the absentee ballot, then sign the outside envelope flap. Your mailed ballot to the Board must be postmarked by a certain date before the election. Return the completed form for the absentee ballot by mail to: D.C. Board of Elections, 1010 Half Street, SE, Suite 750, Washington, D.C. 20003. You can also ask your case manager to scan and email it to: **Dcabsentee@dcboe.org**; or ask your case manager to fax it to: (202) 347-2648.

If you are blind, have low vision, have a physical and/or learning disability that makes it hard for you to read, write, sign, or use paper and need to request an accessible absentee ballot through OmniBallot, BOE's accessible alternative to paper absentee ballots, please contact the BOE's ADA Coordinator by phone at (202) 253-1741 / 711 (TTY).

Confirm your ballot has been received by calling the Board of Elections at (202) 741-5283 or ask your case manager to go

to: **www.dcboe.org/Voters/Absentee-Voting/Track-Absentee-Ballot**. If you do not receive your ballot in the mail, call the Board at (202) 741-5283.

1.7 LEARN ABOUT FINES, FEES, AND SUSPENDING CHILD SUPPORT

FINES AND FEES

If you are going to be on probation, parole, or supervised release, your supervision officer will help you set up payments with the court after you're released. If you are released without supervision, you will have to set up payments by contacting the clerk of the court where fees are owed.

SUSPEND CHILD SUPPORT PAYMENTS

If you owe child support, you should file a Motion to Modify Child Support Order with D.C. Superior Court. You should do this as early in your incarceration as possible. Without a modification, child support payments you owe will continue to add up and may become unmanageable while you are incarcerated. Returning to your community can be challenging enough without worrying about back-owed child support. You can also learn about modifying child support payments in Chapter 2: Preparing for Release from the D.C. Department of Corrections, section 2.11. and child support in general in Chapter 9: Family Connections and Legal Rights, section 9.4.

HOW TO MODIFY YOUR CHILD SUPPORT ORDER

If you are the non-custodial parent and you have been sentenced to a period of incarceration longer than thirty (30) days for an offense unrelated to your child support order, you are entitled to seek a modification/suspension of your child support order. If you are seeking modification/suspension of your child support due to your incarceration, you may only be eligible to file from the time of your sentencing to right before your release. You will **not** be eligible to seek modification/suspension due to incarceration after your release. If you have the financial resources to afford your child support payments, even if you are

incarcerated, your modification request may be denied by the Courts.

There are several ways to modify your child support while incarcerated:

- Your lawyer can let the court know of your child support obligation during your sentencing and the court will suspend your obligation while you serve your sentence.
- You, your case manager, or a relative can reach out to the Office of the Attorney General's Child Support Services Division (CSSD) Policy, Training, and Administrative Affairs Section at (202) 724-2131 to notify CSSD of your sentence and incarceration. Once CSSD receives notification of your sentence and incarceration, it may file a Motion to Modify Child Support Order on your behalf. CSSD will request that the Judge make their decision in chambers without a hearing. The Court will mail the Judge's final order to the facility where you are located. Be sure to follow up, however, because CSSD is not legally required to file a motion for you. If they don't, you will still be responsible for child support even if you relied on CSSD and believed they took care of it.
- You can file for a modification directly with the court that issued your child support. You can learn how to file your own motion in Chapter 9: Family Connections and Legal Rights.

The forms may be available on Trulincs. They are also available for free online.

Organizations that can assist you with filing a motion to suspend your child support obligation while you are incarcerated:

- Bread for the City
- Legal Aid Society of the District of Columbia
- The Prisoner & Reentry Legal Services Program (PRLS) – The Public Defender Services for the District of Columbia's (PDS)

1.8 LEARN ABOUT THE BOP RELEASE PROCESS

Before you are released, it is important to plan for your basic needs for the first few days following your release. Your most immediate needs will be for transportation home, food, and street clothing. You will also need some cash and personal identification.

IMPORTANT RELEASE DOCUMENTS

BOP Debit Card: Consider saving money during your incarceration. Funds can be critical in the first few weeks after release. When you are released, all of your funds will be placed on a BOP-issued debit card. This card can be used to make purchases or obtain cash. It will also serve as a form of ID at the bank that issued the card, which will allow you to open an account.

You can learn more about managing your money in Chapter 15: Finances.

If your card is lost or stolen, you will need to call Meta Bank at 1 (800) 341-6700 and select option #2. You will be asked to supply your federal register number followed by a zero. The address associated with the card will be the address of the institution from which you were released.

BOP ID: It is important to keep this ID because you can use it to obtain a D.C. non-driver ID and to apply for various government benefits.

BOP Release Papers: On the day of your release, you will sign and receive a copy of your official release paperwork. This lists all the conditions of your release. It also lists supervision requirements if you will be on parole or supervised release. It is important to read the release conditions carefully. You need to be aware of any special conditions that apply to you. You will be responsible for following all of the conditions listed.

Keep a copy of all your release paperwork. Some programs, benefits, and services require you to provide these papers. If you misplace them, you can request copies from your halfway house or your releasing institution. If you have any concerns about the conditions of your release, you can contact us for assistance. Learn more about being on community supervision in Chapter 3: Probation, Parole, and Supervised Release.

TRANSPORTATION HOME

The BOP will make arrangements for you to be transported to the district where you were convicted, your legal residence within the United States, or the Halfway House you are being released to. You will be given some money for taxis and food. Before you are released, the BOP unit team staff will tell you what transportation arrangements have been made for you. You will need to have your official photo ID for the trip home. If you will be on parole or supervised release, you will have 72 hours to report to the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA).

If you prefer, you can have your family pick you up or make other transportation arrangements. But you will have to get approval from your unit team, and you or your family will have to pay your transportation costs.

MEDICATION

If you are receiving medication from Health Services at the time of your release, a thirty (30) day supply will be given to you when you leave. If you lose your medication, learn how to get more in Chapter 11: Healthcare.

PROPERTY

You can take as much of your personal property with you as you can manage. You can make arrangements with the mailroom to ship any property you can't take with you. You will have to pay for the shipping.

CLOTHING

You can arrange to have someone send clothing for you up to 30 days before your release. Be sure they do not wait until the last minute. Items that arrive after your release will be returned to the sender. If you do not receive clothing in advance of your release, your institution will give you standard release clothing: a polo shirt and jeans.

> "My recommendation to anyone about to be released is to **prepare yourself while you're still in**. You have to come out ready and not try to get ready once you're out. You have to make a commitment to be a law abiding citizen."
>
> *— Eric Weaver*

1.9 CREATE A RELEASE PLAN

Before you are released, you should create a plan to connect with D.C. organizations that can help with your transition to life after prison. You can write to or call many of the organizations discussed in this book to learn more about their services before you are released.

PLAN FOR BASIC NECESSITIES IMMEDIATELY UPON RELEASE

The first few days after your release may be overwhelming. It will help if you have a plan for meeting your basic needs, like food, shelter, clothing, toiletries, and medical care. Preparing for the little things — like where you will be able to brush your teeth — can make a big difference in your staying healthy and on track to tackle the bigger things.

Many D.C. organizations offer drop-in/day welcome centers. These centers provide services, basic necessities, and a place to rest in a nonjudgmental atmosphere. A few of these centers are listed in the Directory of Resources to help you get started once you are released. You can also find more information about them, food banks, and other organizations that will help you get on your feet in Chapter 12: Housing. A few are listed in the directory at the end of this chapter. You can also learn about organizations that focus specifically on reentry in Appendix I: D.C. Reentry & Criminal Justice Reform Organizations.

VISIT THE READY CENTER AND MORCA AFTER RELEASE

The READY Center (Resources to Empower and Develop You) provides reentry resource services to people who are within 45 days of their release from the BOP. It is located on the grounds of the D.C. jail (behind CTF). You will fill out an interest form that identifies your needs. The information you provide will be used to connect you with D.C. government agencies, community based organizations, and resources to help you with your reentry goals.

The READY Center staff will assist people returning from incarceration with access to services such as: Supplemental Nutrition Assistance Program (SNAP) and Medicaid through the Department of Human Services (DHS); linkage to behavioral health services through the Department of Behavioral Health (DBH); identification card and driving record information from the Department of Motor Vehicles (DMV); employment and job training services through the Department of Employment Services (DOES); and ongoing case management through the Mayor's Office on Returning Citizens Affairs (MORCA). In addition to these services, READY Center staff are also available to make referrals to community-based organizations (CBOs) that provide access to other D.C. resources and services.

MORCA will provide you with ongoing support through case management services on your journey to secure housing and employment, receive mail, access healthcare, and other important social services and public benefits during your transition home.

> "A prison environment is totally different than the society you came from. **You develop means and mechanisms of surviving in prison, and they aren't the same means you use to survive in this society.**"
>
> — *Quinton Tabron*

1.10 DIRECTORY OF RESOURCES

Organization	Information
Bread for the City Southeast Center 1640 Good Hope Road, SE Washington, DC 20020 (202) 561-8587 Northwest Center 1525 7th Street, NW Washington, DC 20001 (202) 265-2400 **www.breadforthecity.org**	Bread for the City may help you file a motion to modify and suspend your child support obligations during your incarceration.
Central Union Mission 65 Massachusetts Avenue, NW Washington, DC 20001 (202) 745-7118 **www.missiondc.org**	A faith-based, nonprofit organization with six (6) locations in Washington, D.C. It operates an emergency shelter program, a rehabilitation program for men, and a distribution center for food, toiletries, clothing, and furniture. It also assists with transitional and low-cost housing. It serves homeless men, underprivileged women, children, seniors, families,and veterans.

Organization	Information
Charlie's Place D.C. 1820 Connecticut Avenue, NW Washington, DC 20009 (202) 929-0100 **www.charliesplacedc.org**	A nondenominational, anti-hunger, homeless ministry that provides a safe, reliable, and welcoming environment without judgement to all people. It focuses on social needs and not religious ones. **Food:** Serves coffee, tea, and pastries at 6:30 a.m. and a main meal at 7:30 a.m. On Saturday, serves coffee and pastries from 8 to 8:30 a.m. and a main meal at 8:30 a.m. **Clothing:** Offers clothing that you can sign up to receive between 6:30 and 7:00 a.m. Clothing is also available on the second Saturday of every month. **Health Care:** Offers the services of a licensed clinical nurse practitioner from Unity Healthcare. No insurance is required. **Transportation:** Provides bus fare to individuals who have medical appointments or a job interview. **Case Management:** Provides assistance with housing, employment, transportation, Social Security benefits, and referrals to mental health services. Call to confirm times.
Child Support Services Division (CSSD); Office of the Attorney General One Judiciary Square 441 4th Street, NW Washington, DC 20001 (202) 442-9900 **www.cssd.dc.gov**	Helps eligible families establish parentage, establish child support, enforce child support orders, and modify existing child support orders.

Organization	Information
CORE DC 3701 Benning Road, NE Washington, DC 20019 (202) 795-5444 **www.coredc.org**	CORE DC is a men's halfway house in Washington, D.C., committed to offering a fresh start for people returning home from confinement in the Federal Bureau of Prisons. They seek to provide returning citizens with the critical support they need to successfully transition back home with dignity. They also offer CEMP, CORE's Electronic Monitoring Program. CEMP provides D.C.'s returning citizens on home confinement with reentry programming while maintaining accountability and public safety.
Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) 633 Indiana Avenue, NW Washington, DC 20004 (202) 220-5300 **www.csosa.gov/**	CSOSA is a federal agency that supervises adults on probation, parole, and supervised release in the District of Columbia.
University Legal Services (ULS); Disability Rights D.C. (DRDC); D.C. Jail and Prison Advocacy Project (JPAP) University Legal Services 220 I Street, NE Suite 130 Washington, DC 20002 (202) 547-0198 **www.uls-dc.org/protection-and-advocacy-program/disability-rights-dc/**	ULS helps people that have either a serious mental illness or an intellectual disability to apply for social security benefits and access community support. ULS works with most clients pre-release in the Federal Bureau of Prisons, including halfway houses, and the D.C. Jail so clients can access their benefits upon release. You can contact ULS for potential intake by writing to them.

Organization	Information
Downtown Day Services Center 1275 K Street, NW Suite 1000 Washington, DC 20005 (202) 638-3232 **www.downtowndc.org/program/the-center/**	Offers on-site support for people experiencing homelessness by providing the following services: food and beverages; restroom facilities; shower, laundry, and computer access; housing services; non-driver identification; employment assistance, case management, legal services, and vital records; healthcare and disability application; harm reduction and social activities; and entertainment.
Fairview Residential Reentry Center 1430 G Street, NE Washington, DC 20002 (202) 396-8982	Fairview Residential Reentry Center (RRC) is a women's halfway house in the District of Columbia. Fairview RCC houses women under the supervision of BOP, D.C. Department of Corrections (DOC), and Court Services and Offender Supervision Agency (CSOSA).
Foggy Bottom Food Pantry The United Church The United Church 1920 G Street, NW Washington, DC 20006 (202) 331-1495 **www.theunitedchurch.org/new-events/2019/2/9/foggy-bottom-food-pantry-le83x**	The United Church's Foggy Bottom Food Pantry provides food on the second and fourth Saturday of every month from 10:00 a.m. until 12:00 noon. Call to confirm times.
Friendship Place Welcome Center 4713 Wisconsin Avenue, NW Washington, DC 20016 (202) 364-1419 **www.friendshipplace.org/**	The Friendship Place Welcome Center is a place where individuals experiencing homelessness can find a safe place off the streets and connect to a host of solution-driven services. The Welcome Center supports participants with basic needs such as food, personal hygiene supplies, clothing, access to free medical and mental health services, and referrals to community-based services and resources. All participants are offered supportive case management who provides assistance in achieving identified goals. Please call for operating hours.

Organization	Information
Legal Aid Society of the District of Columbia Main Office 1331 H Street, NW Suite 350 Washington, DC 20005 (202) 628-1161 Anacostia Professional Building 2041 Martin Luther King Jr. Avenue, SE Suite 201 Washington, DC 20020 **www.legalaiddc.org**	The Legal Aid Society of D.C. represents clients in matters related to custody, visitation, and child support. It also represents domestic survivors seeking Civil Protective Orders.
LinkU **https://linkudmv.org** (intended for consumers to search on their own) **https://staff.linkudmv.org/login** (intended for those working on behalf of consumers)	LinkU is a free online resource and referral guide for DC, Maryland, and Virginia, available to the public and community-based organizations (CBOs). LinkU connects people to verified social and medical care providers in their communities. This is especially useful to returning citizens in search for housing, healthcare, food, employment services, and other support services to successfully reintegrate back into society. As an added benefit, CBOs who support returning citizens can become "LinkU staff members", which grants the agency access to additional features.

Organization	Information
Mayor's Office of Veterans Affairs (MOVA) 441 4th Street, NW Suite 707 Washington, DC 20001 (202) 724-5454 **www.ova.dc.gov**	MOVA provides veteran benefits, assistance, information, outreach, effective advocacy, claims processing assistance, and service provider coordination to veterans and their families. Health Care for Reentry Veterans (HCRV) Program: offers outreach to veterans incarcerated in state and federal prisons, referrals, linkages to medical, mental health, and social services, including short-term case management assistance and employment services upon release.
Mayor's Office on Returning Citizen Affairs (MORCA) 2100 Martin Luther King Jr Avenue, SE Suite 100 Washington, DC 20020 (202) 715-7670 **https://orca.dc.gov**	MORCA provides zealous advocacy, high-quality services, case management, and referrals to empower previously incarcerated people to help them successfully reintegrate into the community.
National City Christian Church 5 Thomas Circle, NW Washington, DC 20005 (202) 232-0323 **www.nationalcitycc.org**	National City Christian Church provides a food bank every Wednesday from 10:00 a.m. to 1:00 p.m. The church also gives out small bags of toiletries. Call to confirm times.

Organization	Information
Prisoner & Reentry Clinic; George Washington University Law School 650 20th Street, NW Washington, DC 20052 (202) 994-1010 **www.law.gwu.edu/prisoner-reentry-clinic**	The George Washington University Law School Prisoner & Reentry Clinic represents D.C. prisoners and individuals facing legal barriers because of their criminal record. Representation is based on clinic resources. The Clinic also published the Parole Practice Manual for the District of Columbia. It is available in hard copy and online here: **https://www.law.gwu.edu/sites/g/files/zaxdzs2351/f/downloads/Parole_Manual_Final_Print.pdf**.
Prisoner & Reentry Legal Services (PRLS) Program; The Public Defender Service for the District of Colombia (PDS) Community Defender Division 1442 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (202) 824-2801 **www.pdsdc.org**	The Public Defender Service' PRLS program advocates on behalf of D.C. prisoners in the in the BOP. They provide representation for D.C. prisoners in parole release hearings. They also provide assistance with questions about conditions of confinement, good time, sentence reduction options, requests to modify child support obligations during incarceration, and D.C. reentry services, among other matters that arise during incarceration in the BOP. Requests for representation and assistance are considered on a rolling, case by case, basis.

Organization	Information
So Others Might Eat (SOME) 71 O Street, NW Washington, DC 20001 (202) 797-8806 **www.some.org**	SOME's Dining Room provides two hot, nutritious meals every day of the year to anyone who needs it—no questions asked. Sandwiches and fruit are available for guests to take with them after meals and guests who miss breakfast or lunch can visit the front desk to see if there are bagged lunches available. They have showers available every day of the year. Men may shower from 7:00-9:30 a.m., and women may shower from 10:00-10:45 a.m. They have a clothing room that is open on Tuesdays and Fridays from 8:30-11:30 a.m., which you need to present ID to access. Please call to confirm times.
The Church of the Epiphany 1317 G Street, NW Washington, DC 20005 (202) 347-2635 **www.epiphanydc.org**	The Church of the Epiphany provides substance misuse counseling, art space, ministerial services, and a full breakfast on Sunday mornings. Call for more information.

Organization	Information
The District of Columbia Compassionate Release Clearinghouse Write to: Compassionate Release 700 4th Street, NW Washington, DC 20005 Email: **compassionatereleasedc@washlaw.org**	The District of Columbia Compassionate Release Clearinghouse is a coalition of organizations who have come together to help District of Columbia and federal prisoners who are seeking pro bono counsel to petition the court for a reduced sentence. To qualify for compassionate release, an incarcerated person must meet certain conditions involving disability, health, age, or other special circumstances. The Clearinghouse recruits private lawyers to represent people without charging a fee and these lawyers screen the cases before taking on clients. People interested in applying for a lawyer should write to: Compassionate Release, Washington Lawyers' Committee, 700 4th Street, NW, Washington, DC 20005 or email **compassionatereleasedc@washlaw.org**.
The READY Center; The D.C. Department of Corrections (DOC) 1901 E Street, SE Washington, DC 20003 (202) 790-6790 **www.doc.dc.gov/service/ready-center**	The READY Center provides access to services from Community Based Organizations (CBO), the Department of Corrections (DOC), Department of Motor Vehicles (DMV), Department of Employment Services (DOES), Department of Human Services (DHS), Department of Behavioral Health (DBH), and the Mayor's Office on Returning Citizen Affairs (MORCA), to ensure successful reintegration into the community. They serve people who are within forty-five (45) days of release from the BOP.

Organization	Information
The Second Look Project 400 5th Street, NW Suite 300 Washington, DC 20001 (202) 888-7520 **www.secondlookdc.org**	The Second Look Project is a non-profit legal services organization dedicated to providing quality advocacy and legal support for individuals given extreme sentences as children and young adults in the District of Columbia. Their work is focused on those who are eligible for sentence reductions under D.C.'s Incarceration Reduction Amendment Act ("IRAA"), as well as those seeking relief under D.C.'s Compassionate Release law. They provide direct representation to incarcerated individuals seeking relief, including those who are eligible under Second Look, and will provide training and litigation support for court-appointed and pro bono attorneys handling these cases. Their capacity for direct representation is limited and requests for representation will be handled on a case-by-case basis. Eligibility Criteria Individuals who are sentenced for an offense committed before they were 25 years old and who have been incarcerated at least 15 years may be eligible to seek release under the Incarceration Reduction Amendment Act. For those seeking relief under D.C.'s Compassionate Release law, relevant factors include age, medical conditions, length of time incarcerated or exigent family circumstances counseling someone's release. If you think you or a loved one could be potentially eligible for release, please contact them.

Organization	Information
The United States Social Security Administration (SSA) 1905-B 9th Street, NE Washington, DC 20018 1 (800) 772-1213 **www.ssa.gov/**	The Social Security Administration provides benefits to disabled people, retirees, children, widows, and widowers. There are numerous offices located in D.C. You can find a location closest to you by entering your zip code into the location finder on their website.
Thrive D.C. 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311 **www.thrivedc.org**	Thrive D.C. works to prevent homelessness by providing a range of services to vulnerable people. They are a safety net for people experiencing homelessness, unemployment, and hunger. New Directions Reentry Program Provides men and women released from the D.C. Jail or the BOP with food, clothing, and support. Services are provided without judgment, time limits, or restrictions on sobriety. The program offers: • Case management • Meals, toiletries, clothing, and other necessities • Life skills education • Sobriety maintenance assistance and support • Employment assistance • Transportation assistance • Small stipend

Organization	Information
United States Department of Veteran's Affairs (VA) 1 (800) 698-2311 www.va.gov/	The VA provides veterans and their families with benefits including health resources, insurance, education, and more. You can find a VA location near you under "Find a VA Location" on their website.
United States Parole Commission (USPC); The United States Department of Justice 90 K Street, NE 3rd Floor Washington, DC 20530 (202) 346-7000 www.justice.gov/uspc	The USPC is an administrative body that operates D.C. parole consideration hearings, parole revocation hearings, and considers early termination of parole.
Voices For A Second Chance (VSC) 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 www.vscdc.org	VSC welcomes people reentering the community following incarceration. They assist with IDs, Social Security cards, mail, transportation passes, and clothing. They offer group and individual counseling, referrals to housing, GED programs, employment programs, and health care — including HIV screening and treatment. They also provide assistance for people who identify as LGBTQIA+.
Washington Lawyers' Committee for Civil Rights & Urban Affairs 700 14th Street, NW Washington, DC 20005 Main: (202) 319-1000 Toll Free: 1 (800) 361-8361 Prisoners' Help Line: (202) 775-0323 www.washlaw.org	The Washington Lawyers' Committee for Civil Rights and Urban Affairs brings impact litigation regarding prison conditions on behalf of D.C., prisoners, maintains a pro bono program to place parole determination and compassionate release cases with pro bono counsel, and brings litigation to address discrimination against persons with a criminal conviction in employment and housing.

2

PREPARING FOR RELEASE FROM THE D.C. DEPARTMENT OF CORRECTIONS (DOC)

PREPARING FOR RELEASE FROM THE D.C. DEPARTMENT OF CORRECTIONS (DOC)

2

This chapter discusses things you can do to prepare for your release from the DOC. Whether you are briefly detained or spend many months or years at the D.C. Department of Corrections (DOC) – also known as the "D.C. Jail" – there are things that you can do right now to prepare for your return to the community. Sometimes even short periods of detention may cause disruptions to your personal life, such as the effects on your family and employment. During this time, you may be able to develop a plan that will assist you in a smooth transition home.

The DOC provides a number of services that you might find helpful as you plan. There are programs that cater to specific needs, including areas such as counseling, substance abuse treatment, and reentry planning. The DOC provides opportunities for some residents to enroll in unique educational initiatives that include

high school diploma and vocational programs, as well as partnerships with local colleges and universities to enroll in credit bearing courses. Access to programs that interest you and serve your needs may change depending on your housing designation. You should reach out to your case manager to request information about enrolling in programs and services that support your goals.

Before you leave the DOC, you should inquire about the READY Center. Launched in early 2019, the READY Center is a one-stop-shop designed to assist DOC residents in their transition home.

How you spend your time matters and will affect what happens when you are released from the DOC. This chapter outlines things that you can work on now to prepare for your return to the community.

THINGS TO DO AND CONSIDER

- ☐ 2.1. Make the Most of DOC Education Opportunities
- ☐ 2.2. Make the Most of DOC Institutional Work Programs
- ☐ 2.3. Access Medical, Mental Health, and Dental Services
- ☐ 2.4. Learn About Religious Programming at the D.C. Jail
- ☐ 2.5. Engage in Family Reunification
- ☐ 2.6. Learn About Voting
- ☐ 2.7. Keep a Clear Disciplinary Record
- ☐ 2.8. Learn How You May Reduce Your Time at the D.C. Jail
- ☐ 2.9. Request Important Documents
- ☐ 2.10. Start Applying for Public Benefits
- ☐ 2.11. Suspend or Modify Child Support Payments
- ☐ 2.12. Learn About DOC Reentry Programming
- ☐ 2.13. Learn About DOC Reentry Services at the READY Center
- ☐ 2.14. Learn About the DOC Release Process
- ☐ 2.15. Directory of Resources

2.1 MAKE THE MOST OF DOC EDUCATION OPPORTUNITIES

The Department of Corrections (DOC) – also known as the D.C. Jail – can place you in two facilities: Central Detention Facility (CDF) or Central Treatment Facility (CTF). If you are in CDF or CTF, the DOC's College and Career Readiness Programs offer many options for pursuing your education, including High School Diploma, General Education Diploma (GED), Career and Technical Education, Cognitive Intervention, and post-secondary options. This section will walk you through those options. Ask a case manager about your potential enrollment into these programs and/or courses.

HIGH SCHOOL DIPLOMA PROGRAMS

If you want to get your high school diploma while in CDF or CTF, you are limited in your options. The only students who can pursue their high school diploma while in CDF or CTF are young persons under the age of 22 who have a previously diagnosed learning disability. If you have ever had an Individualized Education Program (IEP) and are under the age of 22, you can request to be enrolled in the District of Columbia Pubic School (DCPS) Inspiring Youth Program (IYP) within both facilities.

You can request to be enrolled in school by submitting a request form to your DOC case manager, submitting a completed interest form to a College and Career Readiness (CCR) staff person, or through an education lawyer. Once enrolled, you should make sure that your transcript, which is your list of classes and grades, is accurate and that you are enrolled in the correct classes. You should also request the opportunity to complete community service hours, a requirement for a DCPS high school diploma.

For more information, contact: (202) 523-7119 or visit **www.inspiringmindsdc.org/**.

Records requests for IYP can also be submitted online at: **www.inspiringmindsdc.org/apps/forms2/?f=3981**.

If you attended school while at the D.C. Jail (CDF or CTF) — IYP (Inspiring Youth Program, formerly Incarcerated Youth Program), you will send your request for your education records and transcripts to: **IYP.records@dc.gov**.

LITERACY INSTRUCTION COURSES

While not a high school diploma option, the DOC does provide **Adult Basic Education (ABE)** and **Adult Secondary Education (ASE)**. This may be for you if you want help improving your reading, writing, or math skills to prepare you to take and pass the GED. Literacy (Reading, Writing, and Math) courses are offered in English and Spanish, both in classrooms and on e-learning (electronic) devices.

If you are at CTF, you will likely take these literacy courses in a classroom with teachers and peer tutors. If you are at CDF, this option is available if you are on the College and Career Readiness Housing Unit called the Phoenix Unit. If not, ask a case manager, a College and Career Readiness (CCR) staff member, or other DOC personnel whether there is an option for participating or enrolling in instruction through an e-learning device.

Not sure whether ABE or ASE is for you? Here is a description of the differences:

Adult Basic Education (ABE) courses help you build your reading, writing, and numeracy skills. They are designed specifically for students who struggle with reading, writing, or basic math, or cannot read. It is the first step toward preparing for a GED or high school diploma.

Adult Secondary Education (ASE) courses help you become ready to pass the GED. You will enter these courses already knowing how to read and write, and will study language arts (reading and writing), mathematics, science, and social studies.

If you do not think that your mastery of the English language is strong enough to take

either course, you could explore English as a Second Language (ESL) classes. ESL classes are designed to assist English Language Learners (ELL) to improve their literacy skills and conversational English so they can study for and pass the GED.

GED PREPARATION COURSES

If you are ready to begin studying for the GED, then GED prep classes at either facility may be for you. Preparation to take the GED assessments in English Language Arts, Math, Social Studies, and Science is offered in a classroom setting and on e-learning devices, both in Spanish and English. For additional support, the Petey Greene Program provides one-on-one or small group tutoring once or twice a week during the school day and evenings. The tutors are motivating, encouraging, and supportive of individual needs to further your academic goals.

LEARNING ON ELECTRONIC MOBILE DEVICES

You may have an opportunity to brush up your skills through programs on e-learning devices. For example, you could enroll in Literacy and GED prep courses in Spanish or English. Over 2500 courses that prepare students for entry into the workforce are also available, as is the National Corrections Works, a program that allows you to search for area jobs, create your resume, and upload documents you might need when you get ready to look for a job upon release. Once home, you'll be able to log into the NCW website and retrieve the documents you created in class. DOC educational e-learning devices also provide an electronic library and a series of educational videos to entertain and assist you in your learning process.

IMPROVE YOUR ENGLISH

If you need to improve your English, you should consider VOXY. This is an online program to help English language learners improve their English in the workplace. It is for students who are learning English as a second language. It helps you practice English, with a focus on careers in digital marketing, tourism and hospitality, entrepreneurship, and business. The Phoenix Unit at CDF provides English as a Second Language instruction with a certified teacher, LIT tutors, and Petey Greene instructors.

LITERARY INSTRUCTOR TRAINING (LIT) PROGRAM

Have you ever thought about tutoring or teaching others? If so, you may want to get certified in GED instruction or tutoring. You can get a certification by applying to the LIT program. The Petey Greene Program provides training and certification as well as on-going professional development. Once you get your certification, you become a LIT instructor and will work with students on their units or in the classroom to improve their literary skills and prepare for the GED.

POST-SECONDARY OPTIONS

If you already have a GED or high school diploma, there are some post-secondary (any education beyond high school) options available. You could take college courses (some for credit), gain project-based experience, or earn certificates.

For example, Georgetown University offers a music production course as well as a year-long Street Law class where you may learn about issues of law and participate in other activities. The University of the District of Columbia offers a course called Guest Services Professional that results in a Certified Guest Service Professional (CGSP®) industry certification. This course prepares you to enter the hospitality industry.

If college is for you, the below chart provides college options available at different times throughout the year.

College Program	Program Offerings	Credit Available?
Ashland University	• Courses toward Bachelor's or Associate's degree • Tuition provided through the Second Chance Pell Grant • Registration assistance • Help in applying for financial aid • Distance learning on e-learning device	Yes
Georgetown University Martin Tankleff Prison Scholars Program	• Courses toward Liberal Arts Bachelors Degree • Tuition provided by University • In-person instruction • Must maintain 3.0 Grade Point Average (GPA)	Yes
Georgetown University	• Courses vary by semester • In-person instruction	No
Howard University National Inside Out Prison Exchange Program	• In-person instruction • Howard students attend courses • Topics include social and criminal justice • 15 week semesters	No
American University National Inside-Out Prison Exchange Program	• In-person instruction • American University students attend courses • Topics include social and criminal justice • 15 week semesters	No

CAREER AND TECHNICAL EDUCATION (CTE) COURSES

If you want to focus on building your skills for the workplace, you may want to explore Career and Technical Education (CTE) offerings. CTE programming helps prepare you to get industry certifications, improve your employability soft skills,

and develop career connections. These courses will introduce you to opportunities that take into consideration the impact that criminal history may have on securing employment, certifications, and licenses.

DOC's Division of College and Career Readiness offers CTE courses in many industry areas. For example, there are telecommunications courses that teach different technologies and help you prepare for national telecommunications certifications exams. One course provides you with skills and knowledge to become an entry-level technician. A more advanced course teaches you how to correctly install telecommunications devices and provides an industry certification. Another course provides techniques for job placement and keeping a job in the telecommunications industry.

If the telecommunications industry does not interest you, DOC offers courses in **entrepreneurship, graphic design, digital literacy, journalism (Inside Scoop newspaper staff), commercial cleaning, professional development, customer service, workplace leadership, and office management**. Popular offerings include a 5-week vocational course in culinary arts where students can prepare to receive a food handlers' ServSafe license.

Some CTE courses may be offered on electronic mobile devices. These courses provide video trainings in the areas of **business, information technology, digital and IT compliance, and financial literacy** as well as assistance in **improving English in the workplace** for individuals learning English as a second language.

For an understanding of all CTE courses available during your time in CDF/CTF, you should reach out to DOC's Division of College and Career Readiness. Ask case management staff how to do this.

JOURNALISM/NEWSPAPER STAFF

The DOC's journalism class publishes a monthly newspaper called the Inside Scoop. If you're interested in journalism or being on the Inside Scoop staff, notify your case manager, any CCR staff member, or drop a note in the designated box in the library. The Inside Scoop also accepts articles, poems, and artwork from all residents, which can be submitted in the same way.

MASTER CLASSES

Master classes are also offered by the DOC. These presentations on different topics are open to all residents and will help you prepare for post-release transition to career pathways, employment, post-secondary opportunities, entrepreneurship, and employability soft skills necessary to get and keep employment. Master classes also include premier film showings, book studies, and specific-interest events/classes that are relevant to residents. Master class events are posted and advertised before they occur.

FREE MINDS BOOK CLUB & WRITING WORKSHOP

You can improve your reading, writing, and reading comprehension by participating in Free Minds, a community-based organization with weekly and bimonthly gatherings. During these meetings, you can read and discuss books, speak with authors, and try your hand at writing your own poetry. Also, if you join Free Minds, you will be added to their mailing list and can participate in their programming wherever you may end up, whether it is in the Bureau of Prisons (BOP) or back in the community.

LEGISLATIVE THEATER

Another option for improving your brainstorming and advocacy skills is Legislative Theater. This course allows you to brainstorm and analyze solutions to criminal justice projects and pitch ideas for change through improvisational theatre. This class leads to students meeting with policy-makers to suggest and discuss criminal justice reform.

WORK READINESS PROGRAM (WRP)

If you are nearing your release date, you may want to consider participating in the Work Readiness Program. This five-week program is a collaboration between DOC's CCR division and the D.C. Department of Employment Services (DOES) and provides life skills and job readiness trainings, formal computer instruction, counseling, case management, connections to wraparound services, and referrals for post-release employment services. To participate, you will be recruited by CCR case management staff and must

commit to the program. If you successfully complete the program, you will be directly referred to DOES' Project Empowerment Program when you get released.

There, you will receive continued case management, training, and placement in subsidized (paid)/unsubsidized (unpaid) employment.

THINKING FOR A CHANGE

Through a thirty (30) session, eight to ten (8-10) week course in cognitive intervention programming, you can learn to take control of your life by taking control of how you think. Thinking for a Change is taught by a an individual that has experienced incarceration and helps you improve your relationships, employability, employment sustainability, self-advocacy skills, and general well-being by exploring behavioral theory and positive behaviors.

"While awaiting my resentencing hearing at D.C. Jail, I participated in many programs, like Insight on the Inside, Meditation, Criminon, Georgetown Scholars Program, Howard University Inside Out Class, Reentry Ventures Program on the tablet, and more. I worked closely with my Case Manager, DOC staff, and community based organizations who were providing resources for individuals who were returning back to the community. When I was released, I started in the Georgetown Pivot Program, which provided me with entrepreneurship skills through the McDonough School of Business at Georgetown. They helped identify my passion for criminal justice reform through my internship at the Justice Policy Institute. **Working with people who accepted me and genuinely believed in me and my abilities solidified my return to the community.**"

— Tyrone Walker

2.2 MAKE THE MOST OF DOC INSTITUTIONAL WORK PROGRAMS

If you are serving a sentence in the D.C. Jail, you are required to work unless you are enrolled in a program. If you are pre-trial or have not been sentenced you will not be required to work but can participate in a work detail assignment if you choose. If you have a disability you may perform work which you qualify for. Working will help you develop job skills and good work habits as well as keep you occupied. Your case manager may refer you for work assignments based on their knowledge of your skills and past work history. You may also submit a request slip to your case manager, Housing Unit OIC (Officer-in-Charge), or the NIPS Coordinator (Non-Industrial Pay System) if you are interested in a work assignment.

Some of the types of jobs available at the D.C. Jail:

- Maintenance
- Laundry and Clothing Issue
- Culinary
- Infirmary
- Education Tutor
- Religious Services
- Canteen and Warehouse
- Barbershop
- On Unit Environment
- Law Library Clerk

2.3 ACCESS MEDICAL, MENTAL HEALTH, AND DENTAL SERVICES

You have a right to receive adequate medical care while you are held in the DOC. When you enter the D.C. Jail you will attend an orientation in the Inmate Reception Center (IRC) where you will learn how to access health care services and be advised on basic health precautions. You will also undergo a medical and mental health screening. Healthcare in the DOC is provided by Unity Health Care, which also has multiple healthcare centers in the community. Unity Health Care staff will also help you submit a Medicaid application at intake if you're eligible. You are not charged a fee for accessing healthcare at the D.C. Jail. Unity Health Care just signed a new contract that requires them to improve and expand services, especially mental health care.

The DOC provides the following health care:

- Medical and mental health screenings and assessments
- Substance use disorders
- Dental services
- Specialty care
- Required medication
- Pharmacy services
- Emergency care and hospitalization
- On-site dialysis
- Detoxification
- Ob-gyn care for women
- Treatment for acute and chronic emergency medical and mental health conditions

SICK CALL SYSTEM

To request non-emergency medical care you must use the sick call system. Sick call requests may be submitted for physical medical needs or mental health needs. You can request a sick call slip from an officer on the unit. Next, fill out the sick call slip and place it in the sick call box. Sick call boxes are located on every unit. You can make a sick call at any time, seven (7) days a week, including weekends and holidays. Your sick call request will be reviewed by medical staff within one business day from the time the medical staff receives the request. Sick call is conducted every day in restrictive housing units, and five days a week on general population units.

SEEK HELP FOR MEDICAL SERVICES:

You can ask to speak with a supervisor and/or use the grievance process.
For example:

- An officer refuses to give you a sick call slip.
- An officer does not take you for a medical appointment.
- You do not agree with how your medical care is/was handled.

The Public Defender Service for the District of Columbia (PDS) or University Legal Services (ULS) may also be able to assist you.

INTERPRETERS

If you speak limited English or no English at all, speak with your case manager who can provide you with an interpreter, either in person or by telephone, to assist you with communicating with medical staff.

ACUTE MENTAL HEALTH AND STEP-DOWN UNITS

The DOC has mental health units for men and women and a Mental Health Step Down Unit (MHSDU) for men. The mental health units are for residents experiencing acute (severe) mental health conditions requiring stabilizing treatment. During intake, all residents complete a mental

health screening. The mental health screening may identify a need for intensive mental health treatment and placement on the Acute Mental Health Unit. A resident who is moved to a restrictive housing unit will go through a mental health screening prior to transfer.

Not everyone with a mental illness is placed on a mental health unit. People with mental illness may receive mental health treatment even if they are placed in general population. You may be placed on a different unit due to your medical needs, education needs, and custody level.

Currently, most mental health treatment consists of medication management. You may also have the opportunity to participate in group therapy. Unity Health Care intends to add more types of services, such as social skills groups, cognitive-behavioral therapy, and trauma-informed practices that involve understanding, recognizing, and responding to trauma that you may have experienced. In the past, individual therapy was rarely provided. However, under the new Unity Health Care contract, more people will soon be able to access individual and more comprehensive group therapy.

MEN'S MENTAL HEALTH STEPDOWN UNIT (MHSDU)

The men's Mental Health Stepdown Unit (MHSDU), provides mental health programming services for people who have stabilized on the Acute Mental Health Unit. There are fewer residents on the MHSDU than the other units. Generally, people must go through stabilizing treatment and programming in the Acute Mental Health Unit before they may be transferred to the MHSDU. The intake process may change to allow qualified individuals to go directly to the MHSDU. To be eligible for a transfer to MHSDU, DOC policy requires that residents meet certain custody levels and comply with prescribed medications and treatments, positively adjust to a less restrictive unit, and not require placement in the infirmary.

The MHSDU has more programming than the Acute Mental Health Unit and less restrictive housing. People on the MHSDU participate in creating a treatment plan, which is updated and reviewed. People on the MHSDU have the same amount of out-of-cell time per day as residents in general population.

If a person on the MHSDU requires more intensive treatment, they may move back to the Acute Mental Health Unit.

If you do not receive the treatment you think is appropriate, you may use the sick call system or ask your case manager to meet with the Director of Behavioral Health or the Mental Health Coordinator. If you still do not receive treatment you feel is appropriate, you may want to file a grievance. You can request a grievance form from an officer on the unit. You should place your grievance form in the box labeled "IGP" (Inmate Grievance Process). Be sure to follow the timelines required for the grievance process listed in your inmate handbook. It is important to remember that you may file the next level of a grievance, even if you do not get a response. Try to make a copy of your grievance form for your personal records.

MEDICATION ASSISTED TREATMENT (MAT)

Medication Assisted Treatment (MAT) for opioid related substance use disorder is offered at the DOC. If you were provided with Methadone or Suboxone in the community, you can continue to have your medications continued while in custody. Currently, the DOC provides interested and appropriate residents with Methadone, Suboxone, and Vitriol injections.

HOW TO CONTINUE YOUR HEALTHCARE AFTER RELEASE FROM THE D.C. JAIL

If you have a chronic, serious health issue, Unity Health Care discharge planners will work with you prior to your release to help you arrange healthcare through a Unity Health Care Center in the community or a different community healthcare provider of your choosing. Unity Health Care discharge planners can help you obtain the following to ensure a smooth transition into the community:

- Medicaid assistance
- Employment/Vocational training
- Primary care provider
- Food and clothing resources
- Mental health care provider
- Housing assistance
- Substance use disorder counseling and treatment

> "**I started the process of change when I decided to never return to prison**. I asked myself what the first step to initiate that decision looked like. The substance abuse disorder was the first problem I had to deal with. I started by going to NA meetings inside the Jail and made connections with the people that would bring NA meetings inside. I collected their names, phone numbers and a list of NA meetings that took place in the DMV area."
>
> — *Diane Carter Bryant*

The D.C. Department of Behavioral Health (DBH) has staff located at CTF and CDF to reach out to people with known mental health needs to assist with getting appointments with their Core Services Agency or by calling the Access Helpline at 1 (800) 793-4357 to establish a new link for care.

A D.C. Department of Human Services (DHS) staff person located at the DOC is responsible for helping you apply for Medicaid or have your benefits turned back on if they have been suspended.

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM (RSAT)

The Residential Substance Abuse Treatment (RSAT) Program in the DOC offers residential substance use disorder treatment services. RSAT provides comprehensive treatment interventions and support service linkages to people with substance use disorders upon release.

The purpose is to help you develop effective coping skills necessary to the recovery process, improve the quality of your life, and be productive in the community.

If you participate in RSAT, you will live in a therapeutic community with other people in the program. Treatment includes substance use, medical treatment, and mental health treatment.

RSAT PROGRAM NINE (9) POINT PHILOSOPHY OF CARE

1. Offer cost-effective quality care that is personalized for individual needs.
2. Foster independence for each program participant.
3. Treat each participant with dignity and respect.
4. Promote the individuality of each participant.
5. Encourage each participant to actively participate and make informed decisions.
6. Involve family and friends, as appropriate, in care planning and implementation.
7. Provide a safe, therapeutic residential environment that places emphasis on individuals helping themselves and others using the influence of positive peer pressure within a structured social environment.
8. Make the DOC RSAT program a valuable asset within the DOC Service Model.
9. Adhere to all applicable federal, state, and local laws, rules, regulations, and requirements.

Upon completion of the program, you will be referred to a community aftercare program and the READY Center for additional community substance use support through the Department of Behavioral Health (DBH) and community organizations.

BEHAVIORAL HEALTH SERVICES (BHS)

BHS provides holistic and tailored behavioral health services and trauma informed care therapy to help you identify and deal with behavioral health concerns and manage your symptoms through individual and group therapy. BHS will also provide you with transition-planning assistance as needed. This assistance is in collaboration with case management and the READY Center for continued treatment through the Department of Behavioral Health (DBH).

2.4 LEARN ABOUT RELIGIOUS PROGRAMMING AT THE D.C. JAIL

DOC offers religious services for a diverse interfaith community that include faiths such as Christianity (including services in Spanish), Islam, Jehovah's Witness, Moorish Science Temple of America, Protestantism, Catholicism, Judaism and The Nation of Islam.

You can identify a faith community during intake. When services are held, you may be given a pass or escorted to attend. Announcements for religious services are also made over the Public Announcement (PA) system on each block. If you're interested in attending, you can put in a request in the request box on your unit or in the request box in the Chapel. You can also ask a case manager or another person to take your request to the chapel the next time they attend a service.

2.5 ENGAGE IN FAMILY REUNIFICATION

MARRIAGE PROCEEDINGS

You may be eligible to marry if:

- You are legally eligible to marry;
- Your consent, or that of your intended spouse, has not been forced;
- Neither you nor your spouse is under the age of consent, which is sixteen (16) years old;
- Your intended spouse is not an immediate family member by blood or by marriage;

- Your previous marriage or that of your spouse ended either in death or divorce;
- You are found to be mentally competent;
- Your intended spouse is in the community and has submitted a letter confirmed by a notary of their intent to marry you; and
- Your marriage will not threaten the institution or public safety.

You must complete a request to marry using the Inmate Request Form. The request must be submitted to your case manager. Your case manager will review your request in order to decide whether or not to approve it. This review will include an assessment of your record, an in-person interview with you, and confirmation of the consent of your intended spouse. After your case manager has completed their review, your application will be passed along to the Institution Chaplain. The Institution Chaplain will interview you, make a recommendation, and pass your request along to the Warden. You will receive an answer to your request within forty-five (45) days of the receipt of the Institution Chaplain's recommendation.

The Warden will complete a written explanation of their final decision. A copy of this explanation will be included in your record and directly given to you.

If your request is approved, you will meet with the Institution Chaplain to discuss the details of your ceremony. The Institution Chaplain will request a marriage license application and other required paperwork. The details of your ceremony must be approved by the Warden. You are responsible for paying for the costs of the marriage. The DOC will not provide financial assistance.

You may also petition a D.C. Superior Court judge for permission to be married in a civil ceremony. More information on how to petition the court can be found in Chapter 9: Family Connections and Legal Rights.

DIVORCE PROCEEDINGS

You must file a **Complaint for Absolute Divorce** to begin divorce proceedings. You will also need to complete a **Vital Statistics Form** and a **Family Court Cross Reference Intake Form**. These forms are available online. Your case

manager may be able to get you copies of the forms. If not, you may contact a legal aid organization to request that these forms be sent to you. You can participate in any court hearings by phone. The process is explained in further detail in Chapter 9: Family Connections and Legal Rights.

CHILD CUSTODY AND VISITATION

In D.C., you cannot lose your parental rights simply because you are incarcerated. Instead, a court must find that you are unable to take care of your responsibilities for your child due to incarceration. This means that any efforts you take while in jail to support or contact your child will help preserve your custodial rights. You can work with your case manager to explore available family reunification opportunities at the jail to maintain a bond with your child. You can also learn more about your legal rights in Chapter 9: Family Connections and Legal Rights.

FAMILY SUPPORT SERVICES

Incarceration can impact one's relationships with their spouse, their children, or other loved ones. To help with family-related issues throughout your incarceration, Reentry Mediation is a free service that will give you a chance to speak and be heard regarding family matters. Before your release, a non-judgmental mediator will help you have an open, honest, and often difficult conversation with your family to prepare for your transition back to the community. You can ask your case manager about Reentry Meditation or write a letter addressed

to Community Mediation D.C (contact information is provided in the Directory of Resources).

2.6 LEARN ABOUT VOTING

ELIGIBILITY

As long as a court has not found you legally incompetent (legally unable) to vote, you can vote from the D.C. jail if:

- You are awaiting or on trial for a criminal offense; or
- You are serving a sentence for a misdemeanor; or
- You are serving a sentence for a felony offense.

On July 7, 2020, the D.C. Council passed emergency legislation allowing people incarcerated on a felony at the D.C. Jail the right to vote (previously only those with misdemeanor convictions could do so). D.C. Councilmembers and advocates are working on your behalf to make this legislation permanent. We are very hopeful.

Read more in Chapter 16: Voting and Civic participation, to learn how you can advocate for new laws.

HOW TO REGISTER TO VOTE FROM THE D.C. JAIL

To vote from the D.C. Jail, you must first be registered to vote and must have maintained D.C. residency for thirty (30) days before Election Day. You may register to vote during intake at the D.C. Jail or by asking your case manager for an application up to 15 days before any election. An authorized person at the jail will submit your Voter Registration Application to the D.C. Board of Elections for processing. Once your application is processed a Voter Registration Card will be mailed to you.

VOTING FROM THE D.C. JAIL

If you are or think you will be in custody on Election Day you can request an application to vote by Absentee Ballot.

Absentee voting, also known as "mail-in-voting" and "by mail voting" allows you to fill out your voting preferences on a mail-in ballot before Election Day. You can use the address of CDF or CTF in the mailing address section on the application. Be sure to review your application before submitting it.

A Board of Elections (BOE) official will pick up your application from the D.C. Jail for processing. BOE officials will hand-deliver your Absentee Ballot to you in a secure envelope within one week of Election Day. You will be allowed to vote a secret ballot that will be sealed in a return envelope. Upon request, BOE officials will be available to answer questions and assist you with marking or reading your ballot. You must sign the back of the return Absentee Ballot Envelope to ensure your vote is counted. A BOE official will collect all ballots and bring them back to the BOE to be counted.

2.7 KEEP A CLEAR DISCIPLINARY RECORD

A disciplinary record can have a negative effect on many things:

- Institutional privileges
- Eligibility to participate in programs
- Job opportunities within the jail
- Security level
- Good time credit
- Release date
- Pending cases or new criminal charges
- Eligibility for a halfway house placement or work release

Good institutional conduct will make it easier to get the things you want — like program preferences, work assignments, and early release. Good conduct also increases your chance of transfer to a halfway house if you qualify. It can also help in any motions that you file in court for early release consideration.

2.8 LEARN HOW YOU MAY REDUCE YOUR TIME AT THE D.C. JAIL

GOOD TIME CREDIT (GTC)

Good time credits can reduce your time in the D.C. Jail. The DOC may award Good Time Credits (GTC) to people serving misdemeanor sentences. Credits equal one (1) full day off from your sentence. You may receive as much as ten (10) days off of your sentence per month. During national emergencies, such as the COVID-19, coronavirus pandemic that occurred in 2020, the DOC may have discretion to award additional good time credits, on a case by case basis, beyond those described above to cause the immediate release of people serving misdemeanor sentences.

You may earn GTC for **good behavior** and positive participation in **rehabilitative programs**, **details**, or **special projects**.

1. **Good Behavior:** This includes conduct that complies with institutional rules.
2. **Rehabilitative Programs/ Work Detail:** These include self-improvement, treatment, academic, and vocational programs. Examples include participation in Reentry, Residential Abuse Treatment (RSAT), Job Readiness Unit, GED unit, academic or vocational programs, substance use education, and institutional work detail assignments.
3. **Special Projects:** These projects are designed to improve the community and DOC goals. Examples include, snow removal, paint squads, and environmental projects. Special projects are considered on a case by case basis.

You may receive as much as three (3) days off per month for good behavior and three (3) days off per month for rehabilitative programs/work detail and special projects. However, you cannot receive more than seven (7) days off per month for rehabilitative programs/work details and special projects combined.

WORK RELEASE

Community Connections manages the Work Release Program, which allows people who have shown a positive work ethic at the DOC to work in the community. If you are pretrial or have been sentenced to a misdemeanor, you may be eligible for this program. This program will help you maintain a connection to the community by maintaining a job in the community. If you are approved, the DOC will verify your place of employment and explain the rules of the program to you.

HALFWAY HOUSE & ELECTRONIC MONITORING PROGRAM (EMP)

A halfway house is an alternative to incarceration. Placement in a halfway house gives you the opportunity to maintain or seek employment, maintain or re-establish community ties, access healthcare, and connect with community-based organizations to assist in your transition back into the community. Halfway house placement will be considered for people who are pre-trial,

sentenced to a misdemeanor and within 180 days from release from the D.C. Jail.

> "A returning citizen can't start their life without necessary documentation. I **would recommend all potential returning citizens get ID documents before they take that giant leap back into society**. They should fill out all the paperwork and give it to DOES (Department of Employment Services) a month before they are released. You need a social security card, ID card, and a birth certificate. The READY center helps with all of that. My goal was to work for two jobs. I haven't started either one yet because I am waiting for my social security card to come."
>
> -— *Calvin Bright*

Pre-trial placement: A judge may order you to go to a halfway house instead of the D.C. Jail. You will go to the D.C. Jail first. They will run a records check to make sure that you do not have any conflicts such as warrants, detainers, or other pending charges. You will also need a medical clearance form the DOC medical department. If you are cleared and do not have any conflicts, the DOC will transport you to the halfway house. The judge may also place you on electronic monitoring which means you will be required to wear an electronic anklet bracelet that is able to show your location. The Pretrial Services Agency for the District of Columbia (PSA) is the government agency that will oversee your placement. A PSA staff person will explain the rules of the program to you. If you violate the rules of the halfway house or your pre-trial release conditions, you may be sent back to the D.C. Jail.

Sentenced to a halfway house: A judge may order you to serve your misdemeanor sentence in a halfway house instead of the D.C. Jail. If so, you will go to the D.C. Jail first. They will run a records check to make sure you do not have any conflicts such as warrants, detainers, or other pending charges. You will also need a medical clearance from the DOC medical department. If you are cleared and do not have any conflicts, the DOC will transport

you to the halfway house. You will be placed in the DOC's Electronic Monitoring Program. A DOC staff person will explain the rules of the program to you. If you violate the rules of the halfway house or program, you may be sent back to the D.C. Jail.

Early release from the DOC: If you are serving a misdemeanor sentence, case management will consider you for halfway house placement when you are within 180 days from release. To be considered, you must meet the following criteria:

- Within 180 days from your mandatory release date;
- Must be classified to minimum or medium security;
- No history of escape /walk-off in the past 10 years;
- No crime of violence or assaultive behavior in the past 10 years;
- No outstanding warrants, detainers, or pending charges;
- No domestic violence charges or convictions (current or past);
- No instant charge or conviction for a sex offense;
- No remands to the D.C. Jail for violating work release in the last 12 months;
- You must be competent with no medical, psychiatric or substance abuse treatment that would impede your ability to successfully participate in the work release program with reasonable accommodations; and
- You must agree to seek and maintain full-time employment, education, or training.

If you meet the requirements, your record at the D.C. Jail will be reviewed and the deputy warden will give final approval. If approved, the DOC will transport you to the halfway house. You will be placed in the Electronic Monitoring Program.

2.9 REQUEST IMPORTANT DOCUMENTS

MEDICAL RECORDS

To request DOC medical records, you must request a form through the Freedom of Information Act (FOIA) Office. You can request a form from your case manager. You may also speak to a staff person from Unity Health Care. You should request your medical record at least 30 days in advance of your projected release date. You will be given a date to return to pick up your records. You can also request that your records to be mailed to an address that you provide.

EDUCATIONAL RECORDS

To request your DOC educational records, you must request a form through the Freedom of Information Act (FOIA) Office. You can also request a form from your case manager. If you take the GED in the D.C. Jail and pass, you will get a high school diploma from a local D.C. high school. To learn more about education records, read Chapter 6: Identity Documents and Personal Records and Chapter 14: Education.

BIRTH CERTIFICATE

You can request an application for a birth certificate from your case manager. Fill out the application. Your case manager can help you mail it to an address of your choice. You can also work with Voices for a Second Chance (VSC). Learn more in Chapter 6: Identity Documents and Personal Records.

SOCIAL SECURITY CARD

You can request an application for a social security card from your case manager. Fill out the application. Your case manager can help you mail it to an address of your choice. You can also work with Voices For A Second Chance. Learn more in Chapter 6: Identity Documents and Personal Records.

2.10 START APPLYING FOR PUBLIC BENEFITS

HOW TO APPLY FOR MEDICAID FROM THE D.C. JAIL

District of Columbia Medicaid is a joint federal-state health insurance program that provides health care coverage to low-

income and disabled adults, children, and families. Medicaid covers many services, including doctor visits, hospital care, prescription drugs, mental health services, transportation, and many other services at little or no cost. To be eligible for D.C. Medicaid, you must be a resident of the District of Columbia and provide proof of identity and income.

If you previously had Medicaid insurance, it will not be terminated or cut off just because you enter jail. Instead, it will be suspended or paused while you are incarcerated and can be immediately reactivated after you are released. You will not have to start from scratch, but you will need to call the Economic Security Administration (ESA) customer service line at (202) 727-5355. You may need to go into the Economic Security Administration (ESA) Office (you can find the address in the Directory of Resources at the end of this chapter) after you are released to reactivate your benefits with your release paperwork. If your benefits were terminated for some reason, you will have to re-apply.

If you did not have Medicaid before entering the jail, Unity Health Care staff will work with you at intake to apply for D.C. Medicaid, and if you are approved, you will be placed in "suspended" status until you are released. Upon release call the ESA Customer Service Line at (202) 727-5355 and ask them to reinstate you because you have been released.

HOW TO APPLY FOR MEDICARE FROM THE D.C. JAIL

Medicare is a healthcare program that pays for medical and behavioral health services for people who meet certain eligibility criteria. **Eligible individuals are people who are 65 years or older with Social Security work credits and people who have received Social Security Disability Insurance benefits for 24 months**. Depending on your situation, you may get Medicare automatically when you

become eligible or you may need to apply to the United States Social Security Administration (SSA). Medicare is made up of different parts: Part A pays for your hospital care, while Part B pays for necessary medical services and supplies.

Once you are incarcerated for more than thirty (30) days, or are convicted of a crime, your Social Security Retirement or Disability Insurance payments will stop. Your Medicare will stay active, but you will not use it because the DOC will provide your medical care. However, many people pay a Part B premium that they may not be able to afford while incarcerated. If this is the case, you should disenroll from Part B to avoid being billed. When you are released, you will need to re-enroll in Medicare Part B, which you can do by applying for a Medicare Savings Program (called Qualified Medicare Beneficiary, "QMB" in D.C.) at the Economic Security Administration (ESA) Office. If you are approved you will be re-enrolled in Medicare Part B.

VETERANS BENEFITS

To learn about applying for Veteran's benefits, read Chapter 6: Identity Documents and Personal Records.

SOCIAL SECURITY INCOME (SSI)/ SOCIAL SECURITY DISABILITY INCOME (SSDI)

To learn about applying for SSI and SSDI, read Chapter 10: Public Benefits.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), INDIVIDUAL DEVELOPMENT ACCOUNT (IDA), AND TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

The D.C. Department of Human Services' (DHS) Special Accommodation Unit has an onsite agent stationed at the READY Center to interview and process onsite Medicaid, SNAP, IDA, and/or TANF applications for recently released individuals. The Vocational Developmental

Specialist (VDS) collects all applications and gives them to an agent, from DHS, at the READY Center. Then, the DHS agent submits the applications for processing.

2.11 SUSPEND OR MODIFY CHILD SUPPORT PAYMENTS

Without a modification, child support payments you owe will continue to add up and may become unmanageable while you are incarcerated. Returning to your community can be challenging enough without worrying about back-owed child support.

If you have been sentenced to a period of incarceration longer than thirty (30) days for an offense unrelated to your child support order, you are entitled to seek a modification/suspension of your child support order. If you are seeking modification/suspension of your child support due to incarceration, you may only be eligible to file from the time of your sentencing to right before your release. You will **not** be eligible to seek modification/suspension due to incarceration after your release. If you have the financial resources to afford your child support payments, even if you are incarcerated, your modification request may be denied by the courts.

There are several ways to modify your child support while incarcerated:

- Your lawyer can let the court know of your child support obligation during your sentencing and the court will suspend your obligation while you serve your sentence.
- You, your case manager, or a relative can reach out to D.C.'s Child Support Services Division (CSSD) for help with suspending your child support obligation while you are incarcerated. There is a CSSD representative that visits the D.C. Jail. Once CSSD receives notification of your sentence and incarceration, it may file a Motion to Modify Child Support Order on your behalf. CSSD will request that the Judge make their decision in chambers. The court will mail the Judge's final order to the facility where you are located. Contact the Child Support Services Division Policy, Training, and Administrative Affairs Section at (202) 724-2131 to notify CSSD of your sentence and incarceration.
- You can contact Bread for the City or the Public Defender Service for

the District of Columbia (PDS) for assistance with filing a motion to suspend your child support during your incarceration.

- You can file for a modification directly with the court that issued your child support. You can learn how to file your own motion in Chapter 9: Family Connections and Legal Rights.

2.12 LEARN ABOUT DOC REENTRY PROGRAMMING

The DOC will help prepare you to reenter the community from the moment you arrive at CDF/CTF. They will create a release plan for you based on your needs and interests. The DOC also offers reentry programming and two reentry units. The DOC **Transitional Assistance Program (TAP)** prepares men for successful reentry and the **Better and Beyond Program** prepares women for successful reentry. These units offer programs geared toward self-help, education, employment soft skills and job readiness, substance abuse education, and behavioral health support. They also provide links to community resources.

2.13 LEARN ABOUT DOC REENTRY SERVICES AT THE READY CENTER

THE READY CENTER
THE • RESOURCES TO EMPOWER AND DEVELOP YOU • CENTER

Thirty (30) days before you are released, you will be referred to the READY (Resources to Empower and Develop You) Center, which is located on the grounds of the jail (behind CTF). You will fill out an

interest form that identifies your needs. The information you provide will be used to connect you with D.C. government agencies, community based organizations, and resources to help you with your reentry goals.

The center is open to all people being released from the DOC. After your release from the D.C. Jail, you are encouraged to visit the READY Center for a one-time visit the **same day** as your release or the **next business day**. The READY Center also provides reentry resource services to people who are within 45 days of their release from the Federal Bureau of Prison (BOP).

The READY Center staff will assist people recently released from incarceration with access to services such as: Supplemental Nutrition Assistance Program (SNAP) and Medicaid through the Department of Human Services (DHS); linkage to behavioral health services through the Department of Behavioral Health (DBH); identification card and driving record information from the Department of Motor Vehicles (DMV); employment and job training services through the Department of Employment Services (DOES); and ongoing case management through the Mayor's Office on Returning Citizens Affairs (MORCA). In addition to these services, READY Center staff are also available to make referrals to community-based organizations (CBOs) that provide access to other D.C. resources and services.

> "Once back within the city limits, housed at D.C. Jail, I was afforded the opportunity to connect with the different agencies and organizations designed to assist people returning to the community. Because I was provided with various resources, services and the ability to make positive connections, **I was well equipped to begin my transition process upon release.**"
>
> *— Obebe English*

2.14 LEARN ABOUT THE DOC RELEASE PROCESS

DOC RELEASE PROCESS

The Records Office will review your file before you are released to check for warrants or anything else that may hold you at the D.C. Jail.

DISCHARGE FROM THE INMATE RECEPTION CENTER (IRC)

You will be discharged from the IRC. There, you will be provided with a Release Authorization Form that you will need to sign to indicate that you have received it. In addition, you will be advised of the services offered at the READY Center. You will also be given an opportunity to make a phone call.

IDENTIFICATION UPON RELEASE

You will receive a letter and an ID card that you can take to the D.C. Department of Motor Vehicles (DMV) to get a non-drivers license identification card. The home address that is assigned to you when you first enter the DOC is the same address that will be placed on your identification card. Once you get your release papers, take it to the READY Center for assistance with your DMV ID.

HEALTHCARE AND MEDICATION UPON RELEASE

Within 90 days of your release, Unity Health Care and the Department of Behavioral Health (DBH) discharge planners will assess your needs and develop a "Plan of Release" intended to aid you in a successful transition to the community. The plan recommends community services and referrals to various community-based social service providers. The plan will also connect you with a community health provider.

If you are taking medication or receiving special medical and/or mental health services while in D.C. Jail, the discharge planner will ensure that you have three (3) days of psychotropic medication and a prescription for a thirty (30) day supply. People with HIV receive thirty (30) days of HIV medication and a prescription for a thirty (30) day supply of medication. If you are being released to the BOP, you will be provided with three (3) days of medications.

PERSONAL PROPERTY UPON RELEASE

Property that you came into the jail with is held in the Inmate Reception Center (IRC) for only fifteen (15) days after your arrival. During this time, you can arrange to have your property picked up by a family member, friend, or community service provider, such as Voices for a Second Chance (VSC). If you have not arranged for your property to be picked up within your first fifteen (15) days in the jail, speak with your case manager about potential options.

Upon your release, you will retrieve your property collected during your stay and any money in your inmate account from the finance window. If VSC picked up your property, they may store it for up to six (6) months after your release.

TRANSPORTATION UPON RELEASE

You will be given a SmarTrip® card to use for public transportation. If you live in another state and can prove it, the DOC may provide you with travel funds to get home. This is determined on a case by case basis. You must make a request for such assistance in advance of your release date. If you will go to an inpatient treatment facility upon your release, the treatment provider will come pick you up. The Department of Behavioral Health's (DBH) Assertive Community Treatment (ACT) is a community-based service that will sometimes arrange for your transportation. If you are going to a halfway house, the DOC will provide your transportation.

LIBRARY CARD

You will receive a D.C. library card upon discharge.

2.15 DIRECTORY OF RESOURCES

Organization	Information
Bread for the City Southeast Center 1640 Good Hope Road, SE Washington, DC 20020 (202) 561-8587 Northwest Center 1525 7th Street, NW Washington, DC 20001 (202) 265-2400 **www.breadforthecity.org**	The Child Support Community Legal Services Project, in partnership with the Legal Aid Society of D.C. (Legal Aid), provides same-day advice and representation to parents at a critical stage of their child support case. They also assist people seeking to suspend their child support obligations during incarceration.
Child Support Services Division (CSSD) **Office of the Attorney General** One Judiciary Square 441 4th Street, NW Washington, DC 20001 (202) 442-9900 **www.cssd.dc.gov**	Child Support Services Division helps eligible families establish parentage, establish child support, enforce child support orders, and modify existing child support orders.

Organization	Information
Community Connections 650 Pennsylvania Avenue, SE Washington, DC 20003 (202) 546-1512 **www.communityconnectionsdc.org**	Provides behavioral health, residential services, and primary health care coordination for women, men and children living in D.C. who are coping with mental illness, addiction, and the aftermath of trauma and abuse.
Community Mediation DC 700 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (240) 766-5311 **https://communitymediationdc.org/**	Community Mediation D.C. offers family mediation and conflict management workshops. People incarcerated at the D.C. Jail can participate in mediation to improve their relationships with their family and loved ones.
D.C. Department of Behavioral Health (DBH) 64 New York Avenue, NE 3rd Floor Washington, DC 20002 (202) 673-2200 Mental Health Access Helpline: 1 (888) 793-4357 **https://dbh.dc.gov/**	Provides prevention, intervention and treatment services and supports for children, youth, and adults with mental and/or substance use disorders including emergency psychiatric care and community-based outpatient and residential services. It runs the Assertive Community Treatment (ACT) program. Call for more information.
D.C. Department of Employment Services (DOES) 4058 Minnesota Avenue, NE Washington, DC 20019 (202) 724-7000 **https://does.dc.gov/**	Connects D.C. residents with employers and training organizations through its Workforce Wednesdays. The time and location of each Workforce Wednesday is subject to change. Its on-the-job training connects participants to training opportunities with employers.

Organization	Information
D.C. Department of Human Services (DHS) 64 New York Avenue, NE 6th Floor Washington, DC 20002 (202) 671-4200 **https://dhs.dc.gov/**	Empowers every D.C. resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services.
D.C. Department of Motor Vehicles (DMV) 95 M Street, SW Washington, DC 20024 (202) 737-4404 **https://dmv.dc.gov/**	Manages the safe operation of motor vehicles and issues drivers' licenses to applicants. Contact for more information.
The D.C. Department of Corrections (DOC) **"D.C. Jail"** 1901 D Street, SE Washington, DC 20003 (202) 698-4932 **www.doc.dc.gov**	The D.C. Department of Correction, known as the "D.C. Jail" includes the Central Detention Facility (CDF) and Central Treatment Facility (CTF). The jail is run by the D.C. Department of Corrections (DOC).

Organization	Information
The Economic Security Administration (ESA) 64 New York Avenue, NE 6th Floor Washington, DC 20002 (202) 698-4350 **https://dhs.dc.gov/page/economic-security-mission**	The Economic Security Administration (ESA) determines eligibility for benefits under the following programs: *Temporary Cash Assistance for Needy Families (TANF) *Medical Assistance *Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps) *Child Care Subsidy, Burial Assistance, Interim Disability Assistance *Parent and Adolescent Support Services (PASS) *Refugee Cash Assistance In addition, ESA's Food Stamp Employment and Training Program (FSET) provides employment and training services to able-bodied adults without dependents who receive food stamps. ESA also performs monitoring, quality control and reporting functions required by federal law and court orders.
Fairview Residential Reentry Center 1430 G Street, NE Washington, DC 20002 (202) 396-8982	Fairview Residential Reentry Center (RRC) is a women's halfway house in the District of Columbia. Fairview RCC houses women under the supervision of BOP, D.C. Department of Corrections (DOC), and Court Services and Offender Supervision Agency (CSOSA).

Organization	Information
The Freedom of Information Act (FOIA) Office; D.C. Department of Corrections (DOC) 2000 14th Street, NW 7th Floor Washington, DC 20009 (202) 671-2055 **https://doc.dc.gov/foia-requests-doc**	The FOIA Officer is the principal contact point within the DOC for advice and policy guidance on matters pertaining to the administration of the FOIA. Contact the FOIA office to request DOC records.
Free Minds Book Club & Writing Workshop 1816 12th Street, NW Washington, DC 20009 (202) 758-0829 **https://freemindsbookclub.org**	Free Minds serves teenagers who are charged and incarcerated as adults at the D.C. Jail. They use books, creative writing, and peer support to awaken D.C. youth incarcerated as adults to their own potential. Through creative expression, job readiness training, and violence prevention outreach, these young poets achieve their education and career goals, and become powerful voices for change in the community. They continue to provide support to people who are transferred from the D.C. Jail to the Federal Bureau of Prisons.
LinkU **https://linkudmv.org** (intended for consumers to search on their own) **https://staff.linkudmv.org/login** (intended for those working on behalf of consumers)	LinkU is a free online resource and referral guide for D.C., Maryland, and Virginia, available to the public and community-based organizations (CBOs). LinkU connects people to verified social and medical care providers in their communities. This is especially useful to returning citizens in search for housing, healthcare, food, employment services, and other support services to successfully reintegrate back into society. As an added benefit, CBOs who support returning citizens can become "LinkU staff members", which grants the agency access to additional features.

Organization	Information
Mayor's Office on Returning Citizen Affairs (MORCA) 2100 Martin Luther King Jr Avenue, SE Suite 100 Washington, DC 20020 (202) 715-7670 **https://orca.dc.gov/page/morca-programs**	The Mayor's Office on Returning Citizen Affairs' (MORCA) mission is to provide zealous advocacy, high-quality services and products, up-to-date, useful information for the empowerment of previously incarcerated persons in order to create a productive and supportive environment where persons may thrive, prosper and contribute to the social, political and economic development of self, family, and community.
The Pretrial Services Agency for the District of Columbia (PSA) 633 Indiana Avenue, NW Suite 1120 Washington, DC 20004 (202) 220-5500 **www.psa.gov/**	PSA is the government agency that will oversee placement into a halfway house. A PSA staff person will explain the rules of the program, and if those rules are violated, an individual's placement may be reconsidered.
Prisoner & Reentry Legal Services (PRLS) Program; The Public Defender Service for the District of Columbia (PDS) Community Defender Division 1442 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (202) 824-2801 **www.pdsdc.org**	The Prisoner & Reentry Legal Services Program provides legal representation in disciplinary hearings at the D.C. Jail and legal advocacy for proper conditions of confinement for people in the D.C. Jail. The program also assists with requests to modify child support obligations during incarceration. PRLS also provides Know-Your-Rights trainings to help people navigate life after a D.C. criminal record. They also provide information about reentry opportunities upon release. Requests for representation are considered on an individual basis.

Organization	Information
The READY Center **D.C. Department of Corrections (DOC)** 1901 E Street, SE Washington, DC 20003 (202) 790-6790 **www.doc.dc.gov/service/ready-center**	The Resources to Empower and Develop You (READY) Center is a place where formerly incarcerated D.C. residents can access services from Community Based Organizations (CBO), the Department of Corrections (DOC), Department of Motor Vehicles (DMV), Department of Employment Services (DOES), Department of Human Services (DHS), Department of Behavioral Health (DBH), and The Mayor's Office on Returning Citizen Affairs (MORCA), to ensure successful reintegration into the community. It is located behind the Correctional Treatment Facility (CTF).
The United States Social Security Administration (SSA) 1905-B 9th Street, NE Washington, DC 20018 1 (800) 772-1213 **www.ssa.gov/**	Social Security Administration provides benefits to retirees, children, and widowers. There are numerous offices located in D.C. You can find a location closest to you by entering your zip code into the location finder on their website.
Unity Health Care 425 2nd Street, NW Washington, DC 20001 (202) 508-0500 **www.unityhealthcare.org**	Unity Health Care provides clients with behavioral health care, dental care, family planning, family medical care, HIV/AIDS treatment, Medication Assisted Treatment (MAT), obstetrics and gynecological care, psychiatric care, pediatric care, pharmaceutical access, and other care. Please note that services vary depending on the clinic.

Organization	Information
University Legal Services (ULS); Disability Rights D.C. (DRDC); D.C. Jail and Prison Advocacy Project (JPAP) Main Office 220 I Street, NE Suite 130 Washington, DC 20002 (202) 547-4747 Far Northeast Office 3939 Benning Road, NE Washington, DC 20019 (202) 527-7070 Southeast Office 1800 Martin Luther King Jr. Avenue, SE 1st floor Washington, DC 20020 (202) 889-2196 **www.uls-dc.org/**	University Legal Services D.C. Jail Prisoner and Advocacy Project helps people that have either a serious mental illness or an intellectual disability to apply for social security benefits and access community support. ULS works with most clients pre-release in the D.C. Jail or Federal Bureau of Prisons, including halfway houses, so clients can access their benefits upon release. You can contact ULS for potential intake by calling or writing to them.
Voices For A Second Chance (VSC) 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 **www.vscdc.org**	VSC's mission is to empower justice-involved individuals while they are incarcerated at the D.C. Jail and newly released to create, maintain and strengthen family and community ties, improve behavioral health, and promote recovery and rehabilitation so they are better prepared for successful transition back to the community.

3

PROBATION, PAROLE, AND SUPERVISED RELEASE

PROBATION, PAROLE, AND SUPERVISED RELEASE

3

This chapter discusses the conditions surrounding probation, parole, and supervised release. Thousands of D.C. residents are under the supervision of the courts, supervision agencies, and paroling authorities. Being on supervision is an opportunity to reset your life with the support and resources of a government agency and community partners.

If you are on community supervision in D.C., it is important to know the specific conditions of your release. You should also know which releasing authority, the D.C. Superior Court or United States Parole Commission, is responsible for overseeing your release. In some instances, you may have more than one case with different releasing authorities. Being on supervision can be challenging, but it can be done successfully if you choose to take advantage of the opportunities offered to you. Early termination of supervision is also a possibility in some cases.

BEFORE YOU START

- ☐ Review your List of Supervision Conditions

THINGS TO DO AND CONSIDER

- ☐ 3.1 Learn About Community Supervision
- ☐ 3.2. Learn About the Steps Toward Successful Completion of Supervision
- ☐ 3.3. Learn About Supervision Levels and Supervision Teams
- ☐ 3.4. Learn About Interstate Violations and Hearings
- ☐ 3.5. Learn About Probation Violations, Show Cause Hearings, and Revocation Hearings
- ☐ 3.6. Learn about Parole and Supervised Release Violations, Probable Cause Hearings, and Revocation Hearings
- ☐ 3.7. Learn About Early Termination of Supervision
- ☐ 3.8. Learn About Completion of Supervision
- ☐ 3.9. Learn About Expungement, Record Sealing, and Youth Act Set Aside Options After Successful Completion of Supervision
- ☐ 3.10. Directory of Resources

3.1 LEARN ABOUT COMMUNITY SUPERVISION

The Court Services and Offender Supervision Agency (CSOSA) for the District of Columbia is the federal agency responsible for the supervision of persons on probation, parole, and supervised release in D.C. CSOSA also supervises people who have entered into a Deferred Sentencing Agreement (DSA), have a Civil Protective Order (CPO) against them, or whose supervision is transferred into the District of Columbia through the Interstate Compact Agreement (ICA). It is important to understand the specifics of your type of supervision, which will help you successfully complete your period of supervision.

1. **Probation:** Judges in the D.C. Superior Court may sentence you to probation instead of requiring you to serve time in jail or prison. You may also be sentenced to a split-sentence, which means that you will serve a period of time in jail or prison, followed by probation after you're released. If you violate the terms of your probation, you may have a show cause hearing. This hearing will generally take place before the judge who imposed your original sentence.
2. **Parole:** If you were sentenced in the D.C. Superior Court prior to August 2000 and you are released before the expiration of your sentence, you will be placed on parole. If you violate the terms of your parole, you may have a revocation hearing before the United States Parole Commission (USPC).
3. **Supervised Release:** If you were sentenced in the D.C. Superior Court after August 2000, you will be placed on supervised release from prison after you have served a term in prison set by the court. If you violate the terms of your supervised release, you may have a revocation hearing before the United States Parole Commission (USPC).
4. **Deferred Sentencing Agreements (DSA):** In some cases, the D.C Superior Court and the prosecutor may agree to defer your sentencing for an agreed period of time, usually less than a year, if you enter

a guilty plea. If you meet all of the requirements of the DSA, you can withdraw your guilty plea, and the government will dismiss the case.

5. **Civil Protection Order:** The D.C. Superior Court may impose a civil protection order directing you to stay away from a person or place.

3.2 LEARN ABOUT THE STEPS TOWARD SUCCESSFUL COMPLETION OF SUPERVISION

Once your period of supervision begins, you will want to complete it successfully. Doing so can empower you to achieve your personal goals and avoid further contact with the criminal justice system. The information below will help you take the first steps toward success.

REPORT TO SUPERVISION

When you are released, you should report for supervision. Doing so will set a positive tone for the remainder of your supervision period. The general conditions of supervision require you to report "directly" to Washington, D.C. and appear in person before the Court Services and Offender Supervision Agency (CSOSA) at the Reception and Processing (RAP) Center. This office is located at: **633 Indiana Avenue NW, 8th Floor, Washington, D.C. 20004.**

If you are on probation, you **must** report within twenty-four (24) hours of receiving your sentence or being released from custody. If you are on parole or supervised release, you **must** report within 72 hours of your release. If your releasing authority is the United States Parole Commission (USPC), but you are unable to appear in person at CSOSA's RAP Center within 72 hours of your release, you must appear in person as soon as possible at the nearest United States Probation and Pretrial Services office and follow the instructions of the duty officer.

If you do not report into the RAP Center as expected, CSOSA's Rapid Engagement Team (RET) will report to your home of record to locate you and establish contact. Failure to report timely to RAP will result in a sanction, which may include placement on GPS. If you are uncertain about where you should report, visit CSOSA's main office

at the address above or call the RAP Center at (202) 585-7377. You may be directed to a different office closer to your residence to see your assigned supervision officer.

OBTAIN THE CONTACT INFORMATION OF YOUR COMMUNITY SUPERVISION OFFICER (CSO)

You will obtain the name, address, and phone numbers for your CSO from the Reception and Processing (RAP) Center. One of the important responsibilities you will have while on supervision will be to maintain contact with your CSO. You will be required to visit your CSO at their office, and your CSO will visit your residence for home visits. These office and home visits, also called "contact visits," are key factors in ensuring successful completion of your supervision period.

CSOSA has several offices throughout D.C. The CSOSA office to which you are assigned should be the office that is closest to your residence unless you are in a specialized unit. When you visit your CSO at their office, you will be required to complete a supervision report. You will use your supervision report to verify or update your residence and your place of employment. Your CSO will record your next reporting date at the bottom of your supervision report. Obtain a signed copy of your supervision report in order to document these visits. You should keep this document in a safe location as proof of your visit.

> "**Most people coming home, all they got to do is focus the same way they did in jail**. When you're in prison you do certain things to make sure your privileges don't get taken. Now you're home, and they're telling you to do certain things to keep your freedom. If you can follow the rules for your visits, your phone, your commissary, you can do it for your freedom. Once they realize you're doing the right thing, they'll ease up on you."
>
> *—Norvelle Nelson*

Most supervision officers have at least one late night when they are in the office to accommodate people who have varying work schedules. Some supervision officers will meet you in the community at a designated location, which will count as a community contact visit.

> "**You've got to do a cost benefit analysis of what you're doing in life. Is this worth it?** Is this likely to lead me back to prison? Whatever probation wants you to do, do it. The system isn't set up to be smooth. We are all crisis managers just to endure what we went through, in prison. Coming from where we came."
>
> *— Roy Middleton*

KNOW YOUR CONDITIONS OF RELEASE

Everyone who is released on supervision must comply with the general conditions of supervision. The general conditions of probation, parole, and supervised release are identified in the next two (2) sections listed below. You also may be required to comply with special conditions, such as drug treatment, behavioral (mental) health treatment, or sex offender treatment or aftercare. Understanding and following your general and special conditions of supervision will help you successfully complete your supervision period.

You will be asked to sign an accountability contract. This contract requires you to acknowledge your understanding that, if you violate any of the general or specific conditions of your release, you will be subject to sanctions or the revocation of your probation, parole, or supervised release, which may include incarceration. The accountability contract also will inform you of the sanctions that may be imposed for non-compliance.

GENERAL CONDITIONS OF PROBATION

If you are on probation, your Judgement and Commitment Order will specify the period of your supervision. During your initial visit with your assigned Community Supervision Officer (CSO), you will review your supervision conditions.

You will be asked to confirm your understanding of your supervision requirements with your signature or initials.

The general conditions of **probation** require that you:

- Obey all laws, ordinances, and regulations;
- Report to CSOSA within twenty-four (24) hours of receiving your sentencing or being released from custody;
- Report to all appointments scheduled by your CSO;
- Permit your CSO to visit your place of residence;
- Notify your CSO within one business day of an arrest, questioning by a law enforcement officer, a change in your residence, or a change in your place of employment;
- Obtain the permission of your CSO before you relocate from D.C.;
- Do not illegally possess or use controlled substances or any paraphernalia related to such substances. You may, however, take lawfully prescribed medication;
- Do not visit places where you know a controlled substance will be illegally used or distributed;
- Drug test at the discretion of CSOSA. In the event of drug use or other violations of conditions of probation, you will be sanctioned. Sanctions may include periods of residential placement or services to address substance abuse;
- Complete CSOSA's employment or academic program if you are directed to do so by your CSO;
- Complete other CSOSA programs as identified through CSOSA's risk and needs assessment; and
- Satisfy all court-imposed financial obligations. These include fines, restitution, and Victims of Violent Crime Compensation Act assessments. You must provide financial information relevant to these financial obligations that is requested by your CSO. A payment plan will be established by your CSO to help you complete payment of your court imposed financial obligations within ninety (90) days of completion of your probation.

GENERAL CONDITIONS OF PAROLE AND SUPERVISED RELEASE

Before you leave the Federal Bureau of Prisons (BOP) or the D.C. Department of

Corrections (DOC), you will be given a Reporting Instruction Sheet that will inform you of the specific CSOSA office to which you must report. Your Reporting Instruction Sheet is usually given to you by your institutional case manager prior to your release. It will identify the period for which you will be on supervision and any special conditions you will be required to follow.

You will also be issued a certificate of parole or supervised release. It will identify the period for which you will be on supervision. You should request and sign a copy of this certificate during your initial visit with your CSO if you did not receive a certificate before your release.

The general conditions of parole and supervised release require that you:

- Report directly to CSOSA within three (3) days of your release;
- Do not leave D.C. without the written permission of your CSO;
- Make written or in-person contact with your CSO as scheduled;
- Submit complete and truthful information to your CSO;
- Notify your CSO within two (2) days of an arrest, questioning by a law enforcement officer, a change in your residence, or a change in your place of employment;
- Permit your CSO to visit your place of residence and place of employment;
- Permit your CSO to confiscate any materials believed to be contraband (illegal) that is in plain view;
- Submit to a drug or alcohol test when ordered;
- Do not violate any laws;
- Do not associate with anyone else violating the law;
- Do not possess a dangerous weapon, which includes ammunition;
- Do not drink alcohol in excess;
- Do not illegally use or possess a controlled substance;
- Do not associate with anyone with a criminal record without permission from your CSO;
- Do not agree to act as an informant or undercover agent for any law enforcement agency without permission from the United States Parole Commission (USPC);

- Make a diligent effort to work regularly, unless you are excused by your CSO from doing so, and to support any legal dependents;
- Make a diligent effort to satisfy any fines, restitution orders, court costs, assessments, child support orders, or alimony payments to which you are subject;
- Attend an approved rehabilitation program as directed by your CSO if you have a domestic violence offense;
- Comply with all applicable registration laws such as sex-offender or gun-offender registration laws;
- Provide a DNA sample if you are required to do so by law;
- Participate in an Employment Readiness Program if you are directed to do so by your CSO;
- Submit to sanctions (explained later in this chapter), within the list of graduated sanctions, imposed by your CSO; and
- Notify others of your criminal history or characteristics if you are directed to do so by your CSO.

ESTABLISH A RAPPORT AND MAINTAIN CONTACT WITH YOUR COMMUNITY SUPERVISION OFFICER (CSO)

Your first visit with your CSO is very important. It will set the tone for how your supervision will progress for the next several months or years. Your goal is to complete supervision successfully. Your CSO is available to help you do so. Set a positive tone early and ask your CSO any questions you may have. It may be helpful to bring a notebook or your cellphone to the meetings with your CSO to take notes on appointments and referrals.

You can also use a notebook to set goals and mark your accomplishments. Your relationship with your CSO should be professional, honest, open, and mutually respectful. Each CSO works under a supervisor and a Branch Chief at the

supervision office to which you report. You should bring any concerns regarding your supervision to your CSO for resolution. If your CSO is unable to address your concerns, you should contact a Court Services and Offender Supervision Agency (CSOSA) supervisor or Branch Chief. Your lawyer also may be able to help you find a resolution.

Typically, after your meeting, your CSO will provide you with a copy of your Supervision Reporting Form in the office, at your residence, or in the community. This form is proof of your contact.

REFRAIN FROM DRUG USE

You may not use any illegal substances during your supervision period. Some individuals may also have a special condition to refrain from alcohol use. Probationers under the age of twenty-one (21) may not engage in the use of Marijuana. It is CSOSA's position that parolees and supervised releasees may not use Marijuana under any circumstances. If you have substance abuse challenges, your CSO should provide you with options to access treatment services as needed.

Most people on supervision are required to initially submit to drug testing twice (2 times) per week for eight (8) weeks after they are released. If your test results are negative, your testing schedule may be decreased.

OBEY ALL LAWS

You must not violate any laws. If you are arrested or questioned by a law enforcement officer, you must report the arrest or questioning to your CSO within twenty-four (24) hours.

MAINTAIN VERIFIABLE HOUSING

You must maintain a verifiable residence. You must provide the address of your residence to your CSO. Your CSO also may require the leaseholder of your residence to sign a Residency Verification Form. If you do not have a verifiable residence, your CSO can explore housing options with you. If you are in the community and you have a need for housing, you may qualify for transitional housing through an approved CSOSA vendor.

If you have a relative who lives in a District of Columbia Housing Authority (DCHA) property, you may be able to stay

with them. The DCHA, in collaboration with CSOSA, may approve people on supervision coming from the BOP the opportunity to live with their families. This program may afford you the opportunity to be added to your relative's lease or apply for housing with DCHA if the waitlist is open. You may not qualify if DCHA determines that:

- You are a Class A sex offender.
- You have been convicted of the manufacture or production of methamphetamine on the premises of federally-assisted housing.
- You have been permanently excluded through administrative termination from DCHA.
- You pose a public safety risk to the residents who currently reside at the property where your family lives.
- You are currently engaged in illegal drug use.
- You have been evicted from federally-assisted housing for drug-related criminal activity in the past three (3) years.

MAINTAIN VERIFIABLE EMPLOYMENT

You also must maintain verifiable employment if you are employable and not in school or a vocational training program. This means that your CSO may ask you to produce a pay stub, contact your supervisor, or visit your place of employment. If you are unemployed, talk to your CSO about the different employment and training services that CSOSA offers.

EXPECT COMMUNITY CONTACT, HOME AND EMPLOYMENT VERIFICATIONS, AND ACCOUNTABILITY TOURS

COMMUNITY CONTACTS AND ACCOUNTABILITY TOURS

You may have contact with your CSO at a CSOSA office location, as well as contact with your CSO in the community if they visit the place where you live or work. Visits in the community may be scheduled or unscheduled. The unscheduled visits may be inconvenient at times. However, these visits may reduce the number of times that you have to report to the supervision office. You must report any changes in your residence to your CSO within forty-eight

(48) hours. Your CSO may not be the only supervision officer visiting your residence. Home visits may also be conducted by CSOSA's Rapid Engagement Team (RET). Home visits conducted jointly by CSOSA and the Metropolitan Police Department (MPD) are called Accountability Tours.

EMPLOYMENT VERIFICATIONS

Employment verifications may be conducted at your place of employment, through a phone call with your employer, or by reviewing your pay statement. Certain charges may affect your choice of employment. If there is a conflict, your CSO will make you aware of the conflict and will notify your employer if you choose to continue working at your place of employment. If you have concerns about visits to your job, you should tell your CSO. They can work with you to explore options to lessen disruption to your job.

REPORT FOR SCHEDULED OFFICE VISITS AND DRUG TESTING

You must report in person to all office visits and drug testing appointments as scheduled. While communicating with your supervision officer via text or other forms of social media may be acceptable, you will still be required to report in person for your scheduled office visits and drug testing appointments. Written communication is the best documentation to protect yourself.

If you do not report for scheduled appointments and do not call your CSO in advance of your scheduled appointment, it will result in the initiation of Loss of Contact (LOC) procedures. Under LOC procedures, your CSO will reach out to your collateral contacts, such as your employer, family, and friends, and visit your residence. A reporting letter will be left at your residence, instructing you to contact your CSO and report to CSOSA on a specific date and time. If you do not contact your CSO and report as instructed, it will result in your CSO issuing an Alleged Violation Report (AVR) which informs your releasing authority of any alleged violations; in this case, CSOSA would indicate failure to report to supervision as directed and your whereabouts being unknown. Be sure to provide documentation of any event that may have caused you to miss a scheduled appointment.

FAMILIARIZE YOURSELF WITH CSOSA COMMUNITY PARTNERS

BEHAVIORAL (MENTAL) HEALTH

CSOSA works with many community partners to ensure that your behavioral health needs are met. You may be referred to behavioral health services at your request, as a special condition set by your releasing authority, or as identified by your CSO. You will receive a behavioral health assessment to identify your unique needs. Depending on the outcome of the assessment, you may be transferred to a CSOSA team with staff specially trained to address your needs.

DRUG TREATMENT

A request for a drug treatment assessment may be made by the releasing authority or your CSO. You also may make this request. All assessments are made by one of CSOSA's Treatment Management Team Specialists. You may be referred to a full continuum of care, from detoxification to 90 days of residential treatment to outpatient treatment services, following your assessment.

EMPLOYMENT AND VOCATIONAL TRAINING

Your CSO will consider information in your Pre-Sentence Investigation (PSI) report, the Transition Intervention for Parole Supervision (TIPS) report, and your CSO's initial assessment with you to determine which employment and/or vocational services will be offered to you. CSOSA has Community Engagement and Achievement Centers (CEACs) that respond to the specific educational, vocational, and employment needs of people under supervision. The CEAC will determine the placement level at which you will begin your training.

> "Abstain from using, **stay busy with constructive activities, volunteer, and check your associations**. And stop thinking you can't get over it. You are not hurting them; you are hurting yourself with that mentality."
>
> *—Kenneth Baldwin*

The CEAC provides adult basic education, GED preparation, and Pre-Vocational Skills training at four learning labs staffed by CSOSA Learning Lab Specialists. CSOSA Vocational Development Specialists will conduct a comprehensive assessment and detailed interview to prepare you for training and/or employment.

You can participate in educational, vocational, and employment programming for as long as you would like during your period of supervision.

Your progress in these programs will be tracked and documented throughout your enrollment in them.

LIFE SKILLS

CSOSA's CEACs also offer stabilization, structure, cognitive-behavioral interventions, skill-building, and support services to people under supervision. These programs will engage you in meaningful pro-social activities. They will also expose you to structured and routine interventions that are meant to promote your sense of responsibility and empower you with the skills to achieve personal success. Additionally, you may benefit from therapeutic activities such as yoga, painting, dancing, and music studio time.

OBTAINING IDENTIFICATION AND SOCIAL SERVICES

If you need government-issued identification, you will receive a referral from your CSO to the RAP Center to obtain it. If you would like a non-driver identification card, the residence on the card must match the residence that was verified by your CSO. The residence on the ID card also must match the residence that the RAP Center included on the CSOSA verification letter that you will submit to the D.C. Department of Motor Vehicles (DMV). If you do not provide the residence that CSOSA has on record, you will not receive a non-driver identification card.

CSOSA COMMUNITY COLLABORATIONS

Additionally, CSOSA collaborates with many of the social service agencies in D.C., including the D.C. Department of Behavioral Health (DBH), the D.C. Department of Human Services (DHS), the Mayor's Office on Returning Citizens Affairs (MORCA), and the D.C. Department of Employment Services (DOES). Be sure to

to connect you to service agencies and organizations in your community through its outreach efforts.

> "For the most part supervision wasn't a challenge for me. **When I first met my parole officer I told her that I didn't plan to go back to jail.** I told her, "I'm not selling drugs or doing any other criminal activities. Nor will I hang with anyone doing these things." I made sure that I did everything that was required of me. I never missed an appointment, never had a dirty urine. And I always communicated with my PO."
>
> *—Eric Weaver*

AVOID ARRESTS, SUPERVISION VIOLATIONS, AND SANCTIONS

CSOSA requires you to avoid all illegal activity and criminal associates. Otherwise, you will be at increased risk of being rearrested. If you are rearrested, CSOSA immediately will report your arrest to EACH releasing authority responsible for your supervision. Depending on your violation, the Alleged Violation Report (AVR) may even recommend your removal from the community. You also may face other sanctions, such as a conference with your Community Supervision Officer (CSO) and their supervisor or GPS placement if released. CSOSA requires you to report all interactions with law enforcement to your CSO.

It is in your interest to communicate with your CSO about how you are doing. Let them know if you need help. Your CSO should assist you in finding resources that can increase your likelihood of successfully completing your period of supervision.

UNDERSTAND THE BENEFITS OF SUPERVISION

There are benefits to complying with the terms of your supervision. If you complete the designated special conditions, report to meetings and appointments as scheduled, avoid illegal substances, and avoid rearrests, you are likely to have a less restrictive period of supervision. For example, you may be placed on a lower supervision level. Also, the number of contact appointments with your CSO and

drug testing appointments that you are required to attend may be reduced.

You should discuss your personal goals with your CSO. You will work with your CSO to develop your supervision plan. Make sure to share your individual goals with your CSO. It is possible that your CSO can recommend your participation in special conditions requirements or design a supervision plan based on your desired goals.

Early termination of your period of supervision is possible. This possibility will depend on the length of your period of supervision and the amount of time you have complied with the terms of your supervision. Learn more about early termination in section 3.7.

3.3 LEARN ABOUT SUPERVISION LEVELS AND SUPERVISION TEAMS

When you begin your period of supervision, you will be assessed and assigned a supervision level. Most people are assigned to general supervision. However, if you have special conditions in your order of release, or if particular needs are identified during your assessment, you will be assigned to a specialized supervision team. These teams offer supervision that is tailored to meet your specific needs.

During your assessment, you should provide honest and complete responses. Your answers to these questions will be used to develop your individualized supervision plan.

Your supervision plan will serve as your guide to successfully completing your period of supervision. You will be regularly assessed throughout your supervision period to determine your supervision needs and risks.

SUPERVISION LEVELS

Your supervision level will determine how often you will meet with your CSO. Please note, however, that the number of supervision contacts you have with your CSO may change depending on your needs and risk as determined by CSOSA.

Your CSO will also meet with your "**collateral contacts**." Collateral contacts include anyone with whom you come in contact regularly. The four (4) levels of supervision are intensive, maximum, medium, and minimum. You will be reassessed regularly throughout your period of supervision, so your supervision level may change.

Supervision Level	Minimum Contact Standard	Collateral Contact Engagement
Intensive	Eight (8) face-to-face contacts with your CSO per month, four (4) of which will be conducted in the community	Frequent
Maximum	Four (4) face-to-face contacts with your CSO per month, two (2) of which will be conducted in the community	Frequent
Medium	Two (2) face-to-face contacts with your CSO per month, one (1) of which will be conducted in the community	Frequent
Minimum	One (1) face-to-face contact with your CSO every ninety (90) days	Periodically

SPECIALIZED SUPERVISION

You may be assigned to any one of the following specialized supervision teams:

HIGH INTENSITY SUPERVISION TEAM

If you are supervised at the intensive level, you will be supported by a High Intensity Supervision Team (HIST), which is an interdisciplinary team comprised of a variety of personnel, including:

- A Supervisory Community Supervision Officer (SCSO);
- A Community Supervision Officer (CSO);
- Assessment and Interventions staff;
- Community Engagement and Achievement Centers (CEAC) staff, such as Coordinators, Vocational Development Specialists, and Learning Lab Specialists;
- Program Support Specialists; and
- Other staff as needed.

The team works together to help support your compliance on and successful completion of supervision.

BEHAVIORAL (MENTAL) HEALTH SUPERVISION

If you have a special condition for behavioral health supervision or you are receiving behavioral health treatment, you may be supervised by a specialized behavioral health supervision team. You may also participate in a highly structured program that considers your individual intervention needs.

If you violate the conditions of your supervision, the behavioral health team and community behavioral health partners will work together to ensure that you receive needed services and interventions may be imposed. Their goal is to support your behavioral health needs and empower you to successfully complete your period of supervision.

DOMESTIC VIOLENCE TEAM

This team provides specialized supervision, treatment, and referral services in matters involving domestic violence, family violence, and anger management. Your CSO will be specially trained in domestic violence case management and counseling.

In instances where either the D.C. Superior Court or the United States Parole Commission (USPC) orders domestic violence treatment as a special condition of parole, supervised or mandatory release, probation, a Civil Protection Order (CPO), or a Deferred Sentencing Agreement (DSA), you will be assigned to a domestic violence supervision team. If you require domestic violence counseling, you will be referred to the Domestic Violence Intervention Program (DVIP), a program that provides counseling and treatment services to people who are court-ordered for treatment.

If you need treatment, you may be required to obtain it from an approved vendor and pay for it. The amount that you may be asked to pay will depend on your income and health insurance resources. If you lack sufficient financial resources or insurance coverage, you will receive treatment services from DVIP.

SEX OFFENDER UNIT

Supervision: If you have been convicted of a crime that is classified as a sex offense, you will be supervised by the Sex Offender Unit (SOU). The SOU will:

- Perform a thorough risk assessment to evaluate your likelihood of successful rehabilitation;
- Conduct strategic supervision planning that addresses your needs, including those that relate to your likelihood of reoffending;
- Closely monitor your activities;
- Assess your progress in therapy;
- Assess your compliance with the terms of your supervision;
- Foster and maintain contact with your collateral contacts; and
- Quickly respond to the risk factors that increase your likelihood of reoffending.

Sex Offender Registration: If you have been convicted of a sex offense, you will be classified into one of three categories — Class A, Class B, or Class C — based on the offense for which you were convicted. Your classification will determine how long you have to register and remain on the Sex Offender Registry and how often you must provide information to update your registry profile.

Your registry profile includes your location of residence, work, school, telephone numbers, and any significant change to your appearance. A more complete list of the factors that make up your registry profile is included on the following pages. You can learn more about the Sex Offender Registry in Chapter 4: Gun and Sex Offender Registry.

Class	How Long You Must Stay on the Sex Offender Registry	How Often You Must Update Your Information
Class A	Lifetime	Every ninety (90) days and within seventy-two (72) hours of any change to your registry profile
Class B	Ten (10) years from the date of sentencing or for the duration of your period of supervision, whichever is longer	Yearly and within seventy-two (72) hours of any change to your registry profile
Class C	Ten (10) years from the date of sentencing or for the duration of your period of supervision, whichever is longer	Yearly and within seventy-two (72) hours of any changes to your registry profile
Importantly, it is possible in certain circumstances for individuals that have committed Class B or Class C offenses to end up on the Lifetime Registration.		

At registration, a CSOSA SOU staff person will read your initial registration form, explain your responsibilities, and describe the penalties for noncompliance to you. You will be required to read and sign a form confirming that your responsibilities under the Sex Offender Registry Act (SORA) have been explained to you.

CSOSA will collect the following information from you for your registry profile:

- Full name
- Any aliases
- Date of birth
- Sex
- Race
- Height
- Weight
- Eye color
- Hair color
- Any identifying marks or characteristics
- Home, employment, and school addresses (which may be identified by block only)
- Photograph
- Fingerprints

- All offenses requiring registration, date of conviction, and jurisdiction of conviction

TRAFFIC AND ALCOHOL PROGRAM

If you have been convicted of certain traffic-related or alcohol-related offenses, you will be supervised under the Traffic and Alcohol Program (TAP). Your initial treatment referrals will be based on the conditions set forth by the D.C. Superior Court. Additional referrals may be made once you have been assessed by CSOSA.

Treatment requirements will likely be included as part of your court-ordered conditions of supervision. You may fulfill this requirement by entering into and paying for treatment independently.

However, CSOSA must give prior approval of the treatment program and the treatment provider.

If you cannot or do not wish to use a private provider, you will be referred to CSOSA's Central Intervention Team (CIT) for assessment and referral to treatment CSOSA pays for treatment provided as a result of a CIT referral.

Treatment services include:

- Inpatient treatment (120 days or more)
- Residential treatment (less than 120 days)
- Intensive outpatient treatment (nine (9) hours or more of weekly therapy sessions)
- Outpatient treatment (less than nine (9) hours of weekly therapy sessions)
- Halfway Back placement in thirty (30) to ninety (90) days of residential treatment, which is usually a sanction in response to a violation, such as a positive drug test)

CSOSA maintains a "zero tolerance" policy towards drug use in this program. Every instance of non-compliance, like a positive drug test or failure to report for a scheduled office visit, will result in sanctions. Sanctions can range from a verbal warning from your CSO to placement in a 90-day Halfway Back program. The intensity of sanctions increases with each violation. If sanctions do not effectively address the non-compliance, your CSO will initiate proceedings to revoke your probation.

SANCTIONS TEAM FOR ADDICTION RECOVERY/HIGH INTENSITY DRUG TRAFFICKING AREA (STAR/HIDTA)

If your convictions are directly related to your history of substance use, you may be supervised by the Sanctions Team for Addiction Recovery/ High Intensity Drug Trafficking Area (STAR/HIDTA) team. In order to be eligible for supervision by this team, you must:

- Have a serious substance use problem;
- Be a resident of the District of Columbia; and
- Have no pending criminal matters or outstanding warrants.

> "When you're on parole and supervision, it's a benefit. It's monitoring your behavior. **It's helping you to succeed by helping you navigate in society**. Your parole officer is protecting you from yourself. It's another type of support."
>
> *—Quinton Tabron*

The STAR/HIDTA team works to help you overcome addiction by using sanctions that may increase as needed and working with various treatment and service providers.

INTERSTATE SUPERVISION

CSOSA abides by the Interstate Commission for Adult Supervision (ICAOS) rules and regulations that govern the transfer of cases among the states and jurisdictions. For example, if your supervision was imposed by a court outside of D.C., and you now reside in D.C., you may be supervised on an Interstate-In team by CSOSA under the ICAOS. On the other hand, your case may have originated in D.C., but you now live in another state. If so, your case may be transferred to a state or federal supervision office outside of D.C. for supervision under ICAOS, and a CSOSA Interstate-Out team will monitor your case until it expires. CSOSA's Interstate Compact Control Team transfers interstate cases to outside jurisdictions and investigates appropriate placements for people from another jurisdiction who wish to transfer their supervision into the District of Columbia.

3.4 LEARN ABOUT INTERSTATE VIOLATIONS AND HEARINGS

If it is alleged that you have violated your interstate supervision agreement by being arrested on a new charge or by receiving a violation warrant, an Alleged Violation Report (AVR) will be prepared. If your supervision was accepted from another state or jurisdiction, the Interstate-In team will submit an AVR to the sending state, and a Probable Cause Hearing may be requested.

If your supervision was transferred to another state or jurisdiction, an Interstate-Out team will notify the releasing state via an AVR for D.C. Superior Court Cases (probation) and a warrant for the United States Parole Commission cases (supervised release and parole).

Typically, individuals under Interstate-Out supervision are mandated to report to scheduled Show Cause Hearings. In the event they do not appear, CSOSA will likely request an Extraditable Warrant (National Warrant).

"The criminal justice system has always been a fixture in my life both directly and indirectly. From childhood, police presence saturated my community. In the household, in the school system, walking the street, riding the train, or hanging out with friends – I always felt the presence of police. The officer friendly persona faded well before my teenage years. I identified the criminal justice system with incarcerated family and friends, dismantled relationships, public corruption, biases, plea deals without a fair trial, inconsistencies, and constant supervision. My experiences are personal in nature, and rooted deeply in the fabric of who I am today. Mental health issues preceded my battle with the criminal justice system.

Growing up in Washington D.C., violence and injustice were visible on a daily basis. The impact of being raised by a single parent of 8 children in a household where I was the subject of physical, sexual, mental, and emotional abuse made way for mental health issues. Carrying the burden of a trying past, I was determined to make a path for myself. However, life showed up, and my reactions formally introduced me to the criminal justice system. I became another one of the statistics that had surrounded me throughout my life. I served my sentence in the Central Treatment Facility and reentered the community with hope that I would have a fighting chance at life as a 37-year-old with a felony conviction. The fight has been real, and the struggle is raw, but with resilience and my faith in God I know that light still shines in dark places.

I have been home for a little over a year without recidivism. I have stable mental health and sobriety, stable housing, a new career, a wonderful relationship with my son, and most of all, I know who my God is! **The key is to never stop moving, and to not get stuck on rejection.** Allow God's Will to be done in your life, and the pieces will fall into place."

—Jamila Grooms

3.5 LEARN ABOUT PROBATION VIOLATIONS, SHOW CAUSE, AND REVOCATION HEARINGS

PROBATION VIOLATIONS

When you first meet with your CSO, you will be asked to sign an accountability contract. This contract requires you to acknowledge your understanding of your conditions of release and that if you violate any of the general or specialized conditions, you are subject to sanctions or revocation of your probation by the court. Attached to the accountability contract will also be a list of graduated sanctions that can be imposed.

It is important to make every effort to complete your probation period successfully. If it is alleged that you have violated any of the conditions of your probation, your CSO may submit an Alleged Violation Report (AVR) to the court, informing it of your alleged violations.

Violations may be technical (such as failing to report to a supervision office, testing positive for drug use, failing to complete community service or pay restitution, etc.) or for an arrest on a new charge.

PROBATION SHOW CAUSE HEARINGS

Show cause hearings usually occur before the judge who sentenced you to probation. At this hearing, the court will determine if there is probable cause or a reason to believe that you have violated your conditions of probation. You have the opportunity to "show cause" or explain to the judge, through your attorney, why you have not violated the conditions of your probation. At the conclusion of the hearing, the court has several options:

1. If the court does not find probable cause, it must dismiss the show cause hearing.
2. If the court does find probable cause, it must conduct a revocation hearing and decide to release or detain you pending the revocation hearing. A revocation hearing may happen on the same day as the show cause hearing or it may happen at a later date. If the revocation hearing is based on a new arrest, you have the right to postpone the final revocation hearing until after the new arrest case has been resolved.

PROBATION REVOCATION HEARINGS

The purpose of a revocation hearing is for the court to determine whether to continue, terminate, or modify your conditions of probation. You are entitled to written notice of your alleged violations and disclosure of the evidence against you. Usually, your attorney on the case will represent you but if they are unavailable, the court may give you a new attorney. You will have an opportunity to appear before the judge, present any evidence in your favor, and make a statement. After the hearing, the judge has several options:

A. The court may dismiss the hearing and continue you on probation.

B. The court may continue the hearing to give you the opportunity to come into compliance.

C. The court may continue you on probation but change the terms and conditions of your probation. For example, the court could extend your probation, revoke your youth act benefit, order you into drug treatment, give you a stay away order, etc.

D. The court may revoke your probation and sentence you to incarceration for any time you have not already served on your original sentence or require you to pay a fine.

E. The court may terminate or end your probation successfully or unsuccessfully without imposing any additional incarceration, fines, or conditions.

3.6 LEARN ABOUT PAROLE AND SUPERVISED RELEASE VIOLATIONS, PROBABLE CAUSE HEARINGS, AND REVOCATION HEARINGS

If you are on parole or supervised release and are arrested for alleged violations, you will be held at the D.C. Jail until you have a probable cause hearing. Typically, these hearings occur within five (5) days of your arrest on the parole warrant. You will be assigned an attorney from the Parole Division of the Public Defender Service for the District of Columbia (PDS) or you can choose to retain a private attorney or represent yourself.

WHAT WILL HAPPEN AT THE PROBABLE CAUSE HEARING?

Your PDS attorney will give you a copy of the discovery documents forwarded from the U.S. Parole Commission (USPC), which will include the warrant application (charging document), the report from your supervision officer, and the alleged evidence to support the charges. Your lawyer will discuss the contents of the documents with you before the hearing.

You will then sign paperwork and meet with a hearing examiner from the USPC, who will conduct the hearing. If you have been pre-approved, you will have the opportunity to participate in an alternative diversion option instead of the traditional final revocation process. Be sure to talk to your attorney about the available options.

> "**Be committed to having a positive, honest relationship with your PO**. This will take you a long way. Things happen, but if you have established an honest relationship with your PO, they will be more understanding in the event that something does happens."
>
> *—Eric Weaver*

Typically, witnesses do not testify at probable cause hearings. Instead, the examiner will rely on documents to find probable cause or determine that there is not enough evidence to make a probable cause finding. The purpose of the probable

cause hearing is to determine if there is probable cause or a reason to believe that you violated your conditions of parole or supervised release, and if so, whether you will be held in custody pending a local or an institutional revocation hearing.

At your probable cause hearing, you will be asked to either admit or deny each of the specific allegations against you in front of the hearing examiner. You will have had an opportunity to consult with your lawyer privately before you answer these questions. After hearing from you and your lawyer, the hearing examiner will notify you of the finding of probable cause for each alleged offense. The probable cause hearing is not tape-recorded. However, you will receive a copy of the probable cause digest which is a summary of what occurred during your probable cause hearing.

Your attorney may make a request for your release even if the hearing examiner found probable cause. After hearing from you and your lawyer, the hearing examiner will make a recommendation as to whether you should remain in custody or be released to await a final revocation hearing. The hearing examiner's release recommendation will then be reviewed by a USPC Commissioner.

If the hearing examiner decides that your alleged violations warrant further proceedings, a date will be set for a final revocation hearing at the conclusion of your probable cause hearing.

WHAT IS THE DIFFERENCE BETWEEN A LOCAL AND AN INSTITUTIONAL FINAL REVOCATION HEARING?

LOCAL FINAL REVOCATION HEARING

If you deny all of the allegations against you at the probable cause hearing described above and you do not have a new conviction, you will be entitled to a local revocation hearing. A local hearing will usually be scheduled within sixty (60) days of your probable cause hearing. It will also allow you to have your final revocation hearing in D.C.

You may choose to be represented by a PDS lawyer, retain a private attorney or choose to represent yourself.

INSTITUTIONAL FINAL REVOCATION HEARING

If you admit to all of the allegations against you or if you have been convicted of a charge in the parole warrant, then an institutional revocation hearing may be scheduled. These hearings are generally conducted outside the D.C. Metropolitan area. Institutional revocation hearings are supposed to be held within 90 days of arrest on the parole warrant. PDS lawyers will not represent you at institutional hearings outside of D.C. Usually, these hearings are held at the Federal Detention Center in Philadelphia. The Federal Public Defender's Office in Philadelphia will represent you at this hearing.

WHAT IS AN EXPEDITED REVOCATION OFFER?

An expedited offer is a plea offer from the USPC, which allows a parolee or supervised releasee to waive an in-person hearing.

Generally, people who have minor offenses (Category One or Two offenses) will qualify for an expedited offer.

If you admit to the alleged violation and accept the terms of the offer by signing it, you can avoid a final revocation hearing. The extension of an offer is within the sole discretion of the USPC.

According to the USPC, you will have fourteen (14) days to determine if you want to accept or reject the offer. You may also request an additional fourteen (14) days if you need more time to consider the offer.

If you accept and sign the offer, it will be sent to the USPC and your scheduled final revocation hearing date will be cancelled.

WHAT IS THE SALIENT FACTOR SCORE?

The USPC uses a risk assessment tool to determine what risk you might pose to the community. The salient factor score determines the sanction (period of imprisonment) that will be applied in your case if you are found in violation. Your salient factor score considers your prior convictions, your previous prison sentences (commitments), your current age, the length of time that you have been in the community, and your age at the time of the current alleged violation. Once your score is determined, the USPC then rates the severity of the alleged offense behavior and identifies the guideline range that determines your sanction. All technical or

administrative violations are Category One offenses, which means that the potential sanction could range from zero (0) to sixteen (16) months. If you are arrested on a new charge, it will be categorized as a law violation and the more severe the offense, the higher the potential penalty.

Your PDS attorney may not be able to accurately review your score with you prior to the probable cause hearing but will do so in a follow-up meeting if you have additional questions.

The USPC has complete discretion to recommend sanctions that are above or below the suggested guideline range based on other factors that are relevant to your circumstances.

WHAT WILL HAPPEN AT THE FINAL REVOCATION HEARING?

Final revocation hearings are generally conducted at the D.C. Department of Correction's (DOC) Correctional Treatment Facility (CTF). If you were represented by a PDS attorney at your probable cause hearing, they will also represent you at your final revocation hearing.

At a local revocation hearing, the USPC must present witnesses and prove by a preponderance of the evidence (more likely than not) that you violated one or more of your release conditions. You will be able to confront and cross-examine these witnesses at the final revocation hearing. Generally, these witnesses are Community Supervision Officers (CSOs), law enforcement officers, or alleged victims. You will also have the opportunity to present voluntary witnesses on your behalf if you choose to do so. Unlike probable cause hearings, final revocation hearings are recorded. You and other witnesses will be placed under oath.

> "Treat your PO like you're in an intimate relationship - **take it seriously, be predictable, say what you mean and mean what you say**, and get to know your PO to see how to maneuver through the relationship."
>
> *—Charles Elliot*

The rules of evidence that apply in court hearings do not apply in parole revocation hearings. This means the hearing examiner can rely on hearsay and make findings even though the person with direct knowledge is not present to testify. You will be allowed to present testimonial and documentary evidence on your behalf. You will be allowed to present witnesses to testify on your behalf. To ensure that witnesses are allowed to enter the facility to testify on your behalf, you must tell your attorney who you want to appear so that the attorney can give the facility advance notice. If witnesses just arrive on the day of the hearing, the facility will not allow them to enter the building.

Once the hearing examiner has heard from all the parties involved, they will make a decision based upon a preponderance of the evidence. The hearing examiner will inform you of their findings and recommend either reinstatement or revocation of your supervision. They will also announce their recommendation of the sanction to be imposed. The findings will be submitted to the USPC for review.

WHAT HAPPENS AFTER THE REVOCATION HEARING?

The hearing examiner will inform you of their findings at the conclusion of the final revocation hearing. At this time, the hearing examiner will inform you of your right to appeal the final decision. The hearing examiner's findings will be submitted to the USPC for review. Following a review of the hearing examiner's findings, the USPC will issue a Notice of Action (NOA), which will be the final decision. Your attorney will send a copy of the NOA to you once it has been received.

If you want to file an appeal, the appeal will be due thirty (30) days from the date on which the NOA was issued.

3.7 LEARN ABOUT EARLY TERMINATION OF SUPERVISION

It can be difficult to be on supervision while juggling the demands of life. However, satisfying the terms of your supervision can result in many positive outcomes, such as seeing meaningful changes in your life and ending your supervision early. Early termination of supervision means that you will be "off papers" and no longer under the supervision of CSOSA. Please be aware, even if you are no longer on supervision, you may still be required to register with CSOSA or the Metropolitan Police Department (MPD) if you have been convicted of a sex or gun offense.

You can learn more about sex and gun offender registration in Chapter 4: Gun and Sex Offender Registries.

EARLY TERMINATION OF PAROLE

If you are on parole in D.C., it is possible for your supervision to be terminated early. The United States Parole Commission (USPC) can decide on its own or at **your request** to terminate your supervision at any time before your supervision automatically ends. After you have been on parole for two (2) years, the USPC will review your compliance on parole via an annual progress report submitted by your CSO to determine if there is a need for continued supervision. If your supervision is not terminated after the two-year review, the USPC will continue to review your compliance yearly.

After you have been on supervision for five (5) years, the USPC is required to terminate your parole early unless the USPC decides, after a hearing, that there is a likelihood that you will engage in conduct violating any criminal law. If you were sentenced under the Youth Act, and you are on parole, the USPC may terminate your supervision after you have served one year on supervision.

EARLY TERMINATION OF PAROLE HEARING

You are entitled to an early termination hearing after being on parole supervision for five years in the community. **You should ask your Community Supervision Officer (CSO) to contact the USPC to schedule you for a hearing. You can also contact the USPC directly to schedule your early termination hearing.** At this hearing, you may have a representative of your choosing or you may request legal representation from the Public Defender Service for the District of Columbia (PDS).

At your hearing, you, your attorney (if you have one), your CSO, the USPC's hearing examiner, and anyone you intend to call as a character witness will be present. Early termination hearings are recorded by the hearing examiner. Your goal at the hearing is to demonstrate that you are not likely to commit a crime and, therefore, your supervision should be terminated early. This is your opportunity to highlight your successes on supervision. The USPC will consider your compliance during your supervision period and your salient factor score, which is discussed above.

The hearing examiner will evaluate the following information:

- Your intentions for the future;
- Your progress at home, work, and school;
- Your relationship with your family;
- Your performance on drug tests;
- Your office visits and home visits with your CSO;
- Your compliance with specific parole conditions;
- Any rearrests you have had; and
- Anything else related to your supervision.

Your CSO will make a recommendation in the hearing. You should try to find out ahead of time what your CSO will say in the hearing and what recommendation will be made concerning your early termination.

If you are not granted early termination by the USPC after your five (5) year hearing, you have the right to request a hearing every year thereafter; although the USPC may deny that request. However, the USPC is required to schedule you for a hearing every two years after your first hearing.

EARLY TERMINATION OF SUPERVISED RELEASE

If you have been on supervised release for at least one year, the USPC may terminate your supervision early. After you have been on supervised release for two years and every year thereafter, the USPC will review your compliance on supervised release to determine if there is a need for continued supervision.

The USPC will also consider early termination whenever your CSO recommends it. **Every so often, you should ask your CSO to contact the USPC to recommend early termination if you have been doing well on supervision.** You can also contact PDS for legal assistance with requesting early termination. Your attorney may make a request for your early termination in writing. The written request will discuss your compliance with your conditions of supervision and the reasons for your early termination.

If your requests for early termination is not granted, remember you can always make additional requests. Unlike with parole, you are not entitled to a hearing if the USPC decides not to terminate your supervised release.

Keep in mind that your positive compliance — such as keeping supervision and treatment appointments, completion of special conditions, non-positive drug tests, and remaining arrest free – is the major factor that you control on your road to early termination.

EARLY TERMINATION OF PROBATION

If you have been doing well in the community, you can ask your lawyer to file a motion with your sentencing judge that requests early termination of your probation. Your lawyer will speak with your CSO to find out whether they recommend terminating your probation early. If the CSO agrees with early termination, your lawyer

will include the CSO's recommendation in the motion to the judge. After your motion is filed, the prosecutor's office also will contact your CSO to find out how you have been doing on probation. Based on what the prosecutor learns, the government will either agree to your request for early termination or oppose it.

The court will consider your compliance with your conditions, including your participation in required programs or treatment, and anything else related to your probation, in making its decision. The court also may schedule a hearing on your motion. If this happens, you should prepare for the hearing with your lawyer.

3.8 LEARN ABOUT COMPLETION OF SUPERVISION

Even if you are not able to end your period of supervision early, it is very important that you end it successfully. This simply means that you should comply with all of the conditions of your supervision. Successful completion of your period of supervision is within your control. Remember to use your CSO as a resource.

> "My relationship with my Supervision Officer is straight up. First thing I did was ask what they expected out of me, then I shared my plans with my Supervision Officer. **I participated in any programs they asked me to and provided paperwork of my completion**. I provided my school contacts, internship contacts, and my pay stubs every pay period. The relationship was built on support from my Supervision Officer too."
>
> *—Tyrone Walker*

Completing your period of supervision unsuccessfully could result in potentially negative consequences. For example, if you are later sentenced for a new offense, unsuccessfully completing your previous period of supervision may prevent you from being placed on community supervision for the new offense.

YOU ARE ON SUPERVISION UNTIL MIDNIGHT ON THE LAST DAY OF YOUR SUPERVISION

Although you may not have to report to see your CSO on the last date of your period of supervision, **it is very important that you understand that your supervision does not end until 11:59 p.m. on the date it is scheduled to end**. Your releasing authority will be notified of any law violations that occur prior to the end of your period of supervision. Such violations may result in revocation of your supervision.

YOU MAY REQUEST A LETTER OF COMPLETION FROM YOUR COMMUNITY SUPERVISION OFFICER (CSO)

Upon completion of your period of supervision, you may request a letter of completion from your CSO. If your CSO is no longer available, the last assigned Supervisory Community Supervision Officer (SCSO) will complete a letter of completion for you. If you request a letter of completion more than three (3) years from the date on which your period of supervision ended, you should go to CSOSA's RAP Center to obtain a letter of completion.

3.9 LEARN ABOUT EXPUNGEMENT, RECORD SEALING, AND YOUTH ACT SET ASIDE OPTIONS AFTER SUCCESSFUL COMPLETION OF SUPERVISION

EXPUNGEMENT FOR SIMPLE POSSESSION OF A CONTROLLED SUBSTANCE

If you have successfully completed probation, you may receive an expungement of your record as a one-time benefit for a first time conviction for Simple Possession of a Controlled Substance, not including Possession With Intent to Distribute (PWID). The benefit allows all electronic and paper records of both the

arrest and the conviction to be removed from all law enforcement data files. CSOSA is responsible for ensuring that all electronic records related to your case (only the case in which you were given the expungement benefit) is removed from its database system. Only the court will keep your "non-public" file on record to make sure you receive the benefit only once. You must request that the Metropolitan Police Department (MPD) remove the record of arrest.

YOUTH REHABILITATION ACT (YRA) SET ASIDE

If you were sentenced under the Youth Rehabilitation Act (also known as the "Youth Act") to probation and have successfully completed supervision, the court can set aside your conviction. This means your conviction will be "set aside," and converted to a non-conviction. As a result, the record of your conviction will no longer be available to the public. Most people will not be able to access your record and you can truthfully say that you were not convicted of the offense. You can learn more about the Youth Act in Chapter 8: Legal Protections for People with Criminal Records, section 8.3. PDS' Prisoner and Reentry Legal Services (PRLS) Program in the Community Defender Division (CDD) can assist you with seeking a set aside if you were sentenced under the youth act.

Under a new 2018 law, you may now request a youth act set aside even if you were not sentenced under the youth act before, as long as your offense occurred before you turned twenty-five (25), and you meet other factors.

YOUTH ACT SET ASIDE AFTER COMPLETION OF PROBATION

At the end of your probationary term, your CSO must notify the court of whether they recommend a set aside or not. Your CSO will either recommend the set aside or not based on whether your period of supervision was successful. You should ask your CSO about filing their recommendation because if the court does not receive a recommendation from CSOSA, they will not set aside your conviction. PRLS can assist you with seeking a set aside if you were sentenced under the youth act and received probation.

YOUTH ACT SET ASIDE AFTER COMPLETION OF PAROLE OR SUPERVISED RELEASE

If you were sentenced under the youth act and successfully completed your parole or term of supervised release, you can ask the court or the United States Parole Commission (USPC) to set aside your conviction. PRLS can assist you with seeking a set aside if you were sentenced under the youth act and received parole or supervised release.

SEALING THE ARREST RELATED TO YOUR SET ASIDE CONVICTION

A set aside does not expunge or seal your arrest record for the set aside youth act conviction. To seal the arrest record, you must file a motion with the court. Also, the court and law enforcement can still use the set aside conviction in your non-public file in limited circumstances. PRLS can assist you with filing a motion to seal the arrest record.

SEEKING A SET ASIDE IF YOU DID NOT RECEIVE A YOUTH ACT SENTENCE

In 2018, a new version of the Youth Rehabilitation Act (YRA) became law. You may now ask the court for a youth act set aside even if you did not originally receive a youth act sentence. You may be eligible to apply for the set aside if the date of your offense occurred before your twenty-fifth (25th) birthday. Under this new law, convictions for first or second degree murder, first or second degree sexual abuse, and first degree child sexual abuse are not eligible for YRA set asides. To request the set aside, a motion must be filed with D.C. Superior Court. A judge will consider several factors in deciding to grant your request. If you have any questions about a youth act set aside, you may contact the PDS' Prisoner and Reentry Legal Services (PRLS) Program in the Community Defender Division (CDD).

3.10 DIRECTORY OF RESOURCES

Organization	Information
Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) Reception and Processing (RAP) Center 633 Indiana Avenue, NW 8th Floor Washington, DC 20004 Main Line: (202) 220-5300 RAP Center: (202) 585-7377 **www.csosa.gov**	All new clients who are under the supervision of CSOSA report directly to the Reception and Processing Center for initial intake and assignment to the appropriate supervision team.
D.C. Department of Behavioral Health (DBH) 64 New York Avenue, NE 3rd Floor Washington, DC 20002 1 (888) 793-4357 **https://dbh.dc.gov/**	DBH provides prevention, intervention and treatment services and supports for children, youth, and adults with mental and/or substance use disorders including emergency psychiatric care and community-based outpatient and residential services. It runs the Assertive Community Treatment (ACT) program. Call for more information.
D.C. Department of Employment Services (DOES) 4058 Minnesota Avenue, NE Washington, DC 20019 (202) 724-7000 **https://does.dc.gov/**	DOES connects D.C. residents with employers and training organizations through its Workforce Wednesdays. The time and location of each Workforce Wednesday is subject to change. Its on the job training connects participants to training opportunities with employers.

Organization	Information
District of Columbia Housing Authority (DCHA) 1133 North Capitol Street, NE Washington, DC 20002 (202) 442-9900 **www.dchousing.org**	DCHA provides affordable housing to extremely low through moderate-income households and cultivates opportunities for residents to improve their lives throughout D.C.
Federal Community Defender Office for the Eastern District of Pennsylvania 601 Walnut Street Suite 540 West Philadelphia, PA 19106 (215) 928-1100 **https://pae.fd.org**	The Federal Community Defender Office provides legal representation in D.C. institutional parole revocation hearings.
H. Carl Moultrie Courthouse, The Superior Court of the District of Columbia 500 Indiana Avenue, NW Washington, DC 20001 (202) 879-1010 **www.dccourts.gov**	D.C. Superior Court judges have the authority to release and revoke people on D.C. probation.

Organization	Information
Mayor's Office on Returning Citizen Affairs (MORCA) 220I Street, NE Suite 130 Washington, DC 20002 (202) 547-0198 **https://orca.dc.gov/page/morca-programs**	The Mayor's Office on Returning Citizen Affairs (MORCA) mission is to provide zealous advocacy, high-quality services and products, up-to-date, useful information for the empowerment of previously incarcerated persons in order to create a productive and supportive environment where persons may thrive, prosper and contribute to the social, political and economic development of self, family, and community.
Parole Division; The Public Defender Service for the District of Columbia (PDS) 633 Indiana Avenue, NW Washington, DC 20004 (202) 628-1200 **www.pdsdc.org**	The PDS Parole division provides legal representation to people facing a loss of liberty through revocation of their D.C. parole or supervised release for alleged violations of their conditions of release.
Prisoner & Reentry Legal Services (PRLS) Program; The Public Defender Service for the District of Colombia (PDS) Community Defender Division 1442 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (202) 824-2801 **www.pdsdc.org**	PRLS provides representation, legal assistance, or referrals. Services include legal advocacy with CSOSA supervision conditions, representation in early termination of parole or supervised release administrative hearings/ requests, and requests for youth act set asides and record sealing.

Organization	Information
Sex Offender Registry Office; Court Services and Offender Supervision Agency (CSOSA) 633 Indiana Avenue, NW 8th Floor Washington, DC 20004 (202) 220-5300 https://www.csosa.gov/	The Sex Offender Registry Office is located in CSOSA's Reception and Processing (RAP) center.
United States Parole Commission (USPC) 90 K Street, NE 3rd Floor Washington, DC 20530 (202) 346-7000 www.justice.gov	The United States Parole Commission has the authority to release and revoke people on D.C. parole or supervised release and grant requests for early termination of supervision.
Vocational Opportunities Training and Education/Employment (V.O.T.E.E.) (sponsored by the Court Supervision and Offender Services Agency (CSOSA) 633 Indiana Avenue, NW Washington, DC 20004 (202) 220-5300 www.csosa.gov	Individuals under the supervision of the Court Supervision and Offender Services Agency (CSOSA) can benefit from Adult Basic Education (ABE) programming and General Education Development (GED) programming at its four learning labs. Participants can also receive training and job development support.

4

GUN AND SEX OFFENDER REGISTRIES

GUN AND SEX OFFENDER REGISTRIES

4

This chapter tells you about gun and sex offender registries. If you have been convicted of certain gun and sex offenses, you may be required to register. Registration is when a government agency collects and maintains information about you. Even if you are not on probation, parole, or supervised release, you may still be required to register.

It is your responsibility to report to the designated agencies to register. Failure to do so may potentially result in a new charge. Registering means that you provide the agency with information about yourself, such as your name, contact information, physical characteristics, and any other required information.

THINGS TO DO AND CONSIDER

- ☐ 4.1. Learn About Gun Offender Registration
- ☐ 4.2. Learn About Sex Offender Registration
- ☐ 4.3. Directory of Resources

4.1 LEARN ABOUT GUN OFFENDER REGISTRATION

The District of Columbia's Gun Offender Registry was created in 2009 to monitor people who are convicted of a gun offense in D.C., convicted of a gun offense elsewhere and live in D.C., or who have a mandatory release condition requiring them to register in D.C. If this applies, you need to comply with the requirements listed below.

REQUIREMENTS OF REGISTRATION

You must register with the Metropolitan Police Department (MPD) within forty-eight (48) hours of:

1. The day you are sentenced, even if your sentence does not include imprisonment.
2. Release from incarceration.
3. Receiving notice of your obligation to register, if you received this notice at a time other than when you were sentenced.
4. Changing the place where you live, work, or attend school in D.C. or elsewhere.

HOW TO REGISTER

1. Appear in person, at Metropolitan Police Department (MPD) Headquarters' Gun Offender Registry Unit (GORU), Room 1157, located at 300 Indiana Avenue, NW, Washington, D.C. 20001.
2. You will be required to sign a statement, under oath, that provides your:
   - **a.** Name, date of birth, gender, race, height, weight, and eye color;
   - **b.** Address where you live or expect to live in D.C.;
   - **c.** Any other legal names you have;
   - **d.** Any alias you may have;
   - **e.** The jurisdiction where you were convicted, description of the gun offense, and the date of conviction;
   - **f.** Fingerprints;
   - **g.** Identification number on your driver's license or non-driver photo identification card;

h. The name and address of any school you attend or expect to attend; and

i. The name and address of your expected place of work, including the name and phone number of your supervisor.

3. Appear in person within twenty (20) days of the one-year anniversary of your registration date to verify the required registration information.

4. If you are incarcerated during the twenty (20) day period following your one-year registration date, you must appear in person to verify the required registration information within forty-eight (48) hours of your release.

5. You are only required to update your registration information in person if you live, work, or attend school in D.C.

Your registration information is not shared with the general public but could be made available to other local, state, or federal government agencies.

DURATION OF REGISTRATION

You are required to register for:

- Two (2) years after the expiration of your probation, parole, supervised release, or conditional release; or
- Two (2) years after unconditional release from a correctional facility, prison, hospital, or other place of confinement.

Your registration period will pause if you do not register or fail to comply with any of the registration requirements.

Make sure you find out if you are required to register because if you fail to register, verify, or update your information, it can result in a misdemeanor charge punishable by a fine of up to $1000 and imprisonment for up to 12 months, or both.

4.2 LEARN ABOUT SEX OFFENDER REGISTRATION

The District of Columbia sex offender registry is a public database that people are put into if they have been convicted of a sex offense, whether it was in D.C. or another jurisdiction, and if they live, work,

or go to school in D.C. If this applies to you, you will need to register with the Court Services & Offender Supervision Agency (CSOSA). If you will also be supervised by CSOSA while on probation, parole, or supervised release, you can learn more about the sex offense supervision unit in Chapter 3: Probation, Parole, and Supervised Release.

Each person who registers is classified into one of three (3) categories based on the offense for which they were convicted: Class A, Class B, or Class C.

Class A offenses are considered the most serious and require lifetime registration. **Class B** and **Class C** offenses require registration for a period of ten (10) years from the date of sentencing or for the duration of the period of supervision, whichever is longer. Importantly, it is possible for individuals that have committed Class B or Class C offenses to end up on the Lifetime Registration list in certain circumstances

REGISTRATION NOTICE

At registration, a CSOSA Sex Offender Registration Unit staff person will read the initial registration form, explain the responsibilities, and describe the penalties for noncompliance with any of the requirements. Each registrant is required to read and sign a form stating that his or her duties under Sex Offender Registration Act (SORA) have been explained.

REGISTRATION REQUIREMENTS

During the registration period, a registrant is required to:

1. Register with CSOSA.
2. Provide any information required for registration which usually includes your:
   - **a.** Full name, including aliases;
   - **b.** Date of birth;
   - **c.** Sex, race, height, weight, eye color, and hair color;
   - **d.** Identifying marks or characteristics;
   - **e.** Home, employment, and school addresses;

f. Photograph and fingerprints; and

g. All offenses requiring registration, date of conviction, and jurisdiction of conviction.

3. Report any change of residence or other change in registration information.

4. Periodically verify your address or other information that CSOSA requires, including verification forms or appearing in person when required.

5. Report a move to another state, work in another state, or school attendance in another state and register in that state.

REGISTRATION UPDATE REQUIREMENTS

All registrants are required to complete periodic registration updates with CSOSA to ensure that their registry information is accurate and complete.

Class A registrants are required to complete periodic updates every 90 days and within 72 hours of any changes to their registry profile (location of residence, work, school, or telephone numbers; or a significant change to their appearance).

Class B and C registrants are required to complete periodic updates yearly and within 72 hours of any changes to their registry profile (location of residence, work, school, or telephone numbers; or a significant change to their appearance).

Make sure that you find out if you are required to register because if you fail to register, verify, or update your information, it can result in a misdemeanor charge punishable by a fine of up to $1000 and imprisonment for up to 180 days, or both.

"**I was very lucky to quickly find a part-time job at a friend's sporting goods store.** I was more worried than the owners were that someone might recognize me and decide not to shop at the store. I told my employers that I was going to have to register as a sex offender in Maryland and that anyone would be able to see where I worked. They said they didn't care."

–Anonymous (from the 'Making a Comeback' story)

4.3 DIRECTORY OF RESOURCES

Organization	Information
Gun Offenders Registry Unit; Metropolitan Police Department (MPD) 300 Indiana Avenue, NW Washington, DC 20001 (202) 481-3912 **https://mpdc.dc.gov/book/metropolitan-police-department-telephone-directory/g**	The Gun Offenders Registry Unit is located in the Metropolitan Police Department (MPD) Headquarters next to the D.C. Superior Court.
Sex Offender Registry Office; Court Services and Offender Supervision Agency (CSOSA) 633 Indiana Avenue, NW 8th Floor Washington, DC 20004 (202) 220-5300 **https://www.csosa.gov/**	The Sex Offender Registry Office is located in CSOSA's Reception and Processing (RAP) center.

"I will begin my story with my return home. First, I am very lucky to have wonderful friends and family who have supported me throughout my journey. When I first returned home, I spent several weeks walking with my head down. I knew that everyone knew who I was and what I had done. I didn't want to make eye contact with anyone but slowly, over time that changed. The change did not happen overnight but eventually, change did happen.

I found that pretty much no one knew who I was. Those who did know me either didn't know what happened to me or didn't care. It wasn't long before I was walking with my head up and actually looking for people I knew. **I wanted to know if I was accepted or not, but no matter, that verdict, I had decided to move on with my life and not live "crouching down."**

I was very lucky to quickly find a part-time job at a friend's sporting goods store. I was more worried than the owners were that someone might recognize me and decide not to shop at the store. I told my employers that I was going to have to register as a sex offender in Maryland and that anyone would be able to see where I worked. They said they didn't care.

Honestly, I spent my first few weeks working at the store expecting what I just explained to happen. But it never did! Some people who I had known years earlier came into the store, but they never said a thing and could not have been nicer to me. Through the job, I actually made many new acquaintances and met lots of new people. Even though I no longer work at the store, I still share holiday texts with people I met there.

I also had to register as a sex offender in D.C. Because you only need to list the block you live on for the D.C. registry, I felt great comfort in knowing that someone wouldn't be able to look up my exact address and come harass or harm me.

When I found the apartment that I live in now, the application asked if I had ever been convicted of a felony. I almost didn't fill out the application, because I knew the owner would not want me in one of her buildings.

I told the truth on the application and attached a short letter explaining my situation. I told the owner that I knew she would be taking a chance on me, but I would not let her down. We had a phone conversation about it, and I even told her she should Google the news stories about me to make sure that I was telling her the truth. I have now lived in that location for more than 6 years and have become the owner's go-to person for building maintenance. I even got the job of mowing the lawn and hauling the trash. The owner and I have an incredibly close relationship. Those extra few hundred dollars I get to subtract from my monthly rent goes a long way!

As I gained confidence I started exploring starting my own business to go along with my part-time job. I'm not going to say what industry/business I am in (ALL LEGAL), but I was able to start my own business and it has slowly grown. It has brought me back into contact with people I have known for many, many years and allowed me to do the work that I truly love. Again, at first, I was worried someone would bring up my past and everyone would run from me. It hasn't happened yet. I can't say it won't happen, but with each passing day, I can exhale more and more.

I know everyone has their own journey, but my advice is to jump back in and not live what I have called "crouching down." I clearly still have restrictions, especially with travel, but I just operate everyday as I think anyone would. I do my job, and work very hard. I have reached the point that if anyone has an issue with me, I would understand why, but I am not going to let it consume me or make it a big deal.

I have moved on with my life and have been lucky enough to intersect the old with the new. Sometimes I don't know why or how, but I am very grateful.

Live your life and fight for yourself. We have paid for our mistakes and it is time to both forgive ourselves and put trust in ourselves. I don't make the amount of money I once did, but in some ways I am a freer."

— Anonymous (Making a Comeback in D.C.)

5

IMPORTANT TOOLS FOR SUCCESSFUL REENTRY

IMPORTANT TOOLS FOR SUCCESSFUL REENTRY

5

This chapter tells you how to use basic services, such as transportation, Internet, email, postal mail, and phone service. It will be helpful to set up these services as soon as you can. They will help you do such things as connect to community resources, apply for jobs, and get an appointment with a doctor. In this chapter, you will learn how to access the following important services:

- Public transportation
- U.S. mail
- Telephone and voicemail
- Email
- Internet and social media

THINGS TO DO AND CONSIDER

- ☐ 5.1. Get a Library Card
- ☐ 5.2. Get a Metro SmarTrip® Card for Public Transportation
- ☐ 5.3. Get a Cellphone, Phone Number, or Free Voicemail
- ☐ 5.4. Get a Postal Mailing Address
- ☐ 5.5. Learn About Changes in Technology
- ☐ 5.6. Create an Email Address
- ☐ 5.7. Manage Personal and Professional Social Media Accounts
- ☐ 5.8. Directory of Resources

5.1 GET A LIBRARY CARD

A D.C. Public Library (DCPL) card gives you free access to computers, the Internet, books, and movies. You can also take free classes at the library, including classes that teach computer skills. The DCPL sometimes offers programs like the Job Seekers program that provide help with resumes, cover letters, and job applications. For more information about DCPL programs, go to **www.dclibrary.org/calendar** or visit your local library and pick up a calendar from the front desk.

You can apply for a library card online or at a local library. You just need two (2)

current forms of identification: one to prove your identity and another to prove you live in D.C. Examples include a driver license or a non-driver ID card, a rent receipt, or a utility bill with your name and address. You could also use a bank statement, an apartment lease, or a letter on letterhead from a shelter. For more information on identification documents, see Chapter 6: Identity Documents and Personal Records.

If you are incarcerated at the D.C. Jail, the DCPL has a library and issues library cards to people as they are released.

Organizations that can help you get a library card:

- D.C. Public Library

> "As the world moves forward with technology, one has to move forward as well. Excel, new systems, and streaming are the new normal. Invest in computer literacy. **This is the digital age.**"
>
> *—Kenneth Baldwin*

5.2 GET A METRO SMARTRIP® CARD FOR PUBLIC TRANSPORTATION

D.C. PUBLIC TRANSPORTATION SYSTEM

Washington Metropolitan Area Transit Authority (WMATA) operates public transportation in the D.C. area. The system includes Metrobus, D.C. Circulator buses, and Metrorail trains. These trains and buses travel throughout D.C. and the nearby Maryland and Virginia suburbs. The system is known as "Metro." You can learn about other D.C. area transportation options in Chapter 7: Transportation.

PAYING FOR THE BUS OR TRAIN WITH A SMARTRIP® CARD

To pay bus fare, you can use a SmarTrip® card or cash. If you pay cash, you should have the exact bus fare. You will not get change if you overpay. To pay a train fare, you must use a SmarTrip card®. You can buy SmarTrip® cards at most Metrorail (train) stations, most CVS pharmacy stores, and some Giant grocery stores.

You can also go to **www.wmata.com/fares/stores.cfm** to see where you can by a SmarTrip® card near you. You can also order a SmarTrip® card online at **https://smartrip.wmata.com/storefront** to be delivered by mail. Once you have a SmarTrip® card, you can add money to your card on the bus or at a Metrorail station by using cash, a debit card, or a credit card. You can also add money to your SmarTrip® card if it is registered online using a credit or debit card.

After you get your card, register it online at **https://smartrip.wmata.com/Account/Create**. If your card is lost or stolen, you can transfer the funds that were on the missing card to a new card. However, you

can only do this if you have registered your card online.

ELIGIBILITY FOR A REDUCED FARE CARD OR A SENIOR SMARTRIP® CARD

If you have a disability, you can apply for a Reduced Fare SmarTrip® card. If you are 65 or older, you qualify for a Senior SmarTrip® card. Both of these cards allow you to travel on Metro buses or trains for half price at all times. The process for applying for a Reduced Fare SmarTrip® card can take time. But, if you are eligible, you can save a lot of money. Applying for a Senior SmarTrip® card is easier than applying for a Reduced Fare SmarTrip® card.

HOW TO APPLY FOR REDUCED FARE AND SENIOR SMARTRIP® CARDS

AGE 65 OR OLDER

You automatically qualify for reduced fares and can get a **Senior SmarTrip® card**.

You can buy a Senior SmarTrip® card by showing a valid photo ID that proves your age at the Metro Sales Office, located at the Metro Center train station (enter on 12th and F streets) or a Metro commuter store which you can find online by going to **www.wmata.com/fares/stores.cfm**

You cannot purchase these cards at vending machines and they do not reduce parking fees. For additional information, call SmarTrip® customer service at 1 (888) 762-7874.

> "You know it's the old saying, the 5 Ps. Proper preparation prevents poor performance. **You've got to prepare yourself.** It starts with you. You need a clear conception of the work you're trying to do. How are you going to do it? First you got to conceive the idea, then you've got to formulate a plan to go with the idea."
>
> *—Quinton Tabron*

UNDER 65 AND RECEIVING MEDICARE (NOT MEDICAID)

You automatically qualify for reduced fares and can get a **Reduced Fare SmarTrip® card**.

You can buy a Reduced Fare SmarTrip® card by presenting a government-issued photo ID and a valid Medicare card at the Metro Transit Accessibility Center, 600 5th Street NW, Washington, DC 20001. Free information sessions on how to use Metrobus and Metrorail services are available to senior citizens and people with disabilities by calling (202) 962-1100.

A VETERAN WITH A 60% OR GREATER DISABILITY RATING

Apply for a Reduced-Fare SmarTrip® card in person at the Metro Transit Accessibility Center at 600 5th Street NW, Washington, DC 20001.

Bring these items:

- A valid photo ID.
- Your completed application. (You only need to complete part A. Leave parts B and C blank.)
- The original or downloaded letter of disability notification from the Department of Veterans Affairs OR if you are rated 100% disabled, bring your DD Form 2765 instead of the letter of disability notification.

AN INDIVIDUAL WITH A MENTAL OR PHYSICAL DISABILITY OR A HEARING IMPAIRMENT

You and your doctor will need to complete and sign an application for a Reduced-Fare SmarTrip® card. Bring the completed application to the Metro Transit Accessibility Center at 600 5th Street NW, Washington, DC 20001.

If you have a hearing impairment, you have the option of bringing an audiogram that is less than five years old instead of having your doctor complete parts B and C of the application.

> "I needed to learn to ask for help to be successful. I kept trying to do it on my own but that never worked out. **I hope people know they can ask for help when they come home**, and it doesn't mean they're weak. My pride used to set me back, but not anymore."
>
> *—Anonymous*

HOW TO PURCHASE A SMARTRIP® CARD FROM A METRORAIL VENDING MACHINE

1. Enter a Metrorail station:

You will see a row of machines before the fare gates. Walk up to any orange and blue machine that says "**Fare Vending**" or "**Passes/Farecards**." Do not go to a machine that says "**Add Value**."

2. Select what you want to purchase:

Next to the large orange number 1, you will see three options:

A – PASS: This lets you buy a pass that is good for a limited number of trips. This option is usually more expensive.

B – SINGLE FARECARD: This lets you buy one card. You only need one card because it is reusable.

C – MULTIPLE FARECARDS: This lets you buy up to six SmarTrip® cards at one time. This is for someone buying more than 1 SmarTrip® card, usually for different people.

Press the letter next to the option you want. (This will probably be **B – SINGLE FARECARD**.)

This picture shows the white plus and minus buttons in the middle, a slot to insert cash on the left, and a place to insert a debit or credit card on the right.

3. Select payment method:

Now choose how you are going to pay for the SmarTrip® card.

The machines accept cash and major credit and debit cards. Press the letter next to the payment option you want.

4. Choose amount and pay:

After you select your payment method, choose how much money you want to put on the card.

Use the white plus and minus buttons in the center of the machine to show the amount of money you want on the card.

Note that all new cards cost at least $10 each: $2 pays for the card, and the remaining $8 is value on your card to pay for travel.

5. Insert payment:

If you are paying in cash, insert your money on the left side of the machine. For cash payment, you can only use $1, $5, $10, and $20 bills. The machines only provide up to $10 in change. Change is returned in coins.

If you are using your debit or credit card, insert it on the right side of the machine. You may be prompted to enter your PIN number for a debit card or your ZIP code for a credit card.

> "**Success begins with the words that are running through your mind.** The only thing that doesn't change is change itself. Learn about what has changed, set goals, and create steps to make them happen. Be willing to bend a little along the way."
>
> *—Charles Elliot*

HOW TO ADD VALUE TO YOUR SMARTRIP® CARD

SmarTrip® cards are reusable. You only need to buy a card once. After that, you

just add money to the card as needed.

To add value to your card, you can use either the black "**Add Value**" machines or the orange and blue "**Fare Vending**" machines.

1. **Tap your MetroCard** on the white circle with the word "**Target**" above it.
2. **Select purchase:** Follow the instructions on the screen.
3. **Insert payment:** The machine will suggest that you add $10 to your card. Use the white plus and minus buttons above "**Insert Payment**" to increase or decrease the amount you want to add. Then insert cash or a debit or credit card.
4. **Tap card:** After you make your payment, you must place your card against the target again to finish adding money to the card. After that, the money will be on your card, and you are all set for travel.
5. **If you need help:** Ask for assistance from the Metro employee in the booth.

To exit a Metrorail station, you will need to have enough money on your **SmarTrip® card.**

If you get off the train and do not have enough money on your SmarTrip® card, the fare gate will prevent you from exiting.

In this case, go to a brown and orange "**Exitfare**" machine near the fare gates. Tap your card against the target on the Exitfare machine. The machine will show how much money you need to add. Insert cash to pay what you owe. Then tap your card against the target again.

Note: that Exitfare machines accept only cash. They do not accept debit or credit cards. See on the previous page.

Organizations that may help with SmarTrip® cards:

- Mayor's Office on Returning Citizen Affairs (MORCA)
- Metro Transit Accessibility Center
- Voices for a Second Chance (VSC)

5.3 GET A CELLPHONE, PHONE NUMBER, AND FREE VOICEMAIL

Having access to a phone and voicemail, especially a cellphone, is not a luxury — it is a necessity. You need a phone to find

housing and job leads. You need it to keep in touch with organizations that are helping you. A phone is also important for communicating with family and friends. Cellphones provide access to the Internet, which lets you find news and information on your phone. The government and many phone providers offer affordable cellphones and service.

LOW-COST PHONES

Under the **Lifeline Program for Low-Income Consumers**, the federal government may offer you a phone at very low cost. You can qualify for Lifeline if your income is below a certain level. You also qualify if you receive Medicaid, Supplemental Nutrition Assistance Program (SNAP), Social Security Income (SSI), a veteran's pension, public housing assistance, or certain types of Tribal assistance. You will need to prove your income and your identity when you apply for Lifeline.

Three cellphone companies in the D.C. area participate in Lifeline: **Assurance Wireless**, **Access Wireless**, and **Safelink Wireless**. **Verizon** participates only for landline phones and Internet service (not cellphones). To apply for Lifeline, contact one of these providers and ask for an application.

There are also commercial phone providers that offer low-cost plans. You can get a pay-as-you-go plan or a prepaid phone plan. There are also monthly plans that typically cost from $9.99 to $40.00

a month. Reentry service providers may be able to help you find a low-cost cellphone plan.

> "**Technology has advanced tremendously** since I was last able to access it. The challenges I have been presented with were everything from becoming comfortable with cell phones, tablets, computers, elevators, shopping at self-check-out machines, ATM use, Metro Smart card loading and usage, navigation systems, and on-line job applications."
>
> —*Yusef Rabb*

FREE PHONE NUMBERS

If you can't afford a cellphone, you can still get a phone number. You can apply for a free phone number from Google Voice. Google Voice lets you make calls on any computer that has a microphone and is connected to the Internet. You can also receive voicemails and text messages through Google Voice. This is a good free

option if you need a phone number so that family, friends, employers, caseworkers, and others can reach you. To apply online, go to **voice.google.com**.

FREE PHONE CALLS USING THE INTERNET

You can also make free calls using a smartphone, tablet, laptop, or computer even if you cannot afford a cellphone data plan. Start by connecting to the Internet at a place that offers free Wi-Fi, like a public library, coffee shop, or community service provider. Once you have connected to free Wi-Fi, you can make free phone calls through Google Voice. There are many other free apps, including WhatsApp, that allow you to communicate through phone and video calls and text messages.

Websites that provide phone service:

- www.lifelinesupport.org
- https://voice.google.com/about
- https://hangouts.google.com/
- https://www.whatsapp.com/

Organizations that can help you get phone service:

- HopeOneSource D.C.
- D.C. Mayor's Office for Returning Citizen Affairs (MORCA)
- Voices for a Second Chance (VSC)

5.4 GET A POSTAL MAILING ADDRESS

If you do not have a home address, the following organizations will receive and hold your mail:

The D.C. Mayor's Office for Returning Citizen Affairs (MORCA)

2100 Martin Luther King Jr. Ave, SE
Suite 100
Washington, DC 20020
(202) 715-7670

Voices for a Second Chance (VSC)

1422 Massachusetts Ave, SE
Washington, DC 20003
(202) 544-2131

Friendship Place

4713 Wisconsin Avenue, NW
Washington, DC 20016
(202) 364-1419

Miriam's Kitchen

P.O. Box 58097
Washington, DC 20037
(202) 452-8926

Thrive DC

They will hold your mail **but** you must be accepted as a client to use their address.

You can apply to use their mailing address by filling out a one-page form.

1525 Newton St. NW
Washington, DC 20010
(202) 737-9311

If you are enrolled with a Core Service Agency (CSA—D.C.'s mental health providers), they will let you use their addresses. You can check the Access Helpline to find out if you are enrolled by calling 1 (888) 793-4357. If you are

in the D.C. Jail, you can ask to see the Department of Behavioral Health Liaison to get connected to a CSA before your release.

Please call these service providers to confirm their services as they may have changed after the recent pandemic. They may refer you to other organizations. Also, be sure to note the amount of time for which each organization will hold your mail.

5.5 LEARN ABOUT CHANGES IN TECHNOLOGY

We are living in what is often called the "Information Age." Technology has drastically changed the way that people live and communicate. Most people use the Internet, smartphones, and computers every day.

INTERNET

The Internet is a worldwide network of computers and other devices that can communicate with each other. The Internet allows you to find all kinds of information about practically anything you can think of.

You can use the Internet on a computer, a tablet (which is a kind of mini-computer), or a smartphone (a cell phone that goes on the Internet).

SMARTPHONES

Smartphones are cellphones that let you do more than make phone calls. They let you play movies and television shows, read electronic books, visit websites, read and send emails, play games, listen to podcasts (audio recordings) or music, take photos, and record videos. You can use a smartphone to track your banking information, shop online, order food, refill prescriptions, pay a parking meter, track your health data, and much more.

SMARTPHONE APPS

Apps — short for applications — are programs you can add to your smartphone. For example, your bank might

have an app that allows you to deposit checks, transfer money, and check your account balance using your smartphone. There are even phone apps for dating or connecting with people in your area based on shared interests. One day, we may even have an app for *The Navigator*!

> "**Technology changed drastically since I was incarcerated.** People didn't have cell phones and computers weren't popular yet. I was lucky to have the opportunity to take a few computer classes before I was released. I would recommend this for anyone who is expecting to be released. If you aren't able to do it while incarcerated, I highly recommend that you take a class once you are released. Everything is done on a computer these days, from trying to get your vital records, applying for a job, even getting in some buildings require some technology skills."
>
> — *Eric Weaver*

COMPUTERS

Computers have become an important part of our world. We use them for both personal and professional activities. Most employers now require job seekers to submit their applications online. Most organizations in this guide have a website. You will need access to a computer to visit these websites. Many organizations will help you learn to use a computer. We provide some information about the typical features on a webpage (websites have multiple webpages) below to get you started.

1. **Address Bar:** This tells you what website you are looking at. If you know the name of the website you are looking for (ex. "Google.com" or "pdsdc.org") you can type the address here and then hit the "enter" key on the keyboard to be taken directly there.
2. The arrow pointing left will take you to the last page you were on. The arrow in a circle will reload the page you are currently on.
3. These buttons control the "window" that you are looking at. The "–" will minimize the window, meaning you

haven't closed it, but it will go away from the screen until you want it again. The small square will make the window smaller so it won't take up the whole screen. The "x" will close the window. If you close the window, when you reopen the internet, you will not see what you previously had up.

4. "Gmail" will take you to your email if you have a Google email address. "Sign in" will let you sign in to your Google email address. If your email is with a different service (ex. Yahoo,

Hotmail, Outlook), you will have to go to their webpage to sign in. You have a Google email address if it says "@gmail.com" at the end.

5. **Search Bar:** This lets you search the internet for content. Type what you are interested in and then hit "Google Search."

6. **Task Bar:** It may look slightly different or have different icons on it depending on what computer you are using, but it always serves the same basic purposes. If you click on the icon, the computer will show you the corresponding program. Here, if you clicked on the yellow, green and red circle, it would open a new Google webpage. If you already had a webpage open through Google, but had it minimized, this would show you the webpage you minimized.

7. The right hand side shows you the time and date. The right side menu will also often have things like the sound control for the computer, which is the little speaker icon. If you don't see the speaker, you can click the "^" and it will give you more options.

8. Clicking here will bring you back to Google.com.

9. This provides you other types of searches. If you click "Maps" it will search maps for "PDS DC," which is our search term. If you click "Images," the computer will show you images of "PDS DC."

10. This is where Google displays the results of your search. If you click one of the words in blue, called links, the computer will take you to that webpage.

COMMON COMPUTER TERMS

When you are on the computer, you can search for information using what is called a web browser. Popular web browsers include Internet Explorer, Google Chrome, Mozilla, Firefox, and Safari. To use a particular web browser, use the mouse to click the icon for that browser. An icon is a small image, usually a symbol, used

to represent a function or feature of the computer screen. Icons make it easier to recognize and locate items on the screen. A new window will open on your computer screen, and you will be on the Internet! You can use the Internet for many things — even to learn more about computers. Try typing "computer basics" in the search bar and press enter to learn more. If this all sounds confusing, don't worry – there are organizations listed in the directory at the end of this chapter that will help you learn basic computer skills.

SAFETY TIPS FOR USING THE INTERNET

It is very important to protect your personal information. The Internet has made it easier for your identity to be stolen. Identity theft is when someone takes your personal and financial information and uses it for their own benefit. A common example is when a person finds your credit card number and uses it to buy things.

Follow these tips to help protect your information:

Do not share private information online. Never share your username, password, credit card information, or Social Security number by email. Even emails that appear to be from a trusted source could be an attempt to steal personal information from you. Always be careful about sharing your personal information.

Do not post personal information on social media (E.g., Twitter, Facebook, Instagram). Some examples of personal information are your address, Social Security number, or a picture of your driver license or other ID.

Review your credit reports and shred old documents. Get a free copy of your credit report from a credit agency (Experian, Equifax, or TransUnion). Call the credit agency if you find any errors in your report. When you throw away personal documents, shred them. This prevents others from stealing your personal information.

If you think someone has stolen your identity, you can freeze your credit report. This prevents anyone from using your credit to buy things. Contact all three credit report agencies (Experian, Equifax,

and TransUnion) if you need to request a credit freeze. Learn more about credit in Chapter 15: Finances.

Create unique passwords. Create a different password for each online account that you create. People can guess easy passwords. They can even guess the answers to personal questions companies use to try to protect your account. Change your passwords regularly to prevent your accounts from being broken into.

> "**I developed an attitude for change.** It was extremely challenging residing in a place with no resources to help me make the changes I needed. I decided to change my life and my way of living although I had no tools to work with except determination."
>
> *—Diane Carter Bryant*
> *(from Diane's longer story)*

5.6 CREATE AN EMAIL ADDRESS

Email allows people to send and receive written messages electronically. You can create a free email account with Google, Yahoo, MSN, and other providers. You will want an email address to submit job applications and to allow employers and others to get in touch with you. When using email for professional purposes, you should create a very basic email address based on your name. For example, if your name is Mark Jones, you could use Jones.M@gmail.com or M.Jones@gmail.com or Mark.Jones@gmail.com. Once you start using your email address, be sure to check your account regularly for messages you might need to respond to.

Your name will appear exactly as you write it on your email account. Be sure to spell it and capitalize it correctly.

Your username is unique to you. You may have to try several usernames to find one that hasn't been taken.

Be sure to save your password in a secure location. You will need it to log in to your account.

When you're finished creating your account, click "Next."

Creating a Google email account enables you to use many of Google's tools:

- Google Docs lets you type documents, like a resume or a list of references for a job.
- Google Calendar helps you keep track of appointments.
- Google Maps can help you find your way around the city.

Organizations that can help you learn to use a computer and access the Internet:

- Byte Back
- Connect.DC
- D.C. Public Library
- EveryoneOn

> "If you don't have a family support system, some kind of group or organization, or something to aid and assist you out here in society, you're going to perish, you're going to fail. Like me for example, I had been in for 43 years. I didn't know anything. I'm learning how to operate a computer. I'm learning how to talk to people because it's totally different in prison. **Pay attention to your family because they're a reflection of society.**"
>
> —*Quinton Tabron*

5.7 MANAGE PERSONAL AND PROFESSIONAL SOCIAL MEDIA ACCOUNTS

People around the world use "social media" online with their friends, in a "network" such as Facebook, Twitter, Instagram, and LinkedIn. Social media allows users to communicate with each other online. People post pictures, comments, and "status updates." Users can click "like" and other reactions to people's posts. They can also "share" posts with their network.

Social media is also used in the professional world. Companies use social media to promote their products and services. They also use social media to advertise jobs and learn more about job applicants.

You may want to keep your professional and personal use of social media separate. LinkedIn is a good site for professional use. You can create a LinkedIn profile that describes your skills and work experience. When you create a social media profile

for personal use, you might want to use only your first and middle names to protect your privacy.

TIPS FOR SOCIAL MEDIA USE

Social media is fun to use and can be very useful. But there are things you need to watch out for. Following these tips will help you avoid problems with social media.

Think before you post. Remember that once you post something on social media, it is public and permanent. Even if you delete a post, people may still be able to find it. For example, someone might have shared your post. And a copy of the post might be stored somewhere.

Don't post anything you wouldn't want an employer to see. Remember that your current or future employers may be able to see what you post on social media. Depending on what you post, this can interfere with your employment. People have lost their jobs or have been violated on supervision because of things they posted online.

Be careful who you "friend" on social media. On social media, you can accept or decline requests to connect with someone. On Facebook, these are called "friend requests." When you accept a person's friend request, you can see more of their information and they can see more of yours. You should only accept requests from people you know. Be careful not to share personal information with people you do not know.

Understand where information comes from. Remember that anyone can publish information on the Internet. So there is a lot of information out there. But not all of that information is accurate. There are fact-checking websites where you can find out if something you read is true. Try **www.snopes.com/** or **www.factcheck.org/**.

"**S**ee your goal
Understand the obstacles
Create a positive mental picture
Clear your mind of self-doubt
Embrace the challenge
Stay on track
Show the world you can do it!!"

—D.C. Reentry Taskforce

“While I was incarcerated, I knew I had to do something different and that going back into the streets was not an option. I had to ask myself, ‘Do I want to continue to repeat the same pattern or do I want to make a difference?’

I decided I wanted to lead by example and encourage our men and women. If I can do it, you can do it too. I had no idea that it was going to take constantly going after what my heart desired. I wanted to change my mind from ‘hustle mentality’ to ‘CEO mentality.’ In order for me to do that, I had to get some experience under my belt, so I could one day run my own successful business.

When I was released from prison, I hit the ground running. Even though I knew I had no experience in the position I was going for, I knew I had the skills and the gift to operate successfully in the role. I just needed someone to give me the opportunity to work. In addition, I had no knowledge on how to create a resume, how to use the computer to search for a job and apply, or how to prepare for an interview. I had to learn fast, so when I came home, I contacted some of my connections to see if I could get help. One of my resources worked at the career center. She told me I needed to come register at the career center, so I would be able to find a job and get additional assistance.

I went to register at the center. At that time there was a Price Rite Grocery store that was opening in Baltimore, MD. When I went to the Price Rite, the

hiring people from their HR department were looking for someone who had scheduled an interview for a cashier position. The person never showed up, and in that moment, I knew that was my time to sell myself. I didn't know how, but I knew I had to think fast on how to sell myself to get the job. This was a perfect opportunity to go for it. I walked up to them and said, 'I may not be the person you are looking for, but I am ready and I have the skills you are looking for.'

The lady told me to go have a seat. In response I said 'ma'am I've been sitting throughout my life and I don't have time to take a seat, and we don't have time to waste. If you are in need of someone for the position, then what are you waiting for?' She said 'we can walk to the back, so I can do your interview.' Before we sat down to start the interview, I shook her hand and smiled.

During the interview, they asked if my work experience with the Maryland Department of Safety was at a prison. I was upfront and said yes. I knew I had to take control of the interview and take the focus off the fact that the job was in a prison. I focused on explaining what I did on the job instead. The grocery store hired me as a cashier, and two weeks later, I was promoted to a different position.

I want to encourage everyone that no matter where you come from or what you've done, you have to continuously work on yourself and recognize your worth and what you bring to the table. We all make mistakes, but don't let what you've done define who you are, where you are going, and what you can do."

— *Tanisha Murden*

5.8 DIRECTORY OF RESOURCES

Organization	Information
Byte Back 899 North Capitol Street, NE Suite 850 Washington, DC 20002 D.C. Location: (202) 529-3395 Baltimore Location: 1 (866) 942-0143 **https://byteback.org**	Byte Back is a local nonprofit that provides computer training, computer skills certificates, and job training. Byte Back's computer courses are offered at libraries, nonprofits, and other convenient locations. Byte Back also provides classes in the Mobile Tech Lab, which brings training directly to public housing residents.
Connect.DC 200 I Street, SE Washington, DC 20003 (202) 266-6328 **https://connect.dc.gov/**	Created by the Office of the Chief Technology Officer (OCTO), Connect.DC aims to bridge the digital divide by making technology easier to use, and more accessible and affordable for D.C. residents. It offers free and discounted technology products and services, including affordable Internet. Go to the website to learn more and find free computer classes in your area.

Organization	Information
D.C. Public Library: Anacostia Neighborhood Library 1800 Good Hope Road, SE Washington, DC 20020 (202) 715-7707 **www.dclibrary.org/**	D.C. Public libraries can assist you in learning how to use the Internet and a computer. There are over 25 libraries in D.C. To find the closest branch, call or go online: **www.dclibrary.org/hours-locations**. The Anacostia branch is within walking distance of the Mayor's Office of Returning Citizen Affairs.
Equifax P.O. Box 740241 Atlanta, GA 30374-0241 1 (888) 685-1111 **www.equifax.com**	Equifax is a credit bureau that tracks the credit history of borrowers in order to generate credit reports and credit scores. It sells this information to banks and other financial institutions in order to help them determine the credit risk of their customers.
EveryoneOn **www.everyoneon.org/lowcost-offers**	EveryoneON provides low-cost Internet plans. You will need to apply and meet eligibility criteria to get approved. Go to the website to learn more.
Experian P.O. Box 2104 Allen, TX 75013-0949 1 (888) 397-3742 **www.experian.com**	Experian is a credit bureau that tracks the credit history of borrowers in order to generate credit reports and credit scores.

Organization	Information
HopeOneSource DC www.hopeonesource.org	HopeOneSource DC sends texts to your phone with daily information about available food, clothing, housing, jobs, and social services. If you have a cellphone or access to a computer, sign up by going to the website. If you do not have a phone, find out if you are eligible for a Lifeline phone.
Metro Center Station 12th & F Streets, NW Washington, DC 20005 www.wmata.com/fares/stores.cfm	You can buy a Senior SmarTrip® card at Metro Center Station by showing a valid photo ID that proves your age. You may also purchase one at any store that sells SmarTrip® cards. Use the website to find a location near you.
Mayor's Office on Returning Citizen Affairs (MORCA) 2100 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 715-7670 https://communityaffairs.dc.gov/morca	MORCA has worked with Byte Back to provide computer training to help people prepare for jobs. They also provide zealous advocacy, high-quality services, case management, and referrals to empower previously incarcerated people to help them successfully reintegrate into the community.

Organization	Information
Metro Transit Accessibility Center 600 5th Street, NW Washington, DC 20001 (202) 962-2700 **www.wmata.com**	Metro Transit Accessibility Center sells Reduced Fare and Senior SmarTrip® cards. Senior citizens and people with disabilities can also get free training on how to use Metrobus and Metrorail services by calling (202) 962-1100.
TransUnion P.O. Box 1000 Chester, PA 19022 1 (800) 916-8800 **www.transunion.com**	TransUnion is a credit bureau that tracks the credit history of borrowers in order to generate credit reports and credit scores.
Voices for a Second Chance (VSC) 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 **www.vscdc.org**	VSC welcomes people reentering the community following incarceration. VSC helps with accessing mail, IDs, Social Security cards, transportation, and clothing. VSC can also help teach you how to use the Internet and operate a computer.

6

IDENTITY DOCUMENTS AND PERSONAL RECORDS

IDENTITY DOCUMENTS AND PERSONAL RECORDS

6

This chapter tells you how to obtain important identity documents and personal records. You will need to have important identification documents and personal records with you after your release. This will allow you to apply for jobs, housing, and social services. Obtaining these records and keeping them organized can help you achieve your goals.

THINGS TO DO AND CONSIDER

- ☐ 6.1. Keep Your D.C. Jail or BOP Photo ID and Release Paperwork
- ☐ 6.2. How to Get Your BOP Records
- ☐ 6.3. How to Get Your D.C. Jail Records
- ☐ 6.4. How to Get a D.C. Birth Certificate
- ☐ 6.5. How to Get Your Social Security Card
- ☐ 6.6. How to Get Your D.C. REAL ID Driver License or Non-Driver Identification Card
- ☐ 6.7. File a Legal Name Change
- ☐ 6.8. Apply for a U.S. Passport if You Are a U.S. Citizen
- ☐ 6.9. How to Request Military Discharge Papers and Apply for Veterans Benefits
- ☐ 6.10. Obtain Your Marriage Records
- ☐ 6.11. Obtain Your Divorce Records
- ☐ 6.12. Obtain Your Education Records
- ☐ 6.13. Obtain Your Arrest and Court Records
- ☐ 6.14. Directory of Resources

6.1 KEEP YOUR D.C. JAIL OR BOP PHOTO ID AND RELEASE PAPERWORK

Your D.C. Jail or BOP photo ID and release paperwork will help you get important identification. If you are on probation, parole, or supervised release, you can get a letter from the Court Services and Offender Supervision Agency (CSOSA) certifying your name and D.C. address. These documents can help you get a fee waiver for your D.C. driver license or non-driver identification card (see section 6.6. for more). They can also help establish your identity and residency when you request your birth certificate.

6.2 HOW TO GET YOUR BOP RECORDS

MEDICAL RECORDS

While you are incarcerated, you can ask to receive a copy of your health records by completing an Inmate Request to Staff (Form BP-A0148). If you need to request your medical records after you have been released, send a notarized Freedom of Information Act (FOIA) request to the BOP address included in the directory at the end of the chapter.

You can receive the first 240 pages of your records for free. You will have to pay 10 cents for each additional page.

GED RECORDS

If you received your GED while in the BOP, get a copy of your transcript before you are released. The BOP does not keep or give out GED transcripts after release. To learn more, you can read section 6.12. of this chapter, Chapter 1: Preparing for Release from the Federal Bureau of Prisons (BOP), or Chapter 14: Education.

Organizations that can help you obtain your BOP records:

- The Federal Bureau of Prisons Freedom of Information Act (FOIA) office

6.3 HOW TO GET YOUR D.C. JAIL RECORDS

MEDICAL RECORDS

At least thirty (30) days before your projected release date, you should ask your case manager for a Freedom of Information Act (FOIA) medical records request form. After you complete the form, submit it to the D.C. Jail's FOIA office. You can ask them to mail your medical records to an address that you provide. Otherwise, they will give you a date after your release to come back to the jail to pick them up.

If you need to request your medical records after you have been released, send a notarized FOIA request form to the D.C. Department of Corrections FOIA address listed in the directory at the end of this chapter.

GED RECORDS

The D.C. Jail does not receive a copy of your GED certificate. You must request it online. To learn more, you can read section 6.12. or Chapter 2: Preparing for Release from the D.C. Department of Corrections (DOC) or Chapter 14: Education.

Organizations that can help you obtain your D.C. Jail records:

- The Freedom of Information Act (FOIA) Office (sponsored by the D.C. Department of Corrections (DOC))

6.4 HOW TO GET A D.C. BIRTH CERTIFICATE

You or your parent, sibling, adult child, grandparent, or legal representative (which may include your attorney, guardian, or social worker) may order your birth certificate in person, by phone, by mail, or online at the D.C. Department of Health's Vital Records Division. If you are requesting your own birth certificate, you must show ID. Family members ordering your birth certificate for you must provide (1) a copy of their own birth certificate to show their relation to you and (2) a photocopy of their valid and current government-issued picture ID. Legal representatives have additional requirements that they must present to obtain your birth certificate. You may access the D.C. Birth Certificate Application, which lists these additional requirements, here: **vitalchek.com/Fax-Phone/DC_Birth_Application.pdf**.

	How to order a D.C. Birth Certificate	Payment information
Walk-in	Department of Health Vital Records Division ATTN: New Applications Dept. 899 North Capitol Street, NE, 1st Floor Washington, D.C. 20002 8:30 a.m. – 3:30 p.m. Monday – Friday. Closed on major holidays. Call to confirm times.	Certified birth certificate: $23 Administrative copy: $10 (can be used for your own records, but is not an official copy)
Phone	1 (877) 572-6332 • Select option # 2 • Have your payment and certificate information ready before calling.	Certified birth certificate: $23 Processing fee: $15.95 Regular mail: free Expedited shipping: additional fee Payment by credit card, debit card, or e-check.
Mail	• Download an application from **www.vitalchek.com** • Mail your completed application to: Department of Health Vital Records Division ATTN: New Applications Dept. 899 North Capitol Street, NE, 1st Floor Washington, D.C. 20002 • Include a photocopy of your official photo ID.	Certified birth certificate: $23 Processing fee: $6 Regular mail: free Expedited shipping: additional fee Payment by credit card, debit card, check, or money order. Do NOT send cash.
Online	Available 7 days a week, 24 hours a day.	You choose the shipping speed. Payment by credit card, debit card, or e-check.

No matter how you apply, you will have to provide a photo ID. An expired or damaged ID will not be accepted. You can use any of the following types of ID:

- D.C. or state-issued driver's license
- D.C. or state-issued non-driver's ID card
- Passport or passport card
- Permanent resident card
- Employment authorization card
- Department of State card
- Military ID card
- Law enforcement ID
- Government employee ID

If you do not have any of the IDs listed above, you must provide TWO items from the list below:

- Valid, unexpired employment ID card with photo AND a pay stub dated within the last sixty (60) days
- Expired U.S. driver license, non-driver ID card, or passport (expired within the last five [5] years)
- School ID card with photo from U.S. jurisdiction or territory, issued or expired within the last three (3) years AND a report card, transcript, or other proof of school enrollment within the past three (3) years
- Department of Corrections ID card with photo
- Release/Discharge papers with photo; Probation, Parole, Supervised Release documents
- Social Security card
- Vehicle registration or title
- U.S. Selective Service card (draft card)
- Voter registration card
- Federal census records
- Court documents
- Pay stub dated within the last thirty (30) days

- Utility bill dated within the last 60 days
- Valid D.C. ONE Card
- W-2 or completed federal tax return from the previous year
- DD-214 (proof of military service)
- Legible printed copy of primary or secondary photo ID

To learn about applying for a birth certificate from another state, go to this website: www.cdc.gov/nchs/w2w/index.htm.

Organizations that can help you apply for your birth certificate:

- Bread for the City
- Transition Assistance Program (TAP) sponsored by the Chevy Chase Presbyterian Church
- Voices for a Second Chance (VSC)

6.5 HOW TO GET YOUR SOCIAL SECURITY CARD

A Social Security number is important because you need it to get a job, collect Social Security benefits and get some other government services. You should **keep your Social Security card in a safe place with your other important papers** and avoid giving it out unnecessarily. You can order three types of Social Security cards: **original, replacement,** and **corrected**. The documents you need to provide depend on the type of card you need.

You will need to prove citizenship, age, and identity. One document may be used for two purposes — for example, to prove both U.S. citizenship and age. However, you must provide at least two separate documents to apply for a Social Security card. Only originals or certified copies are accepted —not photocopies.

"It was exhausting getting my government issued ID when I first got out in 2001. I was connected to an organization to help me secure my ID. It was embarrassing trying to get an ID with a prison ID. Once I got it, it was like gold! Things started falling in place after that — food stamps, Medicaid, applying for jobs, a driver's license, and bank accounts — the works! **I felt like a citizen**."

–Charles Elliot

Social Security Card Type	Acceptable Documents		
	Acceptable documents	If a birth certificate exists, you must submit it. If it does not exist, secondary documents may be accepted.	These are the only documents accepted. They must be current, show your name, date of birth, and a recent photo. Present one of the primary documents. If you cannot, use secondary documents.
Original Card	**Proof of Citizenship**	**Proof of Age**	**Proof of Identity**
Requires an in-person interview to prove that you were never assigned a Social Security number.	• U.S. birth certificate • U.S. passport	**Primary** • Birth certificate **Secondary** • Religious record made before the age of 5 • U.S. hospital record of your birth • U.S. passport	**Primary** • U.S. driver license • State-issued non-driver identification card • U.S. passport **Secondary** • Employee identification card • School identification card • Health insurance card (not Medicare) • U.S. military identification card
Replacement Card	**Proof of Citizenship**	**Proof of Age**	**Proof of Identity**
You can replace your Social Security card for free if it's lost or stolen. You may not need a replacement card if you know your Social Security number (SSN).	• U.S. birth certificate • U.S. passport	Does not apply	

Corrected Card	Proof of Citizenship	Requires proof of legal name change
If you legally change your name because of marriage, divorce, court order, or any other reason, you need to tell Social Security and request a corrected card.	• U.S. birth certificate • U.S. passport Only required if you have not previously established citizenship	• Marriage document • Divorce decree • Certificate of naturalization showing new name • Court order approving the name change

Organizations that can help you apply for a Social Security card:

- Bread for the City
- The United States Social Security Administration (SSA)
- Foundry United Methodist Church
- Mayor's Office for Returning Citizen Affairs (MORCA)

6.6 HOW TO GET YOUR D.C. REAL ID DRIVER LICENSE OR NON-DRIVER IDENTIFICATION CARD

In order to get a driver license or ID card, you need to apply in person at a D.C. Department of Motor Vehicles (DMV) Service Center. You will need to bring documents that prove your identity, your Social Security number, and your D.C. residency. One document may be used as proof in more than one category, but you must show at least **two** documents.

Proof of Identity – ONE of the following:
• Letter/Release Papers with your photo from CSOSA, D.C. DOC, or BOP certifying your name, date of birth, Social Security number (SSN), and address (ID card will only be valid for 6 months if using this proof) • United States birth certificate or birth certification card • Valid REAL ID driver license, learner permit, or non-driver identification card • Unexpired U.S. passport or passport card • U.S. Certificate of Citizenship • Consular Report of Birth Abroad issued by the U.S. Department of State
Proof of Social Security Number – ONE of the following:
• Social Security card with your full name, SSN, and signature • Pay stub with your full name and full SSN • W-2 (wage and tax statement) with your full name and full SSN • Form 1099 with your full name and full SSN
Proof of D.C. residency - ONE of the following:
• Utility bill (water, gas, electricity, oil, telephone, cable, or Internet) with your name and address. Must have been issued within the last 60 days (disconnect notices are not accepted). • MORCA (Mayor's Office of Returning Citizen Affairs) address voucher. • Deed, mortgage, or settlement agreement with your name and property address • Unexpired lease or rental agreement with your name as the lessee, permitted resident, or renter. A photocopy is acceptable. • Unexpired sublease accompanied by the original unexpired lease with the name of the certifier as sublessor. • D.C. property tax bill with your name and property address. Must have been issued within the last 12 months. • Unexpired homeowner's or renter's insurance policy showing your name and address. • Statement from a bank, credit card, or investment account with your name and address. Must have been issued within the last 60 days. • Official mail from a government agency showing your full name and address. Must have been received within the last 60 days. Bring both the contents and the envelope. Mail from the DMV is not accepted. Change of address notifications from the Postal Service are not accepted. • Medical bill issued within the last 60 days showing your name and address. • Student loan statement issued within the last 60 days showing your name and address. • Home line of equity statement issued within the last 60 days showing your name and address. • Car or personal loan statement issued within the last 60 days showing your name and address. (No coupon books or vouchers accepted.) • Home security system bill issued within the last 60 days showing your name and address.

Alternate proofs of D.C. residency	
D.C. DMV Proof of Residency Certification	• D.C. DMV Proof of Residency form signed by the certifier residing at the residence AND a copy of the certifier's unexpired D.C. Driver license or D.C. ID and 2 proof of residency documents (i.e., utility bill, telephone bill, etc.) in the certifier's name.
D.C. DHS-Homeless Services Verification of Homelessness Voucher	• Go to a Department of Human Services **Homeless Services Certified Provider**. Obtain a letter on agency letterhead from a caseworker that verifies that the you are experiencing homelessness and that you may use the agency address for D.C. residency and have that address on your ID. • Take this letter to DHS Homeless Services at 64 NY Ave NE, 6th Floor and exchange it for a DHS Verification of Homelessness Voucher. • Take this voucher to the DMV as proof of D.C. residency. • This letter also qualifies you for a Fee Waiver at DMV
Letter with picture from Court Services and Offender Supervision Agency (CSOSA)	• Applies to individuals on **probation**, **parole**, or **supervised release**. • Letter must certify name, D.C. residency, and have been issued within last 60 days. • This letter qualifies you for a Fee Waiver at DMV.

GETTING A FEE WAIVER

If you cannot pay the ID fees, you may be able to get them waived.

- If you have been **previously incarcerated**, you qualify for a free D.C. non-driver ID within six months of your release if you bring a letter with your photo from the Court Services and Offender Supervision Agency (CSOSA) or the D.C. Department of Corrections (DOC) or the Federal Bureau of Prisons (BOP). The letter must confirm your name, date of birth, Social Security number, and address.
- If you are **experiencing homelessness**, and living outside or in a shelter you may use the DHS Verification of Homelessness Voucher in order to have the fee waived and to serve as proof of residency (you must still provide proof of SSN and identity).
- If you are a **senior**, you are entitled to a fee waiver for being over age 65 for both original and renewal cards. You must still show identity, SSN, and residency proofs.

> "My piece of advice for returning citizens is try not to do everything in one day or on your own. As I give this advice, I've been trying to acquire a social security card for the past 10 weeks. Some things we can't do by ourselves. My advice would be to take your time, let things come to you, **listen to people in your circle, and seek out information in the field from people not in your circle**."
>
> *–Calvin Bright*

D.C. REAL ID DRIVER LICENSE

To get your D.C. REAL ID driver license, you will also need to provide proof of your ability to drive. You will need to show one of the following:

- U.S. driver license that has not been expired for more than 90 days
- Certified driving record issued by another state within the past thirty (30) days
- Valid driver license from another country
- Unexpired D.C. learner permit AND proof that you have successfully completed the road skills test

If your out-of-state driver license has been expired for more than 90 days, you will also need to take the D.C. DMV knowledge and vision test.

If you had unpaid traffic or parking fines, your license may have been suspended before it expired. If so, you can renew your license if you pay off your debt or set up a payment plan to pay it. You can follow these steps:

1. Call the Mayor's Office of Returning Citizen Affairs (MORCA).
2. Tell them you would like a certification for the Central Collections Unit.

Source **here**

3. Ask them what you need to bring to prove that you were incarcerated and when you can come. (The person who handles this may not always be in!).
4. Go to MORCA to get the certification.
5. Take the certification to the Central Collections Unit. They will help you set up an affordable plan or find a way to lower your payment.

Organizations that can provide more information about D.C. REAL ID:

- Bread for the City
- Transition Assistance Program (TAP) sponsored by the Chevy Chase Presbyterian Church
- Court Services and Offender Supervision Agency (CSOSA)
- Department of Motor Vehicles (DMV)
- D.C. Department of Corrections READY Center
- Foundry United Methodist Church
- Mayor's Office on Returning Citizen Affairs (MORCA)
- Neighborhood Legal Services Program (NLSP)
- Tzedek D.C.

6.7 FILE A LEGAL NAME CHANGE

If you have not always gone by the same name, you might need to apply for a legal name change with the D.C. Superior Court. Common reasons for a name change include marriage and divorce, but you can change your name for other reasons, too. You will have to explain to a judge why you want your name changed. If your request is granted, you will receive a court order that states your new legal name. You can then use this document as proof of your identity. You should use this name on all of your important documents.

Organizations that can help you apply for a legal name change:

- Christian Legal Aid for the District of Columbia

6.8 APPLY FOR A U.S. PASSPORT IF YOU ARE A U.S. CITIZEN

Most U.S. citizens with criminal records—even those with felony convictions—can obtain a U.S. passport. Your local passport office can explain the very limited circumstances that would prevent you from receiving a passport.

If you are applying for a passport for the first time, you must appear at the passport office in person. You will need to bring the following:

- Evidence of U.S. citizenship
- Identification
- A passport photo
- Payment

Traveling to some countries may also require a travel visa. To learn about visa requirements by country, go to the U.S. State Department's **website** at **www.state.gov** and click on "Visas." Then click on "International Travel," and then click on "**country information.**" If you are on probation, parole, or supervised release, you will need to seek permission from your supervision officer before you travel out of the country.

Organizations that can help you apply for a U.S. passport:

- D.C. Public Library Passport Acceptance Office
- United States Postal Service (USPS)
- Washington Passport Agency

6.9 HOW TO REQUEST MILITARY DISCHARGE PAPERS AND APPLY FOR VETERANS BENEFITS

HOW TO APPLY FOR VETERANS BENEFITS

If you are a veteran, you may be eligible for full or reduced benefits through the Department of Veterans Affairs. Eligibility for specific benefits depends on length, location, and dates of service and on the type of discharge. Benefits include disability payments, pensions, free or low-cost medical care, education programs, housing assistance, business loans, counseling, and burial and memorial assistance.

You cannot receive benefits while you are incarcerated. But you can apply or reapply for benefits up to thirty (30) days before your release or any time after your release. If there is an active warrant for your arrest, you will not receive benefits.

To apply for benefits from the **Department of Veterans Affairs** at **www.va.gov** you will need a copy of your service discharge papers—form DD-214 or DD-215. (You will have a form DD-215 if any corrections were made to your DD-214.) If you are a World War II veteran, you will need your form WD.

HOW TO REQUEST MILITARY DISCHARGE PAPERS

You can request your military records online by going to **VA.gov** through their "milConnect" web portal. You or your closest living relative can also request your discharge papers from the Military Personnel Records of the National Archives. If you don't have access to one of the forms, you can write a letter to request your papers. Your request should include the following information:

- Full name used while in the service
- Service number
- Social Security number
- Branch of service
- Dates of service
- Date and place of birth

Your request must be signed and dated. Mail or fax your completed SF 180 or letter to the following:

National Personnel Records Center
1 Archives Drive
St. Louis, MO 63138
Fax: (314) 801-9195

You will receive a response in the mail. If you are denied benefits or think that your discharge should be upgraded, you have the right to appeal.

Organizations that can help you apply for veterans benefits:

- Mayor's Office of Veterans Affairs (MOVA)
- Mayor's Office on Returning Citizen Affairs (MORCA)
- National Veterans Legal Services Program (NVLSP)
- Veterans Legal Assistance Project – Neighborhood Legal Services Program (NLSP)
- The Veterans Consortium Pro Bono Program

6.10 OBTAIN YOUR MARRIAGE RECORDS

A marriage license is proof that a legally recognized marriage took place at a specific date and location. This document is often required to protect certain rights that come with marriage.

MARRIAGES BETWEEN 1811-PRESENT

You can order a copy of your marriage license from the Marriage Bureau in D.C. Superior Court in person or by mail. You must provide full names for you and your spouse, maiden name, and date of the marriage. You must also pay a fee—currently $10 for a certified copy (official document) – an unofficial plain copy may cost less. The Marriage Bureau maintains files of all D.C. marriage records between 1811 and the present. Contact information is located in the directory at the end of this chapter.

MARRIAGES BETWEEN 1870-1966

A marriage certificate is also a genealogical (study of family history) record that also can be accessed at the District of Columbia Archives. You can go to this office in person or submit a request online: **https://dcforms.dc.gov/webform/os-public-records-research-request-form-genealogy/**.

6.11 OBTAIN YOUR DIVORCE RECORDS

Divorce decrees are legal documents that show the date the court finalized your divorce. These decrees contain the terms of your divorce, such as child custody, property division, spousal support, and the basic facts of the divorce.

DIVORCES FINALIZED ON OR AFTER SEPTEMBER 16, 1956

You can order a copy of your divorce decree at the Domestic Relations Branch of the D.C. Superior Court. If you know which pages of the decree you want copied, you can request them by mail. You can also go in person. You should call to confirm the exact fee for a plain copy and a certified copy. Contact information is located in the directory at the end of this chapter.

DIVORCES FINALIZED BEFORE SEPTEMBER 16, 1956

You can order a copy of your divorce decree at the Washington National Records Center in Suitland, Maryland. You must call at least 24 hours in advance to schedule an appointment. You will need to bring the divorce case number, which you can try to locate through the Domestic Relations Branch of the D.C. Superior Court. You will have to show your ID to enter the center.

6.12 OBTAIN YOUR EDUCATION RECORDS

It is important to make sure you have all of your education records to access educational opportunities or to show potential employers. A **transcript** will indicate classes you have taken and how you preformed in them. You can also learn more in Chapter 14: Education.

D.C. HIGH SCHOOL DIPLOMA OR TRANSCRIPT

If you graduated from a high school that is still open, you should contact the registrar's office at that school. That office will verify your graduation date, create a duplicate diploma or transcript, and mail it to you. To find out if your high school is still open, go to this website: **http://profiles.dcps.dc.gov/**.

If you graduated from a high school that is now closed, you must submit your

request online through this website **https://dcps.mycusthelp.com/webapp/_rs/(S (xcf5loy5vspvdi5brv0y3hli))/supporthome.aspx**.

You must include a copy of your ID and a completed records release form.

Whether you attended a public charter school that is still open, or has since closed, you should contact the D.C. Charter School Board by phone at (202) 328-2660 and located at 3333 14th Street NW Suite 210, Washington D.C.

GED RECORDS

You can request your GED records online at **https://ged.com/life_after_ged/**. You must create an account using your email address. The current cost for a GED transcript is $15.

COLLEGE TRANSCRIPT OR DIPLOMA

You can contact the Office of the Registrar at the college or university you attended to request a copy of your diploma or transcript. You can find this contact information on the school's webpage or by calling the main telephone number.

There will likely be a fee.

You must submit your request in writing. You should include the following information:

- Full name at the time you were enrolled
- Date of birth
- Social Security number
- Name of college or university
- Graduation date (if applicable) or dates of attendance
- Degree(s) earned (if applicable)
- Current mailing address

If you are requesting a replacement diploma, you may need to provide a notarized sworn statement indicating how the original diploma was damaged or lost.

6.13 OBTAIN YOUR ARREST AND COURT RECORDS

ARREST RECORDS

Criminal records can affect your access to housing, employment, and public benefits. It is important to make sure all the information in your criminal arrest and court records is correct. D.C. criminal **arrest records** are maintained by the D.C. Metropolitan Police Department (MPD). D.C. criminal **court records** are maintained by the Superior Court for the District of Columbia.

MPD's Arrest and Criminal History Section provides two types of D.C. criminal records:

1. **MPD Arrest History Report for Purposes of the Criminal Record Sealing Act of 2006**. This record is sometimes called the "arrest record/history." This document should show all of your adult arrests, non-convictions, and convictions. It may also list arrests that do not appear in the court's criminal information database.

   You will need this document if you want to seal any part of your D.C. criminal record. This is not a public record. You should not provide this document to an employer or anyone else asking for a criminal background check.

> "**It took me two days to get my vital documents**. My first day I went to MORCA and got an ID and a Birth Certificate. My second day I went back to MORCA and got my Electronic Benefit Transfer card (EBT card), applied for Medicaid, and filled out my form for my Social Security Card. That Monday I opened up my bank account."
>
> *—Tyrone Walker*

2. **MPD Police Clearance**. This document is sometimes called "PD 70." Police Clearance only shows arrests from the past ten (10) years and only arrests that resulted in a conviction or forfeiture. Older arrests and arrests that did not result in a conviction or forfeiture still exist

even though they don't appear on your PD 70. This document is often requested by employers.

Both the arrest history report and PD 70 can be obtained at MPD headquarters at 300 Indiana Avenue NW, Room 1075. You must bring a valid government-issued ID, such as A DC Real ID or a driver license. Ask the clerk for the form you need (police clearance form 70 or the MPD Arrest History Report for the Purposes of the Criminal Sealing Act of 2006). The clerk will have you fill out the appropriate form and send you down the hall to make a $7 payment. You will need to pay with cash or a money order.

Police clearances are normally ready the same day or within twenty-four (24) hours. If you requested your MPD Arrest History Report, you will have to return to pick up the document, usually within ten (10) business days. When you receive the Arrest History Report, you should make sure that every arrest shows an arrest date, a charge, and the arrest number.

COURT RECORDS

For criminal court records from D.C. Superior Court, go to the Criminal Court Clerk in Room 4001. Give the clerk your date of birth and ask for a copy of your complete Superior Court criminal record. There is no fee. You can also search through your records yourself at the computers in Room 4001. You may ask the court clerk for help with your search.

Organizations that can help you obtain your arrest and court records:

- Rising for Justice
- The Public Defender Service for the District of Columbia (PDS)
- Foundry United Methodist Church
- Neighborhood Legal Services Program (NLSP)

"After serving a lengthy prison sentence and looking forward to coming home, my intentions were to return home and seek the services needed to reclaim my life. I had no idea what to expect, but I did know that my personal situation was dire and that in order to gain stability and normality I would need to put aside my pride and let people help me. Once back within the city limits, housed at D.C. Jail, I was afforded the opportunity to connect with the different agencies and organizations designed to assist citizens returning to the community. Because I was provided with various resources, services and the ability to make positive connections, I was well equipped to begin my transition process upon release. Of course, everything wasn't easy. However, when comparing my transition to my peers, I notice that plenty of my peers had a more difficult time transitioning which can be attributed to multiple reasons. **Navigating oneself through the D.C. network of resources is a rather interesting journey that requires resilience as well as guidance and support. I do believe, and now I can attest to the fact, that contrary to popular belief, there are people out here who truly do want to help you**. These are people who really want to see the impact of change in the lives of those in need. People want to help those that want to help themselves. That yearn and desire to better oneself inspires you and, in turn, better the lives of others.

I must attest to the known fact that housing is a major issue here in the District. For us transitioning it's an immediate need of dire urgency. I needed to secure that first and foremost. **Housing is a sturdy foundation to build upon**. After finding housing with the help of Jubilee, I was able to pursue other opportunities on the road to regaining my life back. Without stable, safe, and secure housing, transitioning is that much more difficult. That vital first step can be what propels an individual or hinders them."

— Obebe English

6.14 DIRECTORY OF RESOURCES

Organization	Information
Bread for the City Southeast Center 1640 Good Hope Road, SE Washington DC 20020 (202) 561-8587 Northwest Center 1525 7th Street, NW Washington, DC 20001 (202) 265-2400 **www.breadforthecity.org**	Bread for the City provides free assistance with the process of applying for non-driver IDs. They do not provide financial assistance or vouchers.
Christian Legal Aid of the District of Columbia 907 Maryland Avenue, NE Washington, DC 20002 (202) 710-0592 **www.christianlegalaid-dc.org/**	Christian Legal Aid provides free legal services if you want to apply for a legal name change in D.C.

Organization	Information
Criminal Division, The Superior Court of the District of Columbia 500 Indiana Avenue, NW Room 4001 Washington, DC 20001 (202) 879-1373 **www.dccourts.gov/superior-court/about**	D.C Superior Court's Criminal Division provides copies of D.C. criminal records.
D.C. Public Charter School Board 3333 14th Street, NW Suite 210 Washington, DC 20010 (202) 328-2660 **https://dcpcsb.org/**	The D.C. Public Charter School Board can help you obtain records from public charter schools. For a listing of open public charter schools, go to: **https://www.dcpcsb.org/find-a-school**.
D.C. Public Library Passport Acceptance Office (Interim Location) 2000 14th Street, NW 1st Floor Washington DC, 20009 (202) 727-3257 **www.dclibrary.org/passports**	Check the D.C. Public Library website for updated locations.
Department of Motor Vehicles (DMV) Benning Ridge Service Center 4525 Benning Road, SE Washington, DC 200019 311 or (202) 737-4404 **https://dmv.dc.gov/page/benning-ridge-service-center**	The DMV manages the safe operation of motor vehicles and issues D.C. Non-Driver Identification cards (known as "REAL ID") and drivers' licenses to applicants. Contact for more information and for other locations throughout the city.

Organization	Information
District of Columbia Archives 1300 Naylor Ct, NW Washington, DC 20001 (202) 671-1105 **https://os.dc.gov/service/researching-public-records**	The District of Columbia Archives holds historical and permanently valuable records of the D.C. Government such as birth and death records, wills, land records and marriage records between 1870 -1966. Call or email **archives@dc.gov** for research hours and/or to schedule an appointment.
Department of Motor Vehicles (DMV) Georgetown Service Center 3270 M Street, NW Canal Level – Suite C200 Washington, DC 20007 311 or (202) 737-4404 **https://dmv.dc.gov/es/page/georgetown-servicecenter**	The DMV manages the safe operation of motor vehicles and issues drivers' licenses to applicants. Contact for more information and other locations throughout the city.
Department of Motor Vehicles (DMV) Rhode Island Service Center 2350 Washington Pl, NE Suite 112N Washington, DC 20018 311 or (202) 737-4404 **https://dmv.dc.gov/page/rhodeisland-service-center**	The DMV manages the safe operation of motor vehicles and issues D.C. Non-Driver Identification cards (known as "REAL ID") and drivers' licenses to applicants. Contact for more information and for other locations throughout the city.

Organization	Information
Domestic Relations Branch, The Superior Court of the District of Columbia Moultrie Courthouse 500 Indiana Avenue, NW Washington, DC 20001 (202) 879-1261 Office of the Clerk of the Court (202) 879-1400 **www.dccourts.gov/superior-court/family-court-operations/domestic-relations-branch**	D.C. Superior Court's Domestic Relations Branch provides information on divorce records.
Foundry United Methodist Church 1500 16th Street, NW Washington, DC 20036 (202) 797-8806 **www.foundryumc.org/**	Foundry United Methodist Church helps with applications for birth certificates, IDs, Social Security Cards, or police clearances. They give vouchers to waive costs of applications. Call to confirm days and times of programs.
Mayor's Office of Veterans Affairs (MOVA) 441 4th Street, NW Suite 707 Washington, DC 20001 (202) 724-5454 or 1 (800) 275-8777 **www.ova.dc.gov**	MOVA provides veteran benefits, assistance, information, outreach, effective advocacy, claims processing assistance, and service provider coordination to veterans and their families.

Organization	Information
Mayor's Office on Returning Citizen Affairs (MORCA) 2100 Martin Luther King Jr Avenue, SE Suite 100 Washington, DC 20020 (202) 715-7670 **https://orca.dc.gov/page/morca-programs**	MORCA provides zealous advocacy, high-quality services, case management, and referrals to empower previously incarcerated people to help them successfully reintegrate into the community.
Metropolitan Police Department (MPD) 300 Indiana Avenue, NW Room 1075 Washington, DC 20001 (202) 727-9099 **https://mpdc.dc.gov/**	Bring photo ID and $7 to MPD headquarters to request a copy of your arrest history or police clearance.
National Personnel Record Center (NPRC); National Archives Military Personnel Records 1 Archives Drive St. Louis, MO 63138 (314) 801-0800 **www.archives.gov/personnel-records-center**	NPRC serves as the central repository of personnel-related records for both the military and civil services of the United States government.

Organization	Information
National Veterans Legal Services Program (NVLSP) Community Defender Division 1600 K Street, NW Suite 500 Washington, DC 20006 (202) 265-8305 **www.nvlsp.org/**	NVLSP offers free legal assistance to veterans and active duty military personnel of all eras through a national network of volunteer attorneys. The program provides legal representation in cases before military administrative discharge review agencies, VA regional offices, the Board of Veterans' Appeals, and the courts that review the decisions of these agencies.
Neighborhood Legal Services Program (NLSP) Headquarters 64 New York Avenue, NE Washington, DC 20002 Deanwood Office 4609 Polk Street, NE Washington, DC 20019 Southeast Office 2412 Minnesota Avenue, SE Washington, DC 20020 (202) 832-6577 **www.nlsp.org**	NLSP provides free legal assistance if your driver license was revoked because of unpaid child support. They also assist veterans through their Veteran's Legal Assistance Project which provides help with Veterans Affairs Disability Compensation Benefits, select Veterans Affairs benefits (i.e., Post 9/11 GI Bill) on a case-by-case basis, and Military discharge upgrades. Call a location near you for more information.

Organization	Information
Rising for Justice (Formerly D.C. Law Students in Court) 901 4th Street, NW Suite 6000 Washington, DC 20001 (202) 638-4798 **www.risingforjustice.org**	Rising for Justice's Expungement Clinic provides free legal representation and information to clients seeking to seal their criminal record.
The Federal Bureau of Prisons (BOP) FOIA/PA Section Office of General Counsel, Room 924 Federal Bureau of Prisons 320 First Street, NW Washington, DC 20534 (202) 616-7750 **www.bop.gov/foia/#tabs-0**	Write or Email: **ogc_efoia@bop.gov** to make a FOIA request for Federal Bureau of Prisons Medical records.
The Freedom of Information Act (FOIA) Office (sponsored by the D.C. Department of Corrections (DOC)) 2000 14th Street, NW 7th Floor Washington, DC 20009 (202) 671-2055 **https://doc.dc.gov/foia-requests-doc**	D.C. Department of Corrections' FOIA requests may be oral or in writing. If the request is written, the envelope shall prominently be marked "FOIA Request."

Organization	Information
The Marriage Bureau **The Superior Court of the District of Columbia** Moultrie Courthouse 500 Indiana Avenue, NW JM 690 Washington, DC 20001 (202) 879-4840 Office of the Clerk of the Court (202) 879-1400 **www.dccourts.gov/services/marriage-matters**	The Marriage Bureau is responsible for filing, docketing, and file maintenance of all D.C. Marriage records from 1811 to the present, and assisting the public in their review.
The Public Defender Service for the District of Columbia (PDS) 633 Indiana Avenue, NW Suite 220 Washington, DC 20004 (202) 628-1200 **www.pdsdc.org/**	Provides legal representation to people facing a loss of liberty in the District of Columbia.

Organization	Information
The READY (Resources to Empower and Develop You) Center Treatment Facility (CTF) 1901 E Street, SE Washington, DC 20003 (202) 790-6790	The Resources to Empower and Develop You (READY) Center is a consolidated location where formerly incarcerated District of Columbia residents can access services from Community Based Organizations (CBO), the Department of Corrections (DOC), Department of Motor Vehicles (DMV), Department of Employment Services (DOES), Department of Human Services (DHS), Department of Behavioral Health (DBH), and The Mayor's Office on Returning Citizen Affairs (MORCA), to ensure successful reintegration into the community. The READY center will process your documentation to help you obtain D.C. ID. They serve people within 24-48 hours of release from the D.C. Department of Corrections (D.C. Jail) and within 45 days of release from the Federal Bureau of Prisons (BOP).
The United States Social Security Administration (SSA) 1905-B 9th Street, NE Washington, DC 20018 1 (800) 722-1213 **www.ssa.gov/**	The Social Security Administration issues social security cards and provides benefits to retirees, children, widows, and widowers. There are numerous offices located in D.C. You can find a location closest to you by entering your zip code into the location finder on their website.

Organization	Information
The Veterans Consortium Pro Bono Program 2101 L Street, NW Suite 840 Washington, DC 20037 Main Line: (202) 628-8164 Discharge upgrades: (202) 733-3318 **www.vetsprobono.org/**	The Veterans Consortium Pro Bono Program assists with a variety of veterans' appeals, especially for disability benefits and discharge upgrades at no charge.
Transition Assistance Program (TAP) (Sponsored by the Chevy Chase Presbyterian Church) The Chevy Chase Presbyterian Church 1 Chevy Chase Circle, NW Washington, DC 20015 1 (800) 722-1213 **www.chevychasepc.org/tap-1**	TAP helps people obtain identification documents (birth certificates and non-driver's license IDs) needed for employment, short-term transportation assistance to verified new jobs, referrals, clothing, and food. TAP serves people from the entire Washington metropolitan area. Arrive as early as possible as they serve up to the first 15 people. Call to confirm operating hours.
Tzedek D.C. The Chevy Chase Presbyterian Church 4340 Connecticut Avenue, NW Suite 319 Washington, DC 20008 (202) 274-7386 **www.tzedekdc.org/**	Tzedek D.C. offers direct legal services at no cost to low-income and working-class D.C. residents with debt- and consumer-related legal issues.

Organization	Information
United States Postal Service (USPS) 900 Brentwood Rd, NE Washington, DC 20018 (202) 636-1259 **www.usps.com/**	Thousands of Post Offices™ around the U.S. accept first-time passport applications for the United States Department of State. Post Offices that accept passport applications offer products and services for both first-time and renewal passport applications. Some locations can take your passport photo. You can send and receive records and packages through USPS.
Vital Records Office; D.C. Department of Health 899 N. Capitol Street, NE 1st Floor Washington, DC 20002 (202) 442-5955 **https://dchealth.dc.gov/**	The Vital Records Office collects, preserves and administers D.C.'s system of birth and death records.
Voices for a Second Chance (VSC) 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 **www.vscdc.org**	VSC helps people returning from incarceration order a birth certificate from D.C. or any other state. They will provide a voucher to waive the fee for a D.C. birth certificate for D.C. residents.
Washington National Records Center; National Archives 4205 Suitland Road Suitland, MD 20746 (301) 778-1600 **www.archives.gov/suitland**	The Washington National Records Center stores and references records of U.S. Federal agencies located in the District of Columbia, Maryland, Virginia (DMV), and West Virginia.

Organization	Information
Washington Passport Agency 600 19th Street, NW 1st Floor Washington DC, 20006 1 (877) 487-2778 **https://travel.state.gov/content/travel/en/passports/get-fast/passport-agencies/washington.html**	The Washington Passport Agency provides passport expedited services for people who plan for international travel within 2 weeks or require a foreign visa within 4 weeks. You will be required to show proof of international travel. This can include your flight itinerary, hotel reservations, international car insurance or cruise tickets. You will need to pay the $60 expedite fee on top of the regular application fee. You will be required to make an appointment. It is also important that you write down your appointment confirmation number. You can make your appointment online using their Passport Agency Appointment System. Or if you prefer, you can call their automated appointment system at 1 (877) 487-2778 or call 1 (888) 874-7793 (TDD/TTY).
Whitman-Walker Health Whitman-Walker at LIZ 1377 R Street, NW Washington, DC 20009 For LGBTQ+ medical services, visit one of the locations below: Whitman-Walker at 1525 1525 14th Street, NW Washington, DC 20005 Max Robinson Center 2301 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 745-7000 **www.whitman-walker.org/**	Whitman Walker Health provides free legal services if you want to change your name and/or gender on your identity documents.

Reagan Washington National Airport
Largo Town Center
Fort Totten
EXTERIOR EMERGENCY
DOOR RELEASE LOCATED
AT CENTER DOORS

7

TRANSPORTATION

TRANSPORTATION

7

This chapter shows you how to use different kinds of transportation to get around the D.C., Maryland, and Virginia (DMV) area. You will also learn ways to get services for free or at discounted rates. If transportation is a problem for you while you are on supervision, make sure to let your supervision officer know. Also, contact some of the resources listed in this chapter as they may help you find solutions before transportation problems cause you to miss an appointment or an opportunity.

BEFORE YOU START

- ☐ Get a Metro SmarTrip® card. (Learn more in Chapter 5: Important Tools for Successful Reentry.)

THINGS TO DO AND CONSIDER

- ☐ 7.1. Get Financial Help for Transportation
- ☐ 7.2. Use the Metrorail/Metrobus System
- ☐ 7.3. Use MetroAccess
- ☐ 7.4. D.C., Maryland, and Virginia (DMV) Public Transit
- ☐ 7.5. Find Free Rides
- ☐ 7.6. Register Your Vehicle and Get a Parking Permit
- ☐ 7.7. Biking in D.C.
- ☐ 7.8. Use Ride-Sharing Options
- ☐ 7.9. Use Short-Term Car Rentals
- ☐ 7.10. Directory of Resources

7.1 GET FINANCIAL HELP FOR TRANSPORTATION

Many reentry programs offer financial help ("subsidies") for public transportation. This can make it easier for you to access their services and get to appointments. Always ask whether a program provides transportation assistance. See the list below for organizations that currently offer transportation subsidies. **But these subsidies depend on funding, so they may not always be available. The key is to ask!** The following chart lists examples of D.C. organizations that offer transportation subsidies:

D.C. organizations offering transportation subsidies

Organization	Who Can Get Subsidy	Amount	Frequency	Conditions for Getting Subsidy	Form of Subsidy
Mayor's Office for Returning Citizen Affairs (MORCA) 441 4th Street, NW Suite 707 Washington, DC 20001 (202) 724-5454 **https://orca.dc.gov/**	MORCA clients	$90	Monthly, for up to 3 months	Must have been released from the BOP within the past 12 months Must be assessed by a Case Manager	3 SmarTrip® cards per month for up to 3 months Each card is preloaded with $30

D.C. organizations offering transportation subsidies					
Organization	**Who Can Get Subsidy**	**Amount**	**Frequency**	**Conditions for Getting Subsidy**	**Form of Subsidy**
D.C. Department of Human Services Northeast Office 611 H Street, NE Washington, DC 20002 (202) 543-6700 Southeast Office 1649 Good Hope Road, SE Washington, DC 20020 (202) 610-5859 **https://dhs.dc.gov/**	SNAP participants	$30	Weekly	Must complete orientation and assessment Must be assigned a Case Manager Must be looking for work and show job search sheets	Transportation to and from work until participant gets first paycheck Issued in a SmartTrip® card
Voices for a Second Chance 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 **www.vscdc.org**	Clients of Voices for a Second Chance	$10-$20	Monthly	Must have been released from the D.C. Jail or BOP Must have release papers and/or ID	Call for more information
Catholic Charities 924 G Street, NW Washington, DC 20001 (202) 772-4300 **www.catholiccharities.org/welcomehome/**	Catholic Charities reentry program participants	$10–$20 Amounts are determined case by case, depending on the commitment to the program.	Weekly	Must participate in the mentorship program	Call for more information

D.C. organizations offering transportation subsidies					
Organization	**Who Can Get Subsidy**	**Amount**	**Frequency**	**Conditions for Getting Subsidy**	**Form of Subsidy**
Thrive D.C. 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311 **www.thrivedc.org**	Thrive D.C. re-entry program participants	$10	Weekly, for up to 1 year	Must be a participant in Thrive D.C. training/ employment program Every pay period (must show pay stubs)	Participants can receive the subsidies for up to a year, as long as they are active.
Fairview Halfway House 1430 G Street, NE Washington, DC 20002 (202) 808-9682	Residents of Fairview Halfway House	Varies, depending on need	As needed	Call for more information	Call for more information
DOES 4058 Minnesota Ave NE, Washington, DC 20019 (202) 724-7000 **https://does.dc.gov/**	Participants in DOES Job Readiness and Life Skills Training program	$30	Twice during DOES month-long training	Call for more information	SmartTrip® card

D.C. organizations offering transportation subsidies					
Organization	**Who Can Get Subsidy**	**Amount**	**Frequency**	**Conditions for Getting Subsidy**	**Form of Subsidy**
Chevy Chase Presbyterian Church Transition Assistance Program (TAP) The Chevy Chase Presbyterian Church 1 Chevy Chase Circle, NW Washington, DC 20015 (202) 363-4817 **www.chevychasepc.org/tap-1**	Homeless individuals who are seeking assistance	Varies	Varies	Homeless individuals 15 clients are seen on a first-come, first-served basis each day the program is open	Call for more information
D.C. Central Kitchen 425 2nd Street, NW Washington, DC 20001 (202) 234-0707 **www.dccentralkitchen.org**	Participants in culinary program	First 3 weeks in program: $50 per week Week 4 – Week 9: $75 per week Week 10 – Week 16: $100 per week	Weekly	Meet requirements for culinary program	Call for more information
Please note: this information was current as of publication and may change. These transportation subsidies are dependent on funding and therefore may change. Please call to confirm.					

7.2 USE THE METRORAIL/ METROBUS SYSTEM

The Metro system is the regional train (rail) **(Metrorail)** and bus **(Metrobus)** public transit system in the Washington, D.C. area, operating in D.C., Virginia, and Maryland. The Metro System is administered by The Washington Metropolitan Area Transit Authority (WMATA). WMATA is often referred to simply as "Metro."

METRORAIL

Metrorail is D.C.'s rapid transit train (rail) system. It has grown a lot over the past ten (10) years. The Metro system has six color-coded lines: Red, Blue, Orange, Yellow, Green, and Silver. These lines go to different destinations. The lines connect to each other at transfer stations. Many Metro stations are served by more than one line.

You can tell which line a train is by looking at the electronic sign on the outside of the train cars. These signs also show the train's last stop. (The last stop shows you which direction the train is going.)

Trains run seven days a week. Metrorail hours are Monday – Thursday, 5 a.m. to 11:30 p.m.; Friday, 5 a.m. to 1 a.m.; Saturday, 7 a.m. to 1 a.m.; and Sunday, 8 a.m. to 11 p.m. A map of the Metrorail system can be found on the next page:

The cost of your MetroRail ride will vary, depending on the time of day and how far you go. During "peak" hours, most fares range from $2.25 to $6.00 per trip. During "off-peak" hours, most fares range from $1.85 to $3.85 per trip. When you get to a station, you can pay for your trip by tapping your SmarTrip® card on a sensor that will open a gate for you to access the train platform. Learn about buying and using a SmarTrip® card in Chapter 5: Important Tools for Successful Reentry.

Image source: **www.wmata.com/fares/smartrip/**

Source: **www.wmata.com/schedules/maps/upload/2019-System-Map.pdf**

You can find out the fare between two stops by using the Trip Planner on Metro's computer page, **www.wmata.com/schedules/trip-planner/**. Here is how to use Trip Planner:

- First, use the map to find the station closest to you and the station closest to where you want to go.
- Then choose your starting station and your ending station from the drop-down list. Click "plan my trip."
- Trip Planner will show you the fare and the next time your train leaves from your starting station.

Note: You can also use Trip Planner to find out which Metro line you will need to take to get where you want to go.

See Chapter 5: Important Tools for Successful Reentry to learn how to use Metro and how to access a computer.

METROBUS

Metrobus charges a flat $2.00 fare on all regular buses (fare for seniors and people with disabilities is $1.00 for regular routes, $2.10 on express routes). This fare doesn't change, no matter how far you go on the bus. Also, if you pay your bus fare with a SmarTrip® card, you can make unlimited Metrobus connections within two hours. That means that during this time you can get off the bus and get on a different bus — or get back on the same bus — without paying more. This even includes round trips.

Some buses cost more because they make fewer stops. To see if a bus is one of these higher-fare Express Buses, look at the part of the bus that shows the bus line. For Express Buses, this part will be in green or will say "Limited Stops."

You can use Trip Planner (on Metro's computer page) to see what bus (or buses) you need to take to get where you want to go.

When you get on a bus, you can pay the bus fare by tapping your SmarTrip® card. You can also add money to your SmarTrip® card on buses, but only by cash. But you cannot get change back. So, if you put in a $5 bill, all $5 will go on your card. You cannot put in $5 and get $2 back.

D.C. CIRCULATOR

D.C. Circulator has six bus routes throughout the city. The Circulator generally makes fewer stops and it only costs $1. You can use your SmarTrip® card to pay for your fare on the Circulator. To see Circulator bus routes, stops, and schedules, go to the Circulator computer page here: **www.dccirculator.com/**.

7.3 USE METROACCESS

If you have a disability that keeps you from using the bus or the train, you can apply for MetroAccess. This is a shared-ride, door-to-door service that serves the whole D.C. region.

You can only use MetroAccess if the start and end points of your trip are within a three-quarter (¾) mile of a Metrobus stop or a MetroRail station. Also, MetroAccess service is only available during regular Metrobus and MetroRail hours of operation.

You should be eligible to use MetroAccess service if:

- You have a disability (a physical or mental impairment that substantially limits one or more major life activities) OR
- You need a ramp or a wheelchair lift to board or exit a bus or train, but no accessible vehicle is available when and where you need to travel OR
- You are unable to travel to or from a bus stop or rail station because of a disability.

You can get an application for MetroAccess online at **www.wmata.com**. You can also get the application by:

- Calling (202) 962-2700 and selecting option 1
- Calling TTY (202) 962-2033
- Emailing **eligibility@wmata.com**

The application requires that a healthcare provider document your disability and how it prevents you from using Metrobus or MetroRail. The application will also require an in-person interview.

"I thought about transportation to get back and forth to different programs and social service organizations for employment documentation such as birth certificates, non-drivers ID, and food stamps. I ran into several returning citizens once I returned to the community, and **they gave me vital information on where to obtain Metro tokens** to get around and where to get food to eat."

—Diane Carter Bryant
from Diane's longer story)

7.4 D.C., MARYLAND, AND VIRGINIA (DMV) PUBLIC TRANSIT

The chart on the next page has information on public transportation options in D.C., Maryland, and Virginia. The chart has links to websites where you can plan routes and find up-to-date schedules, maps, and fares. You can also find printed schedules in train stations and on buses.

Public transportation D.C., Maryland, and Virginia (DMV)		
Washington, D.C.		
	MetroRail: Transportation by train throughout D.C., with stops in Maryland and Northern Virginia (See section 7.2 for more information.)	**Cost:** $1.85 to $6 with cash, credit card, or SmarTrip® card. **Routes:** See map on page 78. **www.wmata.com/**
	MetroAccess: Transportation for people with disabilities (See section 7.3 for more information.)	**Cost:** MetroAccess fares are twice the amount of the same trip's cost on Metrobus or MetroRail. Fares are based on distance and time of day. The maximum fare is $6.50. **Routes:** Service to places within ¾ mile of Metrobus stops and MetroRail stations. Call (301) 562-5360 to check that your starting point and destination are in a service area. For more information, visit **www.wmata.com/service/accessibility/metro-access/eligibility.cfm**
	D.C. Circulator: Bus transit within D.C. (See section 7.2 for more information.)	**Cost:** $1 with cash or SmarTrip® card. **Routes: www.dccirculator.com/circulator-map-and-information-guide/**

Public transportation D.C., Maryland, and Virginia (DMV)		
metrobus	**Metrobus**: Bus service in D.C., Maryland, and Northern Virginia (See section 7.2 for more information.)	**Cost:** Regular fare is $2 with cash or SmarTrip® card. Fare for seniors and people with disabilities is $1.00 for regular routes, $2.10 on express routes. Express Bus fare is $4.25 with cash or SmarTrip® card. Airport Express fare is $7.50 with cash or SmarTrip® card. **Routes: www.wmata.com/schedules/index.cfm**
Virginia		
ART arlington transit	**Arlington Transit:** Bus service for all of Arlington, Virginia	**Cost:** $2 with cash or SmarTrip® card. Children under 5 travel for free. Transfers between ART buses and Metro buses are free with a SmarTrip® card. There is a $0.50 discount for transfers to MetroRail with a SmarTrip® card. **Routes: www.arlingtontransit.com/pages/routes**

Public transportation D.C., Maryland, and Virginia (DMV)		
CUE	**Fairfax CUE:** Bus service throughout Fairfax, Virginia and to the Vienna-Fairfax George Mason University (GMU) MetroRail station	**Cost:** Regular fare is $1.75 with cash or SmarTrip® card. The following riders travel for free: • Children under 3 • Fairfax County secondary school students with an FCPS bus pass • GMU students • Metro Access members with a Metro Access ID The following riders travel for 85 cents: • Primary and secondary school students • People with disabilities, with a Disabled Citizen ID • Seniors with a Senior Citizen ID **Routes:** (Green 1, Green 2, Gold 1, Gold 2) **www.fairfaxva.gov/government/public-works/transportation-division/cue-bus-system**
	DASH-Alexandria: Buses in Alexandria, Virginia	**Cost:** Regular fare is $2.00 with cash or SmarTrip® card. Children 4 or under (with an adult) travel for free. Transfers upon boarding with SmarTrip® card. King Street Trolley is free. **www.visitalexandriava.com/plan/maps-and-transportation/king-street-trolley/** **Routes: www.dashbus.com/schedules**

Public transportation D.C., Maryland, and Virginia (DMV)		
	Fairfax Connector: Fairfax County, Virginia bus	**Cost:** Regular fare is $2 with cash or SmarTrip® card. Seniors and people with disabilities travel for $1. Up to two children ages 4 and under travel for free. A one-way transfer to the Virginia Railway Express system is free. **Routes: www.fairfaxcounty.gov/connector/schedules**

Public transportation D.C., Maryland, and Virginia (DMV)		
	FRED (Fredericksburg Regional Transit): Buses in Fredericksburg, Virginia	**Cost:** Regular adult fare is $1.25. Children under 3 travel for free. **Routes: www.ridefred.com/routes.html**
	VRE (Virginia Railway Express): Rail service from the Northern Virginia suburbs to Alexandria, Crystal City, and downtown D.C.	**Cost:** Fares range from $3.40 to $11.90, depending on route. Reduced fares are available for seniors (with ID), youth (with VRE ID), and people with disabilities (with VRE reduced fare card or Medicare card). **Routes: www.vre.org/service/map**
Maryland		
	The Bus: Prince George's County, Maryland, buses	**Cost:** Adult regular fare is $1.25 with cash or SmarTrip® card. Seniors (60+) and people with disabilities travel for free. First child under 5 travels for free. Riders presenting a Medicare card travel for free. Bus-to-bus transfers are free when rider pays by SmarTrip® card. **Routes: www.princegeorgescountymd.gov/1122/Maps-Schedules**
	RTA: Transit for Central Maryland. Buses serve Howard, Anne Arundel, and Prince George's counties and Laurel	**Cost:** A day pass costs $5 (cash only; purchase on the bus). **Routes: www.transitrta.com/wp-content/uploads/2018/07/system.pdf** **www.transitrta.com/**

Public transportation D.C., Maryland, and Virginia (DMV)		
Ride On Montgomery County Transit	**Ride On:** Montgomery County, Maryland, buses	**Cost:** Regular adult fare is $2 with cash, token, or SmarTrip® card. Local bus transfers are free with a SmarTrip® card The following riders travel for free or at reduced fare, depending on time of day: • Seniors with a Metro Senior ID or a Medicare card and a photo ID • People with a disability and a Metro Disabled ID card Children under 5 travel for free. Older children travel for free between 2 p.m. and 8 p.m., Mon. to Fri. **Routes: www.montgomerycountymd.gov/dot-transit/trip_plan.html**
MTA	**Maryland Mass Transit Administration:** Buses and rail in the Baltimore area	**Cost:** Adult regular fare is $1.90. Up to two children under 6 travel for free with a paying adult. Seniors and people with a disability travel for 90 cents. Students travel for $1.40. **Routes: www.mta.maryland.gov/schedule**
MARC	**MARC:** Train connecting D.C., Maryland, and West Virginia	**Cost:** Fares range from $5 to $17 one way. Fare from D.C. to Baltimore is $8. **Routes: www.mta.maryland.gov/schedule**
Call to confirm prices.		

7.5 FIND FREE RIDES

Organizations that can help find free transportation for homeless adults:

- Charlie's Place D.C.
- D.C. Emergency Hotline for Homeless Adults
- D.C. Shelter Transportation
- Mayor's Office on Women's Policy Initiatives
- Thrive D.C.

7.6 REGISTER YOUR VEHICLE AND GET A PARKING PERMIT

If you own a motor vehicle in D.C., you must register it with the D.C. Department of Motor Vehicles (DMV) and get a residential parking permit.

VEHICLE REGISTRATION

To register a vehicle in D.C., you must have:

- A D.C. driver license or a D.C. ID card
- Vehicle title
- Vehicle inspection sticker
- Proof of insurance

For more information, see **https://dmv.dc.gov/service/vehicle-registration-and-inspection**.

RESIDENTIAL PARKING PERMIT

Residential parking zones make it easier and cheaper to park in a neighborhood. But if your neighborhood is zoned for residential parking, you will need to display a residential parking permit on your car. If you do not have the permit, you may not be able to park in your neighborhood for longer than two hours — even though you live there! Learn more about residential parking permits here: **https://dmv.dc.gov/service/residential-parking-permits**

If your neighborhood is zoned for residential parking, you will need to get a permit. These cost $35 per car ($25 for seniors [65+]). The following explains how to get a residential parking permit:

- If you already have a valid vehicle registration, you can get your residential parking permit online.
- You can also go to a DMV service center. You will need to prove your residency by showing a document like your lease, a utility bill, or your homeowners/renters insurance policy.

To learn more about documents you can use to prove residency, see **https://dmv.dc.gov/node/1115502**.

If you have any debts or fines that need to be paid to the D.C. government, you will need to pay those before you can get a residential parking permit.

> "It took so long to get around the city. Spending time planning at the end of each day and getting money from others for transportation was stressful. Some days, I just couldn't do what I planned because I did not have money. Getting around each week would depend on how much money I had. On the bright side, **I started planning while I traveled**, so I didn't have to do it in the evening."
>
> — *Charles Elliot*

7.7 BIKING IN D.C.

Another quick and convenient way to travel in D.C. is by biking. There are laws to protect bicyclists when they travel with vehicles on the road. These laws also provide the traffic rules that apply to bicyclists. You can see the Pocket Guide to D.C. Bike Laws here: **https://waba.org/2018-dc-bike-law-guide/**. You can also do a Google search for "Pocket Guide to D.C. Bike Laws."

If you don't own a bicycle, you can still bike in D.C. by bike sharing, which is a kind of bike rental. Capital Bikeshare is a bike sharing program that lets you pick up a bike in one location and drop it off in another. The bike sharing locations are at fixed points throughout the city. To find locations, see **www.capitalbikeshare.com/**.

To rent a bike from Capital Bikeshare, you must be a member. The membership is paid, but there are financial assistance options that can help you with the cost. You may even be able to rent a bike for free through one of the D.C. organizations that partner with Capital Bikeshare.

To get free bike sharing through Capital Bikeshare:

1. Go to one of the partner organizations (listed in the blue box to the right).
2. Meet with a Case Manager.
3. Talk to the Case Manager about your needs, including transportation.
4. Ask about Capital Bikeshare's free bike program.
5. You will need your photo ID and release papers. You will also need documents to prove you have a low income. Some documents you can use to prove this are your tax return, an unemployment letter, or your recent release papers.

There are also other companies that provide bike or scooter sharing. With these companies, you do not have to pick up or drop off the bike (or scooter!) at a set location. Instead, you look at the company's app on your phone. The app has a map that shows you where the closest bike or scooter is.

Then you can pick up the bike or scooter from that location.

Bike sharing companies: Capital Bikeshare, Lime, Mobike, Spin

Organizations that can help you rent a bike:

- Back on My Feet D.C.
- Community of Hope D.C.
- Friendship Place

> **The biggest challenge about transportation after a long period of incarceration, is coming back to a city that no longer looks the same.** The city looks different and is moving faster. You have to figure out the metro system and the city at the same time. Imagine catching a bus to a place you were once familiar with and getting there but not realizing you're there because it looks completely different. Or expecting to have a transfer ticket to catch the next bus and thinking that you forgot to get one only to find out that they don't give out transfer tickets anymore. Even driving is now a challenge. There's anxiety with being behind the wheel after a long incarceration; especially getting on beltways and highways for the first time. If possible, definitely plan to take a tour of the city using metro.
>
> *— Eric Weaver*

7.8 USE RIDE-SHARING OPTIONS

What we used to think of as "taxis" or "cabs" now include more options. These options are known as "ride-sharing." Ride-sharing services connect you (the passenger) to a driver (driving their own car) by an app that you download to your phone. To use these services, you need a smartphone (for example, an Apple iPhone or a Samsung Galaxy). (Learn more about smartphones in Chapter 5: Important Tools for Successful Reentry). To pay for your ride, you can use a credit card or a debit card.

You can also pay using the ride-sharing app, which is typically linked to your bank account. You cannot pay in cash.

Ride-sharing services can be convenient, but they can also be expensive, depending on the time of day and where you are going. Ride prices vary by location, time of day, number of drivers, and demand. Sometimes the price can change within fifteen (15) minutes. Some ride-sharing apps in D.C. are Lyft, Uber, and Via.

7.9 USE SHORT-TERM CAR RENTALS

Short-term car rentals can be useful if you need a car for a day or two, or even for just a few hours. For example, you might need a car to get to important appointments or to run errands that would be hard to do by Metro. To use short-term car rentals you need a credit card, a smartphone or computer, and access to an Internet connection ("Wi-Fi"). Some companies that offer short-term car rentals are ZipCar, Car2Go, Budget, and Enterprise. There is also a company called Turo that enables people to rent their own cars out to other people.

"We play psychological games with ourselves saying we're going to do this and do that. But then you get out, and you want to go back to your old ways because you're comfortable with that. Then you put on an act that you want to change and look for a justification to go back to your old ways. **You've got to be willing to adjust and change.** At least give yourself a chance. You can't give yourself a chance without the key ingredient: patience."

— Quinton Tabron

LEVISION
AT 10P

7.10 DIRECTORY OF RESOURCES

Organization	Information
Budget Rent a Car System, Inc. Customer Service: 1 (800) 214-6094 **www.budget.com/en/home**	Budget allows you to rent a car based on your location. You can use the tracker on their website to find the closest car rental near you and make a reservation: **www.budget.com/en/reservation/make-reservation**. Check the website for additional information on their services and offerings.
Capital Bikeshare and Community Partners Friendship Place Welcome Center 4713 Wisconsin Avenue, NW Washington, DC 20016 (202) 364-1419 **https://friendshipplace.org/** Back on My Feet D.C. 1899 L Street, NW 4th Floor Washington, DC 20036 (202) 258-0832 **https://backonmyfeet.org/washington-d-c/**	Capital Bikeshare provides bike sharing in the D.C. area. Anyone who receives needs-based services from one of Capital Bikeshare's Community Partners is eligible for a discounted membership at $5 per year or free. Go to the website for bike locations and general information: **www.capitalbikeshare.com/**

Organization	Information
Car2Go 650 Pennsylvania Avenue, SE Washington, DC 20003 (202) 546-1512 **www.car2go.com/US/en/**	Car2Go allows you to rent a car for the amount of time and distance travelled that you desire. You can pick up the car in the designated area located in the Car2Go app and drop off the car in that same area when you are finished. Check the website for more information.
Charlie's Place D.C. 1820 Connecticut Avenue, NW Washington, DC 20009 (202) 929-0100 **www.charliesplacedc.org**	Charlie's Place provides help with transportation to homeless individuals in D.C. through case management. Bus tokens are provided to individuals who have doctor appointments or job interviews.
D.C. Emergency Hotline for Homeless Adults Hotline: 1 (800) 535-7252 Mayor's Call Center: 311 **https://dhs.dc.gov/service/homeless-services**	The hotline keeps an hourly count of D.C. shelter beds available for homeless individuals and families. It also provides outreach, transportation, information, and referrals for homeless individuals or families who need transportation to a shelter or a day program.

Organization	Information
D.C. Shelter Transportation; Mayor's Office on Women's Policy Initiatives Daily pick-up and drop-off locations: MLK Library 901 G Street, NW Washington, DC 20001 Sacred Heart Church 16th Street & Park Road, NW Washington, DC Union Station North Capitol Street & Massachusetts Avenue, NE Washington, DC 20002 Covenant House North Capitol Street & New York Avenue, NE Washington, DC 20002 (202) 442-8150 For unscheduled pick-ups call: 1 (800) 535-7252 **https://owpi.dc.gov/node/64352**	This program provides transportation every day, from 6:30 a.m. to 8:15 a.m., and from 6:15 p.m. to 6:30 p.m., to take homeless adults and families to and from the shelter and day programs. Check the website to confirm shelter pick-up and drop-off locations and times.
Enterprise Rent-A-Car Customer Service: 1 (855) 266-9565 **www.enterprise.com**	You can rent and even buy a car through Enterprise's services. See the website for more information to track the closest location for car-pickup near you.

Organization	Information
Lime Call: (888) LIME-345 Text: 888-546-3345 **www.limebike.com/**	Lime provides high-tech, electric scooters and smart bike rentals. You need a smartphone to download the Lime app and find locations for rentals.
Lyft **www.lyft.com**	Lyft works like a taxi service that you can order from your phone. It offers individual rides and ride-sharing services. Prices for these services vary according to the timing and distance of your travel route. You need a smartphone to download the Lyft app to request a ride.
Mobike Bikeshare **https://mobike.com**	Mobike is a bike-share program that provides stationless bike rentals. "Stationless" means your bike can be turned in and locked anywhere, not just at set locations. You need a smartphone to download the Mobike app to access locations for rentals.
Project Empowerment (sponsored by the Department of Employment Services (DOES)) 4058 Minnesota Avenue, NE 2nd Floor Washington, DC 20019 (202) 698-5599 **www.does.dc.gov/service/project-empowerment-program**	This 3-week job-readiness program provides a SmarTrip® card during the first week and the third week of the program. The card is for transportation to job interviews. Call for more information.
Spin **www.spin.pm/**	Spin provides dockless scooter rentals. "Dockless" means the scooter can be turned in and locked anywhere, not just at specific locations or docks. You need a smartphone to download the Spin app to access locations for rentals.

Organization	Information
ThriveD.C. 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311 **www.thrivedc.org/programs/newdirections/**	The New Directions Re-entry Program assists people recently released from incarceration. The program provides transportation help, as well as assistance with basic needs, employment, and case management.
Transport D.C. Yellow Cab Company of DC 1636 Bladensburg Rd, NE Washington, DC 20002 (202) 546-7900 1 (844) 322-7732 **https://dcyellowcab.com/transport-dc/**	Transport D.C. provides alternative taxi transportation for MetroAccess customers. The service offers curb-to-curb, wheelchair-accessible transportation. A cab will be available 1 hour after you call. The cost is $5 each way (no cost for companions). Trips are scheduled by calling 1-844-322-7732 at least 30 minutes before pick-up time. Callers must dial "1" when using a landline telephone to schedule a ride.
Turo **www.turo.com**	Turo is person to person car rental platform where drivers looking for a car are paired with people who are able to rent a car. You need a smartphone to download the Turo app to rent a car.

Organization	Information
Uber www.uber.com	Uber works like a taxi service that you can order from your phone. Uber offers individual rides and ride-sharing services. Prices for these services vary according to the timing and distance of your travel route. You need a smartphone to download the Uber app to request a ride.
Via www.ridewithvia.com	Via works like a bus service by taking multiple passengers heading in the same direction into a shared vehicle. You can use the app to select pick-up and drop-off locations. You need a smartphone to download the Via app to request a ride.
Washington Metro Area Transit Authority (WMATA) 600 5th Street, NW Washington, DC 20001 1 (888) 762-7874 www.wmata.com/	WMATA provides MetroRail and Metrobus service. If you are 65-years-old or older or you have a disability, you should qualify for reduced fares on Metro trains and buses. See Chapter 5, Important Tools for Successful Reentry for information on how to get a Senior SmarTrip® card or a Reduced Fare Photo ID card.
ZipCar 505 8th Street, SE Washington, DC 20003 www.zipcar.com/	ZipCar allows you to rent cars near you by the hour or day. First, you need to apply online here: **www.zipcar.com/pricing** Next, a Zipcard will be sent to you in the mail. From there, you can book a round trip car by the hour or day using your Zipcard. When you are done, the car should be returned to the same location you picked it up from and locked using your Zipcard. Learn more on their website. You need a smartphone to download the ZipCar app to rent a car

8

LEGAL PROTECTIONS FOR PEOPLE WITH D.C. CRIMINAL RECORDS

LEGAL PROTECTIONS FOR PEOPLE WITH D.C. CRIMINAL RECORDS

8

This chapter informs you of the legal protections that exist for people with criminal records. Many employers and landlords require background checks that make it difficult for people with criminal records to get employment and housing. But, you have legal rights under D.C. law that can protect you from unfair background checks and denials.

BEFORE YOU START

- ☐ Get your arrest and court records (Learn more in Chapter 6: Identification Documents and Personal Records)

THINGS TO DO AND CONSIDER

- ☐ 8.1. Make Sure Your Criminal Record is Accurate
- ☐ 8.2. Seal Your Criminal Record if You Are Eligible
- ☐ 8.3. Seek a Youth Act Set Aside if You Are Eligible
- ☐ 8.4. Know Your Legal Rights When Seeking a Job or Applying for an Occupational License
- ☐ 8.5. Know Your Legal Rights When Looking for Housing
- ☐ 8.6. Directory of Resources

8.1 MAKE SURE YOUR CRIMINAL RECORD IS ACCURATE

Get a copy of your arrest and court records (visit Chapter 6: Identification Documents and Personal Records to learn how). Once you have your records, read them carefully. Is any of the information wrong? If so, this wrong information might turn up on a background check. Your record might even show criminal charges that belong to someone else. This could happen if someone gave your name instead of their own during an arrest. It could also happen if the person entering the record into the computer typed the wrong name or information, or if you have a common name. When this kind of error occurs, you should get it corrected. The Public Defender Service for the District of Colombia's (PDS) Prisoner & Reentry Legal Services (PRLS) Program may be able to help you with this.

8.2 SEAL YOUR CRIMINAL RECORD IF YOU ARE ELIGIBLE

You cannot completely erase your criminal record, but by sealing your record, you may be able to prevent most people from seeing it. This can have a big impact on your life. Record sealing can reduce or eliminate discrimination when you apply for jobs, housing, public benefits, or loans.

Here are some important facts:

- **What is record sealing?** Record sealing removes publicly available references to a person's record. Government and law enforcement agencies may still keep the records in their own non-public files. This is different than "expungement," which

removes all state-held references to a criminal record.

- **Not all records can be sealed.**
  - There is only one **felony conviction** in D.C. that can be sealed — failure to appear in court. No other felonies are currently eligible to be sealed.
  - Some **misdemeanor convictions** may be eligible for sealing. It depends on the charge and on other cases that may be on your record.
  - In many cases, **arrests and non-convictions** for both felonies and misdemeanors can be sealed.
- **The details are important.** There are rules and waiting periods that determine whether your criminal record can be sealed. The Public Defender Service for the District of Columbia (PDS) and other organizations can help you find out if you are eligible to have your record sealed.
- **The law on record sealing may change soon.** The D.C. Council is considering new legislation that may change the record sealing laws. This could potentially allow more people to be eligible to have their records sealed. Learn how you can advocate for new record sealing laws in Chapter 16: Voting and Civic Participation. Your voice matters!
- **Sealing a record does not seal all information about the record.** Sealing your record does not remove information from news outlets or social media. If your arrest or trial was in the news, you cannot remove that information. Also, if someone posted about your arrest or trial on social media, you cannot remove that information. Many employers do an Internet search to learn more about job applicants. You may not be able to change what appears in a web search. However, you can edit your own social media. You should also be prepared to answer questions about information that you cannot change.

> "Having a **good character** can take you a long way. You've got to get rid of the prison mentality to succeed."
>
> *- Michael Plummer*

Organizations that can help seal your records:

- Prisoner & Reentry Legal Services Program (PRLS) – The Public Defender Service for the District of Columbia (PDS)
- Rising for Justice
- Neighborhood Legal Services Program (NLSP)

8.3 SEEK A YOUTH ACT SET ASIDE IF YOU ARE ELIGIBLE

On December 13, 2018, a new version of the Youth Rehabilitation Act (also known as the "Youth Act") became law. The new law increases the number of people who can ask a D.C. Superior Court judge, or sometimes the United States Parole Commission, to set aside their conviction.

A set aside removes your conviction from the public record. It does not remove the arrest record related to the conviction. However, you can ask to have the arrest record sealed. To get a record set aside under the Youth Rehabilitation Act, you must meet the definition of a "youth offender."

You may be eligible to apply for a Youth Rehabilitation Act set aside if the date of your offense was before your twenty-fifth (25th) birthday. Eligibility under the old version of the law was based on your age when you pleaded guilty or were found guilty. Under the new law, what matters is your age at the time of the offense.

> "I heard the myth that you can get your record expunged. Then, when you get there they say, 'Oh, you have a felony. You cannot get your record expunged.' I hope this changes. **It's hard for people to move forward when they keep looking at a person's past.**"
>
> *- Kenneth Baldwin*

Under the new law, you may ask for a set aside even if you were not sentenced under the Youth Rehabilitation Act. This is true even if you asked for a sentence under the Youth Act before and were denied. Some offenses are excluded under the new law. Convictions for first or second degree murder, first or second degree sexual abuse, and first degree child sexual abuse are **not** eligible for Youth Rehabilitation Act set asides.

The Youth Rehabilitation Act also allows a judge to give a sentence that is less than the mandatory minimum prison term. If you are eligible for sentencing under this act, you can file a motion to have your sentence reconsidered. You can file 120 days after your sentencing hearing or 120 days after the Court of Appeals decides on your appeal.

8.4 KNOW YOUR LEGAL RIGHTS WHEN SEEKING A JOB OR APPLYING FOR AN OCCUPATIONAL LICENSE

EMPLOYMENT BACKGROUND CHECKS

D.C. has a law called the Fair Criminal Record Screening Amendment Act of 2014, also called "Ban the Box." This law protects people from job discrimination based on their criminal record. The law says that most D.C. employers cannot ask about your criminal background on a job application or during the interview process.

Some employers are exempt from Ban the Box — meaning they can ask about criminal records. Exempt employers include:

- Employers with fewer than eleven (11) employees
- Employers who are hiring people for positions involving the care of children, seniors, or other vulnerable adults
- The federal government
- Other employers designated by law

Employers **not** on this list cannot ask you about your criminal record when you apply for a job. They have to wait until they have made you a conditional job offer. Then they can run a background check and ask questions about your criminal history.

In addition, employers cannot take back a job offer when they learn about your criminal record unless they have a legitimate business reason. Employers must consider these factors:

- The relationship between your offense and the job you are applying for
- The time that has passed since your offense
- The seriousness of the offense and your age at the time
- Other information you bring them (employers must give you a chance to provide information that supports your suitability for the job)

Tip: If an employer has made you a conditional job offer and plans to run a background check, what should you do? It may be a good idea to tell the employer what the background check will show. This gives you a chance to explain how you have grown as a person since your arrest or conviction and why you are qualified for the job. Of course, you should weigh the pros and cons when deciding whether to share this information. It may be a good idea for some employers and not for others.

If you have a felony conviction and you choose to share that information with the employer, there are some benefits you can mention for employers who hire people with felony convictions:

- **Work Opportunity Tax Credit (WOTC).** Employers can save money on their federal income taxes through the WOTC program by hiring a person who has been convicted of a felony. The person needs to be hired within one year of being convicted or released from prison. Companies can claim a tax credit equal to twenty-five (25) to forty (40) percent of your first year of qualified wages, depending on how many hours you work.
- **Federal Bonding Program.** This U.S. Department of Labor program provides fidelity bonds for at-risk, hard-to-place job seekers. Fidelity bonds protect the employer from employee dishonesty, including theft, forgery, larceny, and embezzlement. Employers receive the bonds free of charge as an incentive or reason to hire.

You can get more information about these two benefits through your local American Job Center at **https://does.dc.gov/service/american-job-center**.

A list of American Job Centers is located in Chapter 13: Employment.

If a company you applied to violates Ban the Box, you can file a complaint with the D.C. Office of Human Rights. This office will investigate the situation. If it finds that you were discriminated against, it may impose a penalty on the employer and you will get compensation. Unfortunately, there is no other remedy. The employer does not have to give you a job even if it violated the law.

You can learn more here: **https://ohr.dc.gov/page/returningcitizens/applicants**.

CREDIT CHECKS

In D.C., employers are not allowed to ask you about your credit or consider credit information when deciding whether to offer you a job. You can file a complaint with the D.C. Office of Human Rights if an employer:

- Asked about your credit history on the job application or during the interview.
- Asked you to consent to a credit check during the job application process.
- Fired you or did not hire you because of credit information. (See Chapter 15: Finances for more information about your credit.)

OCCUPATIONAL LICENSES

There are some jobs or occupations, such as barber, hair dresser, cosmetologist, electrician, carpenter, pipefitter, plumber, real estate agent, therapist, or counselor that will require you to have an occupational license issued by the D.C. government before you can start work in that job in the District of Columbia. **Fortunately, having a criminal record will not automatically prevent you from getting an occupational license in D.C.** The D.C. Council recently passed a new law called the "Removing Barriers to Occupational Licensing for Returning Citizens Amendment Act of 2020" that makes it easier for people with criminal records to obtain occupational licenses. This new law provides that:

- You may petition (ask) a licensing board at any time, including before you obtain the education or training required for the occupational license, registration, or certification, to find out whether you would be disqualified by the licensing board. This will help you determine whether it is worth it to spend your time and money on the classes and other steps required for learning that profession.
- A licensing board is not allowed to inquire into (seek information about) or consider your convictions until after it first determines you to be qualified for the license.
- A licensing board cannot inquire into (seek information about) or consider any of your convictions that have been sealed, expunged, vacated, or pardoned.
- A licensing board cannot inquire into (seek information about) or consider arrests that did not result in a conviction, juvenile adjudication, or non-conviction that were the result of a deferred sentencing agreement or participation in a diversion program.
- A licensing board cannot consider a conviction that is not directly related to the occupation for which the license, registration, or certification is sought or held.
- In deciding if a conviction is directly related, a licensing board shall consider the totality of the following factors: "(A) Whether the elements of the offense are directly related, by clear and convincing evidence, to the specific duties and responsibilities of the occupation; "(B) Any evidence produced by the applicant, concerning their rehabilitation and fitness, including: "(i) Evidence as to whether the applicant has recidivated; "(ii) Evidence demonstrating compliance with any terms and conditions of probation, supervised release, or parole; "(iii) The length of time that has elapsed since the offense was committed; "(iv) The age at which the offense was committed; "(v) Any circumstances related to the offense, including mitigating circumstances; "(vi) Evidence of work history, particularly any training or work experience related to the occupation; and "(vii) Letters of reference; and "(C) The District's interest in promoting employment opportunities for individuals with criminal records.
- Licensing boards are required to notify applicants in writing of denial, suspension, or revocation of a license. The licensing board must provide information on the conviction that is

the reason for the denial, revocation, or suspension of the license, a copy of criminal history records relied upon by the board, and a statement that the applicant may provide evidence of inaccuracies or rehabilitation to the board within 45 days of receiving notice from the board.

The Removing Barriers to Occupational Licensing for Returning Citizens Amendment Act of 2020 was passed by the D.C. Council and then signed by the Mayor on January 13, 2021. It is subject to a 30-day waiting period during which both houses of Congress and the President could disapprove of the law. It is rare for District laws to be disapproved of by Congress and the President. The 30-day waiting period starts when the District transmits (sends) the legislation to Congress and only days when both the House of Representatives and the Senate are in session count toward the 30-day waiting period. It is not yet possible to predict when this law will go into effect but March or April 2021 is a reasonable estimate.

Organizations that can help you prepare your license application or challenge the denial of an occupational license:

- Prisoner & Reentry Legal Services Program (PRLS) – The Public Defender Service for the District of Columbia (PDS)
- D.C. Health Regulation and Licensing Administration Processing Center (HRLA)
- D.C. Department of Consumer and Regulatory Affairs' (DCRA) Occupational and Professional Licensing Administration (OPLA)

HEALTH RELATED LICENSING BOARDS

The mission of the Health Regulation and Licensing Administration (HRLA) is to protect the health of the residents of the District of Columbia and those that do business in D.C. by fostering excellence in professional health practice. The Office of Health Professional Boards administers the licensure of almost 70,000 health professionals in the District of Columbia supporting 19 health professional boards.

https://dchealth.dc.gov/page/health-regulation-and-licensing-administration

OCCUPATION	LICENSING BOARD, COMMISSION, OR PROGRAM
Acupuncture	**Board of Medicine**
Anesthesiologist Assistants	**Board of Medicine**
Audiology and Speech-Language Pathology Audiologist, Audiology Assistant, Speech language Pathologist, Speech Language Pathology Assistant, Speech Language Pathology Clinical Fellow	**Board of Audiology & Speech Language Pathology**
BoMed Medical Training License and Registration	**Board of Medicine**
Chiropractors	**Board of Chiropractic**
Dance Therapy (Registration Only)	**Board of Occupational Therapy**
Dentistry Dentist, Dental Hygienist, Dental Assistant (Level I), Dental Assitant (Level II)	**Board of Dentistry**
Dietetics and Nutrition Dietitian, Nutritionist	**Board of Dietetics and Nutrition**
Long-Term Care Administrators Nursing Home Administrator (NHA)	**Board of Long-Term Administration**

Marriage and Family Therapy	**Board of Marriage and Family Therapy**
Massage Therapy	**Board of Massage Therapy**
Medicine	**Board of Medicine**
Naturopathic Physicians	**Board of Medicine**
Nursing Registered Nurse (RN), Licensed Practical Nurse (LPN), Nurse Midwife, Nurse Anesthetist, Clinical Nurse Specialist, Nurse Practitioner, Trained Medication Employee (TME), Home Health Aide (HHA)	**Board of Nursing**
Nurse Staffing Agencies	**Board of Nursing**
Nursing Staffing Agency	**Board of Nursing**
Occupational Therapy Occupational Therapy Assistant (OTA), Recreation Therapy (RT), Dance Therapy	**Board of Occupational Therapy**
Optometry Optometrist, Optometrist/Diagnostic Pharmacy Agent, Optometrist/Therapeutic Pharmacy Agent	**Board of Optometry**
Pharmacy Pharmacist, Pharmacist/Vaccination and Immunization Agent, Pharmacy Intern, Pharmacy Technician, Pharmaceutical Detailer, Controlled Substance, SafeRX Pharmaceutical Detailer	**Board of Pharmacy**
Physical Therapy Physical Therapist, Physical Therapist Assistant (PTA)	**Board of Physical Therapy**

Physical Therapist Assistants	**Board of Physical Therapy**
Physician Assistants	**Board of Medicine**
Podiatry	**Board of Podiatry**
Polysomnography	**Board of Medicine**
Psychology Associates	**Board of Psychology**
Professional Counseling Licensed Professional Counselor (PC), Licensed Graduate Professional Counselor (GC), Certified Addiction Counselor I (CACI), Certified Addiction Counselor II (CACII)	**Board of Professional Counseling**
Psychology Psychologist, Psychology Associate	**Board of Psychology**
Recreation Therapy (Registration Only)	**Board of Occupational Therapy**
Respiratory Care	**Board of Respiratory Care**
SafeRX Pharmaceutical Detailers	**Board of Pharmacy**
Social Work Licensed Social Work Associate (LSWA), Licensed Graduate Social Worker (LGSW), Licensed Independent Social Worker (LISW), Licensed Independent Clinical Social Worker (LICSW)	**Board of Social Work**
Surgical Assistants	**Board of Medicine**
Veterinarians	**Board of Veterinary Medicine**

NON-HEALTH-RELATED LICENSING BOARDS, COMMISSIONS, PROGRAMS, AND GROUPS

The Department of Consumer and Regulatory Affairs' (DCRA) Occupational and Professional Licensing Administration (OPLA) supports the District's non-health occupational and professional boards, commissions, and programs. OPLA enforces regulations and offers licenses in more than 125 occupational and professional categories. The boards, commissions, and programs are responsible for reviewing applications, administering examinations, responding to certification requests by other jurisdictions, and regulating the practices of individual professions. This list is not exhaustive and covers broad occupational categories. Go to the DCRA website for more information on an occupation that you may be interested in.

https://dcra.dc.gov/professional-licensing

OCCUPATION	LICENSING BOARD, COMMISSION, OR PROGRAM
Appraisers	Board of Real Estate Appraisers
Architects	Board of Architecture, Interior Design and Landscape Architecture
Asbestos Workers	Board of Industrial Trades
Athlete Agents	Athlete Agent Program
Barbers	Board of Barber and Cosmetology
Body Artists	Board of Barber and Cosmetology
Boxers, Wrestlers, and Mixed Martial Art	Combat Sports Commission
Certified Public Accountants	Board of Accountancy
Cosmetologists	Board of Barber and Cosmetology
Electricians	Board of Industrial Trades

Elevator Maintenance (Contractors, Mechanics, Inspectors)	Board of Industrial Trades
Funeral Directors	Board of Funeral Directors
Interior Designers	Board of Architecture, Interior Design and Landscape Architecture
Land Surveyors	Board of Professional Engineers and Land Surveyors
Plumbers	Board of Industrial Trades
Professional Engineers	Board of Professional Engineering
Real Estate Agents and Property Manager	Real Estate Commission
Refrigeration and Air Conditioning Mechanics	Board of Industrial Trades
Security	Security Program
Steam and Operating Engineers	Board of Industrial Trades
Tour Guides	Tour Guide Program

OTHER NON-HRLA/DCRA BOARDS https://www.dcbar.org/	
OCCUPATION	**LICENSING BOARD**
Attorney	DC Bar

8.5 KNOW YOUR LEGAL RIGHTS WHEN LOOKING FOR HOUSING

Under the Fair Criminal Screening for Housing Act of 2016, also called "Ban the Box for Housing," housing providers cannot discriminate against you for having a criminal record. The law does not apply to dwellings with three (3) units or fewer. It also does not apply when D.C. or federal law requires a housing provider to check an applicant's criminal record.

Except in the two (2) cases mentioned above, housing providers may not ask about your criminal background on the application or during an interview. They may ask after they have made you a conditional offer of housing. But they can only withdraw their offer if they have good reasons for doing so. They must provide those reasons in writing. You are entitled to a free copy of the background report within thirty (30) days of your denial.

Under federal and local fair housing laws, housing providers cannot discriminate based on:

- Race
- Color
- Religion
- National origin
- Sex
- Disability
- Age
- Political affiliation
- Familial status
- Presence of children
- Personal appearance
- Matriculation (enrollment in school)
- Place of business
- Source of Income (such as if you receive SSI or a housing voucher)
- Gender identity or expression
- Whether you are a victim of domestic violence

If you believe you are a victim of housing discrimination, you have one year to submit a complaint to the D.C. Office of Human Rights.

Organizations that can help with housing discrimination:

- D.C. Office of Human Rights
- Prisoner & Reentry Legal Services Program (PRLS) – The Public Defender Service for the District of Columbia (PDS)
- The Washington Legal Clinic for the Homeless.

"I had a bad experience with an employer because of my criminal record. After working for this company for a year they brought to my attention my criminal record, even though it was known when they first hired me. After working there for a year they told me that I could no longer be an employee because of my charge. I did some research and provided information that showed that as long as my charge wasn't related to the type of work I was doing, my charge shouldn't be an issue. While they agreed that I was right, they said that they still didn't want anyone with my type of charge working for them. I asked to get this in writing and was denied. I reached out to the Washington Lawyers' Committee, who represented me on this issue. After they contacted the company and told them of the violations, the company hired me back. They gave me back pay for the 2 months I wasn't working and later gave me a promotion and a raise. **It's important that we know our rights as returning citizens. We too often just take things on the chin or expect to be treated a certain way because we have a record.**"

– Eric Weaver

8.6 DIRECTORY OF RESOURCES

Organization	Information
D.C. Department of Consumer and Regulatory Affairs' (DCRA) Occupational and Professional Licensing Administration (OPLA) 1100 4th Street, NW North Washington, DC 20024 202) 442-4400 **https://dcra.dc.gov/professional-licensing**	The Department of Consumer and Regulatory Affairs' (DCRA) Occupational and Professional Licensing Administration (OPLA) supports the District's non-health occupational and professional boards, commissions, and programs. OPLA enforces regulations and offers licenses in more than 125 occupational and professional categories. The boards, commissions, and programs are responsible for reviewing applications, administering examinations, responding to certification requests by other jurisdictions, and regulating the practices of individual professions.
D.C. Health Regulation and Licensing Administration Processing Center (HRLA) 899 North Capitol Street, NE Washington, DC 20002 1 (877) 672-2174 **https://dchealth.dc.gov/service/health-professionals**	The Office of Health Professional Boards administers the licensure of almost 70,000 health professionals in the District of Columbia supporting 19 health professional boards. The Office also executes the investigation of consumer incidents or complaints against health professionals, and recommends enforcement, if necessary, to bring licensees into compliance with District and Federal law. The health professional boards advise the Department of Health in matters pertaining to the development of rules and regulations for health professionals and provide additional services including licensure verification, and licensure examinations.

Organization	Information
D.C. Office of Human Rights 441 4th Street, NW Suite 570 North Washington, DC 20001 (202) 727-4559 **www.ohr.dc.gov/**	If you believe an employer violated the Fair Criminal Record Screening Amendment Act ("Ban the box") or the Fair Criminal Screening for Housing Act ("Ban the Box for Housing") you can file a complaint with the D.C. Office of Human Rights within 365 days (one year) from when the violation happened. Learn more here: **https://ohr.dc.gov/node/965322**
Neighborhood Legal Services Program (NLSP) Headquarters 64 New York Avenue, NE Washington, DC 20002 Far Northeast Office 4609 Polk Street, NE Washington, DC 20019 Southeast Office 2412 Minnesota Avenue, SE Washington, DC 20020 (202) 832-6577 **www.nlsp.org**	NLSP provides free legal information, advice, and representation for low-income D.C. residents. They help with problems involving barriers to employment (including limited assistance with record sealing), housing, family, public benefits, and veteran's benefits. The also provide advice on some consumer issues and assist with preparing wills and advance directives.

Organization	Information
Prisoner & Reentry Legal Services (PRLS) Program; The Public Defender Service for the District of Columbia (PDS) Community Defender Division 1442 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (202) 824-2801 **www.pdsdc.org/about-us/legal-services/community-defender-division**	The PDS Prisoner and Reentry Legal Services program provides legal assistance and representation in criminal record sealing, expungement, stolen identity, and occupational license matters. They also assists in matters related to criminal background checks, and employment and housing denials due to a criminal record. They also advocate for people incarcerated in the D.C. Jail and the Federal Bureau of Prisons.
Rising for Justice (formerly D.C. Law Students in Court) 901 4th Street, NW Suite 6000 Washington, DC 20001 (202) 638-4798 **www.risingforjustice.org/**	Rising for Justice's Expungement Clinic provides free legal representation to clients seeking criminal record sealing and expungements.
The Washington Legal Clinic for the Homeless 1200 U Street, NW Washington, DC 20009 (202) 727-4559 **www.legalclinic.org/**	Their mission is to use the law to make justice a reality for people who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve their clients' goals, their staff and network of volunteer attorneys provide low barrier, comprehensive legal services at intake sites throughout the District of Columbia. They represent D.C. residents facing housing discrimination and housing denials due to a criminal record.

9

FAMILY CONNECTIONS AND LEGAL RIGHTS

FAMILY CONNECTIONS AND LEGAL RIGHTS

9

This chapter discusses maintaining relationships with family members and understanding your family legal rights. Family may be central to your life, a painful part of your life, or somewhere in between. You may be thinking about what you can do while incarcerated or while you are in the community to connect with and take care of your family. Alternatively, you may be looking for help to remove yourself from an unhealthy relationship.

This chapter will address these relationship concerns first. It will then cover what family-related legal rights and options to which you are entitled, so you can make informed decisions about matters like parentage and paternity, custody and visitation, child support, getting married or divorced, and how to file and respond to legal documents. This chapter is meant to empower you to turn your vision of family life into a reality.

THINGS TO DO AND CONSIDER

- ☐ 9.1. Stay Connected to Family
- ☐ 9.2. Understand Your Family Legal Rights
- ☐ 9.3. Learn About Establishing Parentage and Paternity
- ☐ 9.4. Learn About Child Custody and Visitation
- ☐ 9.5. Learn About Child Support
- ☐ 9.6. Learn About Getting Married
- ☐ 9.7. Learn About Getting Divorced
- ☐ 9.8. Learn How to Get, File, and Serve Family Legal Pleadings
- ☐ 9.9. Seek Legal Help for Family Related Issues
- ☐ 9.10. Directory of Resources

9.1 STAY CONNECTED TO FAMILY

There are many benefits to staying connected with your family and friends while you are incarcerated. These connections can be a source of comfort, stability, and material support that lasts through incarceration and beyond as you transition back into their lives and the community after you are released.

This section will cover what you can do during your incarceration to maintain and grow your family relationships. It may be the case that some of your relationships provide more hurt than help. This section will also discuss what you can do if you have an unhealthy relationship that you want to leave.

CONNECTING WITH FAMILY WHILE YOU ARE INCARCERATED

It can be challenging to stay connected with loved ones while you are serving your sentence at a distant federal prison or the D.C. Jail. However, there are several ways for you to seek connection and maintain relationships with your family, including your children, while you are incarcerated.

There are government and community service providers that offer opportunities to stay connected.

STAYING CONNECTED TO FAMILY WHILE IN THE BOP

Every Federal Bureau of Prisons (BOP) facility holds at least one annual Children's Day event. You can learn more about parenting through the BOP's Parenting Program which offers parenting classes and activities. This program is open to all caregivers of children, including grandparents. Hope House D.C. offers a variety of programs that help incarcerated fathers communicate with their children. Women Involved in Reentry Efforts (The WIRE) organizes trips that allow children to visit their incarcerated mothers, so that they can stay present in their lives. The Mayor's Office for Returning Citizen Affairs (MORCA) arranges trips for family members to visit their D.C. loved one in certain federal institutions. Talk to your case worker about other ways that you can stay in touch with your family, like exchanging letters, speaking over the phone or video conference (if available), or participating in a family event at your institution. Taking

advantage of these options can help you stay involved in your family's life.

STAYING CONNECTED TO FAMILY WHILE IN THE D.C. JAIL

Incarceration can impact your relationships with your spouse, your children, and other loved ones. To help deal with conflict or make plans with family members or other support people throughout your incarceration, Reentry Mediation is a free service offered by Community Mediation D.C. that will give you a chance to speak, be heard, and re-build or strengthen your support network. You will have the help of two non-judgmental mediators, before your release, to have an open, honest, and often difficult conversation to prepare for your transition back to the community.

> "**I opened the communication doors with my sons.** I apologized for my absence. I admitted to my addiction, immaturity, and irresponsibility. I granted an open door policy to discuss any topic."
>
> *–Kenneth Baldwin*

You can ask your case manager about Reentry Meditation or write a letter addressed to Community Mediation D.C. at PO Box 43175, Washington, DC 20010. If you are no longer staying at the D.C. Jail or being transferred to the BOP, you may still request mediation services and possibly receive them depending on their current case load.

Voices for a Second Chance (VSC) empowers children and families with incarcerated parents with supportive services during incarceration and after release. They can help you stay in touch with your family by providing phone calls. They also provide greeting cards to children of people incarcerated at the D.C. Jail. Additionally, they host support groups for children, ages four (4) to twelve (12), with an incarcerated parent.

The D.C. Jail also hosts community organizations that offer "Restorative and Healing Circles" to help you build and restore your family relationships. They give everyone an opportunity to speak and listen to one another in an atmosphere of safety.

TAKING CARE OF YOUR FAMILY WHILE INCARCERATED

It can be difficult to think about how your family is dealing with the effects of your incarceration. Fortunately, there are D.C. organizations that help families that have been impacted by incarceration. For instance, D.C. Project Connect provides crisis intervention and information resources for families and children affected by incarceration. For children of incarcerated parents interested in a college education, ScholarChips provides scholarships, mentorships, and a support network for children of incarcerated parents. US Dream Academy in D.C. offers after school programs, academic support, and mentoring to children in grades three (3) through eight (8) who are at high risk because of parental incarceration. Finally, for social services, Catholic Charities Welcome Home Reentry Program offers transitional shelters and crisis support to children of incarcerated parents. We have listed many other similar organizations in the directory at the end of this chapter.

GETTING HELP WHILE YOU ARE IN THE COMMUNITY

Many providers offer family support and counseling that can help you respond to relationship issues or conflicts following your release. The National Reentry Network for Returning Citizens offers Reintegration Support Circles that bring together the network of people who care about you to support your success in the community. Catholic Charities Welcome Home Reentry Program provides mentors who will help you reunify with your family. Community Family Life Services offers family education, transitional housing and case management to women and their families. The Office of Rehabilitation and Development's (D.C. Public Defender Service) 15-30 Life Support Group host open discussions about reentry, family, friends and partner relationships.

> "In prison, you become independent. But out here, you need to **find support groups** and supportive people."
>
> *–Roy Middleton*

Other community service providers throughout D.C. offer parenting classes and mentorship to help you strengthen your bond with your children and family members. There are also many organizations listed in Chapter 11: Healthcare that provide individual, couple, and family counseling and therapy to help you manage and cope with family-related issues or conflicts you may be experiencing.

GETTING HELP FOR UNHEALTHY RELATIONSHIPS

Washington, D.C. has a variety of services for people seeking to leave or recover from domestic violence or abusive situations. To name a few, District Alliance for Safe Housing (DASH) provides safe housing and services to survivors of domestic and sexual violence and their families. D.C. SAFE is a 24/7 crisis intervention agency that offers support and safety to domestic violence survivors through emergency services and legal support. My Sister's Place offers emergency shelters, housing assistance, counseling, and case management to domestic violence survivors. You can also turn to House of Ruth if you are a domestic violence survivor who would like to speak to a therapist, receive case management, or are in need of housing. You can find the contact information for these organizations and others in the directory at the end of the chapter. Refer to section 11.9. of Chapter 11: Healthcare for resources to help you deal with trauma.

Organizations that can help you with unhealthy relationships:

- Asian/Pacific Islander Domestic Violence Resource Project (DVRP)
- Becky's Fund
- Capitol Hill Pregnancy Center
- Catholic Charities
- Collaborative Solutions for Communities
- Community Family Life Services (CFLS)
- D.C. SAFE
- Deaf Dawn
- District Alliance for Safe Housing (DASH)
- East River Family Strengthening Collaborative, Inc.
- Edgewood/Brookland Family Support Collaborative
- Grandparents on the Move
- Healthy Babies Project, Inc.
- House of Ruth
- Mary's Center
- My Sister's Place
- Rainbow Families
- The Hope Foundation Reentry Network
- The Women's Center
- Thrive D.C.
- Women Involved in Reentry Efforts (The WIRE)

9.2 UNDERSTAND YOUR FAMILY LEGAL RIGHTS

Navigating family life can be very complicated, especially while you are incarcerated. Although your criminal record may present some challenges, you can still have a meaningful family life with your friends, family, children and your spouse or partner.

As complicated as navigating family life can be, navigating the family law landscape in D.C. can be even more complicated. Among other legal matters, this section will provide you with information on how to establish parentage and paternity, file for custody and visitation, suspend, modify, or request child support, marry, and file for divorce. Helpfully, this section will clarify the processes for each while you are either incarcerated or living in the community.

Please also note that this section is designed to empower you with the tools you need to represent yourself in these family law matters. Please note however, this section provides legal information and is not intended to give you legal advice. A list of legal organizations is listed in the directory at the end of the chapter. You may reach out to them for legal advice or representation.

While criminal law deals with allegations of crime, civil law deals with disputes between individuals, such as between family members, or organizations. If you begin civil legal proceedings, you are the plaintiff/petitioner. If you are responding to legal proceedings, you are the defendant/respondent. Pay close attention to how to serve the other person, or party, with notice of the legal action you have taken against them. More information about how to serve legal papers and the cost for filing legal documents is provided in section 9.8 of this chapter titled, "Learn How to Get, File, and Serve Your Legal Pleadings."

The pleadings, or legal documents, that you will need for various family law matters

have been highlighted throughout the section and have been listed in the Pleadings Directory at the end of the chapter. All of the organizations named in this section can be found in the directory at the end of this chapter.

Knowing how to properly navigate the legal system will help you create the family life you want.

> "My building blocks started with a very loving and supportive family. **My family support was so strong that I knew that going home to live with my family was my best choice.** Their support of me was beyond what any woman could've given me after serving so many years of incarceration."
>
> *–Tyrone Walker*

9.3 LEARN ABOUT ESTABLISHING PARENTAGE AND PATERNITY

Biological parents are considered to be the father and mother who carry the blood or DNA of a child. **Legal parents** have a family relationship to the child by law (e.g. marriage, domestic partnership, adoption, or declared a child's parent by a court), but do not need to be related by blood. **Paternity** is the identity of a person's biological father and **Parentage** is the identity of a person's biological or legal parents. There are many reasons to establish parentage. Parentage may need to be established before:

1. A child support order can be established.
2. A person who did not give birth to a child has legal rights to that child.
3. The name of the parent who did not give birth will be placed on a child's birth certificate.
4. A child receives social security benefits if a parent becomes disabled or deceased.

5. A child is able to receive his or her parent's life insurance benefits.
6. A child may have a right to inherit property from his or her parent's estate.
7. A child has access to their parent's medical history.
8. A child may be eligible for his or her parent's military medical coverage or life insurance benefits.

HOW TO ESTABLISH PARENTAGE OF A CHILD

There are several ways to establish parentage of a child.

AUTOMATIC LEGAL RELATIONSHIP (BORN OF THE MARRIAGE OR DOMESTIC PARTNERSHIP)

If two people were married or in a registered domestic partnership at the time a child was conceived or born, it is generally accepted as true that the husband, wife, or domestic partner is the child's second parent. The spouse or domestic partner's name will be automatically placed on the birth certificate.

Married couples (heterosexual and same sex female only) and couples in a registered domestic partnership (heterosexual and same sex female only) do not need to take any other steps to establish the non-birth mother's legal tie to their child. However, same sex male couples will need to establish a legal tie to their child through a court approved surrogacy agreement or adoption. If you are in a legal relationship and want to challenge parentage, you will need to go to The Superior Court of the District of Columbia (known as "D.C. Superior Court"). The court may hear testimony or order DNA (genetic) testing to determine parentage.

Parentage may be in question when a child is born to unmarried parents, who are not in a registered domestic partnership. Generally when a couple is unmarried, parentage can be established through a voluntary Acknowledgement of Paternity (heterosexual couples), DNA testing (heterosexual couples), a consent to artificial insemination (same sex female couples only) or through a court proceeding.

ACKNOWLEDGMENT OF PATERNITY (AOP)

Fatherhood can be established for a child if a mother and father voluntarily sign an Acknowledgement of Paternity. Both parents must sign the document. You may not want to sign this document unless you are absolutely sure you are the biological father of a child. It can be difficult to disestablish (undo) paternity, and remove yourself as the legal father of a child, after you sign this sworn statement. It is important to know that an AOP is a binding legal document that creates a legal tie to your child but can also come with legal responsibilities such as child support.

WITHDRAWING AN ACKNOWLEDGMENT OF PATERNITY (AOP)

Either parent has 60 days from the day the last person signed the AOP to withdraw or undo the AOP. This may be done for any reason within the 60 day period. You do not need the permission of the other party. After the 60 day period, you must file a motion with the D.C. Superior Court to rescind (take back) the AOP. You must show that you signed as a result of fraud (you were deceived) or under duress (you were forced to do so) in order to have your request to disestablish paternity taken seriously by a judge. The longer you wait to file your motion, the harder it is to have paternity disestablished. In some instances the court may find that a person waited too long to withdraw the AOP, even if the person who signed the AOP is not the child's biological father. Essentially, a person can be the child's legal father even if they are not the child's biological father. This means that a person will still be legally responsible for the child even though they are not the genetic father.

COURT ORDER ESTABLISHING PARENTAGE

Parentage can be established through D.C. Superior Court.

- **Filing a Petition**: If the person you believe to be your child's parent disputes/disagrees that they are the child's parent, the D.C. Child Support

Services Division (CSSD) can help you file a petition with D.C. Superior Court. The petition will name the individual you believe to be your child's legal parent and request a child support order.

- **Court Hearing**: The court will hold a hearing and the mother and potential parent must attend in person or by phone. At the hearing, the potential parent will have the chance to admit or deny if they are the child's legal parent. The court will make the final decision.
- **Genetic/DNA testing**: If the person named as the child's father is not sure if they are the father, or denies that they are, the court may order a genetic test. If the test proves they are the child's father, the court will issue an order that establishes the child's paternity. This order will be legal proof establishing the child's parentage.

HOW TO ESTABLISH PATERNITY WHILE YOU ARE IN THE D.C. JAIL

If you would like to establish paternity through DNA testing or an Acknowledgement of Paternity (AOP) while you are in the custody of the D.C. Department of Corrections (DOC), you should let your case manager know. Your case manager will contact the Child Support Services Division (CSSD). CSSD will attempt to locate the other parent of your child. If the other parent is in the community (not incarcerated), CSSD will work with them to schedule DNA testing or to complete the AOP.

ESTABLISHING PATERNITY THROUGH DNA TESTING

DNA testing is the only way to know for sure if a person is a child's biological father. DNA testing is free if you coordinate testing through CSSD. You should ask your case manager to contact CSSD to notify them that you would like to take a DNA test the next time you appear in the D.C. Superior Court. You may also contact CSSD yourself. You may also ask the judge for permission to take a DNA test the next time you are before the court.

You may also be ordered by D.C. Superior Court to take a DNA test while you are in the D.C. Jail. If so, CSSD will inform you that you must take the test the next time you have a hearing. If you do not have an upcoming hearing at the D.C. Superior Court, CSSD will arrange for a phlebotomist (a person who collects blood/genetic information) to meet you at your facility to swab your mouth and collect your DNA.

SIGN AN ACKNOWLEDGEMENT OF PATERNITY (AOP)

If you and the other parent agree on parentage, you can sign an AOP. After the other parent in the community has signed the AOP, CSSD will come to your facility to allow you to sign the AOP. CSSD will take one copy of your AOP to the D.C. Vital Records Division (DCVRD). You and the other parent of your child will each receive copies of your AOP. CSSD will keep its own copy of your AOP for its records.

HOW TO ESTABLISH PATERNITY WHILE YOU ARE IN THE CUSTODY OF THE FEDERAL BUREAU OF PRISONS (BOP)

In order to determine paternity through a DNA test, DNA from the mother, the father, and the child must be tested.

A MOTHER IN THE COMMUNITY MAY REQUEST DNA TESTING FROM YOU

If a mother in the community wishes to establish that you are the father of their child while you are in the BOP, they may work with the Child Support Services Division (CSSD) to obtain a sample of your DNA to submit to DNA testing. You can consent to a DNA test. If you do, you can allow CSSD to collect the sample that the BOP may already have on file for you or you can agree to have CSSD send a contractor to your facility to collect a DNA sample from you.

If you do not consent to a DNA test, CSSD must make the case to the BOP that it should release your DNA to CSSD in order for it to be tested. The Chief Warden will ultimately make the decision.

Alternatively, the mother in the community who wishes to establish that you are the father of their child may work around the BOP. With the consent of two of your full-blood relatives, like a parent or sibling, the mother may work with them to have their DNA tested in order to determine whether it matches that of the child.

A PERSON MAY REQUEST A COURT ORDER FOR DNA TESTING WHILE IN THE BOP

If you would like to establish paternity by taking a DNA test yourself or compelling the person you believe to be the father of your child to take one, you must file a Petition to Establish Parentage with the Family Court Central Intake Center at the D.C. Superior Court. You can ask a family member, friend, or a legal aid organization to send you the petition, which is available online.

Send a copy of your **Petition to Establish Parentage and/or for Child Support** to the D.C. Superior Court. The court will return a filed and stamped copy of your petition to you along with the Summons. The Summons will include the date and time of the initial hearing to discuss your petition. You can appear by phone. The copy of your petition and your Summons must be served on the other parent of the child. This person is the other party in your dispute.

A judge will decide if an order compelling the other parent of the child to take a DNA test is appropriate.

SIGN AN ACKNOWLEDGEMENT OF PATERNITY (AOP)

If you would like to establish paternity by acknowledging paternity while you are in the BOP, you should contact your case manager. Your case manager should contact CSSD. CSSD is only permitted to become involved in cases in which it has a legitimate interest, such as when you are a D.C. resident.

> "Family support is necessary and key to successful reentry. **You need people who love you, support you, and encourage you.**"
>
> *–Kenneth Baldwin*

The other parent of your child may wish to begin the AOP process themselves. If the other parent of your child is in the community, they will contact CSSD to sign the AOP. Then, CSSD will mail the signed AOP to your case manager. You will also sign the AOP and return it to CSSD. CSSD will mail copies of the signed AOP to you, the other parent of your child, and the D.C. Vital Records Division. CSSD will keep a copy of your AOP for its own records.

9.4 LEARN ABOUT CHILD CUSTODY AND VISITATION

If you and the other parent of your child are no longer together, you may want to explore custody and visitation options for your children. You may come to an agreement with the other parent or you may need the court to order one that is in the best interests of your child. Before you make any major decisions, however, you should understand the definitions of custody and visitation. That information, along with instructions on filing for custody and visitation when you are ready, is provided below.

WHAT IS CUSTODY?

Having custody over a child is having the legal right to care for and raise that child until the child turns eighteen (18) years old. There are different types of custody rights that you can have. If you have not ever been to court, the law assumes that parents share, or have joint, legal and physical custody. You do not need a court order unless there is a dispute between you and someone else, like another parent or a non-parent caregiver, about custody or visitation. After you go to court, a judge will decide how to divide legal and physical custody of your child.

- **Legal Custody:** A parent with legal custody has the right to make decisions about their child's life, like schooling, religious upbringing, and medical care. There are two kinds of legal custody:
  - **Joint Legal Custody:** Both parents have legal custody and have to make joint decisions about their child's life. The parents are expected to work together and discuss issues relating to the child.

  - **Sole Legal Custody:** Only one parent has legal custody and has the right to make decisions about their child's life.

- **Physical Custody:** A parent with physical custody determines where the child lives. There are two kinds of physical custody:
  - **Joint Physical Custody:** A child spends some amount of time, not necessarily half, living with each parent.
  - **Sole Physical Custody:** One parent has a child living with them almost exclusively, and the other parent may have visitation.

In this type of arrangement, the parent with custody is called the **custodial parent**. The parent who does not live with the child is called the **non-custodial parent**.

CUSTODY AND PARENTAL RIGHTS WHILE INCARCERATED

You may be thinking about how your incarcerated status impacts your custody rights. In D.C., you cannot lose your parental rights simply because you are incarcerated. Instead, a court must find that you are unable to take care of your responsibilities for your child because of incarceration. That means that any efforts

you take while incarcerated to support or contact your child will help preserve your custodial rights. You cannot have physical custody of your child while incarcerated, but you can still have legal custody and make decisions for your child.

Parental rights are different than legal and physical custody rights. Parental rights refer to the legal status of being the parent of a child, not whether you have physical or legal custody at any particular time. Physical and legal custody can always be changed, or modified, as circumstances change. However, if parental rights are terminated, your legal relationship (and ability to ask for any kind of physical and legal custody) is permanently ended. The government has to bring a case against you to terminate your parental rights, and you would be appointed an attorney at no cost.

Even if a court gives sole legal and physical custody of your child to another person, unless all your parental rights are terminated, you still have "residual parental rights," like the ability to put your child up for adoption, to express a preference on who should have custody, to inherit and pass along property, and to request changes in custody in the future. If you think a case to terminate your parental rights has been filed, you can call the Office for Counsel for Child Abuse and Neglect at (202) 879-1212 for information and to possibly speak with an attorney.

WHAT IS THIRD PARTY CUSTODY?

Certain people who are not the biological parents of a child can file for custody of that child. When this happens, it is called **third party custody**, or custody held by someone other than one of the two parents of a child. D.C. law permits third parties to file for custody of a child if:

- They have the agreement of the parent who has taken care of the child during the past three (3) years;
- They have lived with the child and taken care of the child like a parent for at least four (4) of the past six (6) months before the custody case was filed; or
- They are now living with and caring for the child and the child would be harmed if the third party does not have custody.

However, the child's parents will always have stronger custody rights. In a custody

dispute between a parent and a third party, the law will side with the parent unless the third party can show that (1) the parent agreed to give custody to the third party or (2) the parent is unable or unwilling to care for the child and custody with the third party is in the best interests of the child.

As a parent, you have the right to agree to third party custody, to oppose it, or to suggest a different third party. If you agree to custody with a third party, you can make your agreement on the condition that you can revoke (take back permission) it after you are released from prison or jail. While you are incarcerated, it may be particularly important to exercise your right to help determine where your child lives.

> "I have worked towards **rebuilding relationships with my family** by understanding that they require the same amount of patience, understanding, and space to adjust to our reunification as I do."
>
> *– Yusef Rabb*

There are alternatives to third party custody you may want to consider if you cannot care for a child. Instead of going to court, some parents sign a **Custodial Power of Attorney** form to grant all or parts of their custodial rights to another person. This is an informal way to arrange for another person to care for your child, and you can terminate the power of attorney at any time. Ask your case manager for a Custodial Power of Attorney form, or contact one of the legal organizations listed in the directory at the end of this chapter for more information.

WHAT IS VISITATION?

Visitation refers to the right of the non-custodial parent to maintain contact with their child while the child lives with their other parent. As a parent, you are free to work out a visitation schedule with your child's other parent. The services of the **Multi-Door Dispute Resolution Division** at the D.C. Superior Court are available to help parents come to an agreement.

If you and the other parent of your child disagree about an appropriate schedule, you may want to pursue a court-ordered custody arrangement, which can be legally enforceable.

FILING FOR CUSTODY AND VISITATION

You will use the same process to file for both custody and visitation. You will also use this process regardless of whether you are incarcerated or in the community. If you want custody of or visitation with your biological child, you must file a **Complaint for Custody and/or Visitation**. If you want custody of a child that is not your biological child because you believe that the biological parents of the child are unfit, you must file a **Complaint for Third Party Custody and/or Visitation**.

You must send a copy of your complaint to the Family Court Central Intake Center at the D.C. Superior Court. The court will return a filed and stamped copy of the complaint to you along with the Summons, which will include the date and time of your initial hearing. You can appear by phone if you are incarcerated.

You must then arrange to have a copy of this complaint and the Summons served to the parent, legal guardian, or caretaker of your child. This person is the other party in your dispute.

Even if you are incarcerated, you may file for legal custody of your child. Your incarceration will not automatically prevent you from acting on your right to make important decisions about your child.

> "Other than my desire to create a new path for myself, **family was the main reason I was able to transition back into the community successfully**. Although my family didn't have much money, they helped me to get my own place, they kept feeding me healthy messages ('you're loved, you're strong, you will get through this if you choose, you have support') and they encouraged me to look within to access the spiritual part of myself."
>
> *– Charles Elliot*

RESPONDING TO A COMPLAINT FOR CUSTODY AND/OR VISITATION

If you are responding to a Complaint for Custody and/or Visitation, you will respond with a **Consent Answer to Complaint for Custody and/or Access to Children** if you agree with the statements regarding custody included in the Complaint. If you do not agree, you will respond with a **Contested Answer to Complaint for Custody and/or Visitation and Counterclaim for Custody and/or Visitation**.

If you are responding to a Complaint for Third Party Custody and/or Visitation, you will respond with an **Answer Consenting to Third Party Custody Order** if you agree with the statements regarding custody included in the complaint. If you are responding to a Complaint for Third Party Custody and/or Visitation, you will respond with a **Contested Answer to Complaint for Custody and/or Visitation and Counterclaim for Custody and/or Visitation** if you do not agree with the statements regarding custody included in the complaint.

DECIDING A CUSTODY OR VISITATION ORDER

After service has been carried out, there will be an initial hearing about a month later or longer during such times as a national emergency like the recent pandemic. During that hearing, the judge will order parenting classes, start visitation if necessary, and mediation. Another hearing will be set to determine the progress toward resolving the case. If there is no resolution through mediation, a trial date will be set.

During the trial, the judge will determine an arrangement based on the child's best interests. To do so, the judge will consider the following factors:

- The relationship of the child with his or her parents, siblings, and any other person who may affect the child's best interests;
- The child's adjustment to his or her home, school, and community;
- The age and number of children;
- The mental and physical health of all individuals involved;
- The demands of parental employment;

- How the distance between the parents' homes affects whether and when the child should spend time in each home;
- The prior involvement of each parent in the child's life;
- The parent's ability to financially support a joint custody arrangement;
- The impact on Temporary Assistance for Needy Families (TANF), or Program on Work, Employment, and Responsibilities;
- The benefit to the parents;
- Evidence of an intrafamily offense as defined in D.C. Code §16-1001(8);
- The wishes of the child about who should have custody, where practicable;
- The wishes of the child's parent or parents about the child's custody;
- The sincerity of each parent's request;
- The willingness of the parents to share custody; and
- The ability of the parents to communicate and reach shared decisions affecting the child's welfare.

The court may refer you to the **Program for Agreement and Cooperation in Contested Custody Cases (PAC)**, which encourages parents to work out custody arrangements. The class explains the court process and encourages the parties to work out custody arrangements by agreement rather than have a judge decide custody issues for them after a trial. The classes are in the Jurors Lounge at the Moultrie Courthouse every other Saturday from 9:30 a.m. to 1:30 p.m. Please call to confirm these times. There is a session for children aged seven to fourteen (7-14) while the parents or caregivers attend the PAC program. If you are not incarcerated, it is important to attend this class because the judge may hold it against you if you do not.

THE IMPACT OF A CRIMINAL RECORD ON CUSTODY AND/OR VISITATION

Your criminal record does not make you automatically ineligible for custody or visitation. However, if you have been convicted of an "intrafamily offense," defined as "interpersonal, intimate partner, or intrafamily violence," sexual assault, rape, murder, or another offense that might be seen as harmful to your child, you may have a more difficult time convincing a judge to grant you custody or visitation.

Given your criminal record, there will be a greater burden on you to show that you can provide your child with a stable and loving home. However, there are ways to convince a judge of your ability to do this. While you are incarcerated, make every effort to stay in touch with your child. While you are in the community, do your best to obtain consistent housing and a phone number and reach out to the parent or caregiver caring for your child to arrange to visit your child.

Before you seek custody of or visitation with your child, ensure that a Civil Protection Order (CPO) has not been filed against you. You may write to or visit the Family Court Self-Help Center to do so. Be sure to get copies of any CPO that has been filed against you.

MODIFYING A CUSTODY OR VISITATION ORDER

You can file a **Motion to Modify Custody and/or Visitation** with the Family Court Central Intake Center at the D.C. Superior Court. A judge may modify (change), or even terminate (end), the custody arrangement if "there has been a substantial and material change in circumstances" and "the modification or termination is in the best interest of the child."

9.5 LEARN ABOUT CHILD SUPPORT

WHAT IS CHILD SUPPORT?

Child support is a payment that non-custodial parents must pay to financially support their minor children to contribute to their child's happiness, health, and safety. Being incarcerated will not automatically change the child support that

you may owe, unless your child support order was suspended when you were sentenced or modified (changed) while you are incarcerated. This section will discuss how to request child support or change it once it has been ordered from the court.

> "If you don't have a family support system, some kind of group or organization, or something to aid and assist you out here in society, you're going to perish, you're going to fail. Like me for example, I had been in for 43 years. I don't know anything. I'm learning how to operate a computer. I'm learning how to talk to people because it's totally different in prison. **Pay attention to your family because they're a reflection of society.**"
>
> – *Quinton Tabron*

Generally, the parent who cares for a child most of the time (called the **custodial parent**) tends to receive child support payments. The parent with less parenting time (called the **non-custodial parent**) usually makes the payments, but a court can order both parents to pay child support. If a child spends around the same amount of time with each parent, the parent with the lower income may request child support from the parent with the higher income.

Anyone who lives with and cares for a child may file for child support to care for that child. The caregiver does not need to have been granted legal or physical custody by a court in order to receive child support. The caregiver may request child support from either of the child's parents or both.

A request for child support may be filed at any time before a child turns twenty-one (21) and in some instances, as early as the mother's pregnancy.

FILING A PETITION FOR CHILD SUPPORT

Anyone can file for child support in D.C. when:

- It is possible that the child was conceived in D.C.;
- The non-custodial parent previously lived in D.C. with the child;

- The non-custodial parent previously lived in D.C. with the child and supported them financially;
- The non-custodial parent agrees to resolve the case in D.C.; or
- The non-custodial parent is personally served court papers while in D.C.

YOU CAN FILE A PETITION WITH THE D.C. SUPERIOR COURT

You can request child support by filing a **Petition to Establish Parentage and/or For Child Support** with the Family Court Central Intake Center at the D.C. Superior Court. The court will return a filed and stamped copy of the petition to you along with the Summons, which indicates the date and time of your initial court hearing. You must then arrange to have a copy of this petition and the Summons served to the parent, legal guardian, or caretaker of your child. This person is known as the other "party" in the case.

D.C. CHILD SUPPORT SERVICES DIVISION CAN FILE A PETITION FOR YOU

You may ask the Office of Attorney General for the District of Columbia's Child Support Services Division (CSSD) to file for child support on your behalf. If you are a Temporary Assistance for Needy Families (TANF) recipient, you will qualify for free services from CSSD. In fact, if you receive TANF, CSSD may require you to help them establish parentage and support. However, if you believe helping CSSD would put you or your child in danger, CSSD will grant you a waiver. This means that you would not have to help CSSD establish parentage or support.

> "**You have to have a good shoulder to lean on**. You have to be okay with asking for advice. My friends who are on the right track and my family have been my main support system. Your social capital is going to be the billion dollar jackpot."
>
> *– Michael Plummer*

If you are not receiving TANF, CSSD might charge you a $5 services fee. To apply for services from CSSD, visit **www.cssd.dc.gov** to obtain an application. Print, complete, and sign the application. Include **copies** of each child's birth certificate, any separation agreements, divorce decrees, custody

orders, or acknowledgements of paternity, existing child support orders, proof of your income, proof of your residency in D.C., and proof of your identity. Mail or deliver your signed application and copies of each of the previous documents to CSSD. You may also visit the CSSD at 441 4th Street, Suite 550N and speak directly with a specialist.

If you request the services of CSSD, CSSD will not become your attorney. CSSD represents the interests of the District of Columbia ONLY. CSSD attorneys do not represent you, therefore you do not have attorney-client privilege with any CSSD attorney. This means that any information you share may not be held in confidence. You should hire your own attorney if, at any point in your relationship with CSSD, your interests do not match up with those of the District of Columbia.

Visit the CSSD office or call (202) 442-9900 for more information.

RESPONDING TO A PETITION FOR CHILD SUPPORT

If you are served with a **Petition to Establish Parentage and/or For Child Support**, you must attend the hearing at the D.C. Superior Court. Read the petition and the Summons carefully. The details are listed on the document, and you must come to court with proof of income (or proof showing you do not have any income). Proof of income documents can include pay statements, W-2 forms, family health plan costs, proof of medical expenses or SSDI/SSI benefits, and anything else that shows your income and expenses. You may respond to a Petition to Establish Parentage and/or For Child Support with an **Answer to Petition to Establish Parentage and/or For Child Support**.

If you are incarcerated and served with a Petition to Establish Parentage and/or For Child Support, you may inform the court of your incarceration in your Answer to Petition to Establish Parentage and/or For Child Support and mail it to the court. If you have limited or no income, you may also explain why you are unable to pay child support.

COURT DECISION ON CHILD SUPPORT

Parentage must first be established in order to move forward with a request for child support. The court will then gather financial information from both parties. Both parties will report their gross income (money from all sources), alimony payments (money paid to a spouse), and the amount they pay for their child's health insurance, medical expenses, and child care each year. The court will also consider other child support orders and other children that the parties have a legal duty to support. The court will use this information to calculate the monthly child support payment the non-custodial parent is obligated to pay.

The minimum amount of child support usually ordered is $75.00 a month. However, an order of support can be lower under certain circumstances.

HOW TO PAY CHILD SUPPORT

Court ordered child support must be made through the Child Support Clearinghouse. These payments can be made online or via mail. More information about the Child Support Clearinghouse may be found at **www.cssd.dc.gov/page/paying-support**. If you decide to pay the other parent directly, you may not receive credit for your payment. If you go to court and the other parent decides not to give you credit for direct payments, you may find yourself behind. If you fall behind, you may be subject to enforcement actions such as revocation of your driver's license or even incarceration. Therefore, it's important to remember that any payments given outside of the Clearinghouse will often be treated as a gift.

POSSIBLE PENALTIES FOR NOT PAYING CHILD SUPPORT

If you are working, the court may order your employer to withhold your income directly from your check. If you do not pay your child support as ordered, CSSD may also:

- Take your federal and state tax refunds

- Take your lottery winnings
- Find, freeze, and seize your bank accounts
- Suspend your driver license
- Place a lien (a notice attached to your property telling the world that a creditor claims you owe them money – this means that the owner cannot legally sell, refinance, or transfer a clear title of ownership) on your property
- Suspend your passport
- Report your child support debts to Credit Bureau Agencies
- File for you to be held in civil contempt and incarcerated for up to 180 days if they can show you have the ability to pay

> "**Family and friends helped make my transition smooth**. They helped me out with clothing, housing, anything I needed. They would take me to work and bring me home."
>
> *– Norvelle Nelson*

If you are subject to any of the enforcement actions above, you are entitled to a hearing with the Superior Court or the Office of Administrative hearings.

If you are a Temporary Assistance for Needy Families (TANF) recipient who is the custodial parent, some of the monthly child support payments ordered by the court may be used to reimburse the D.C. government for what it provides your family under TANF.

MODIFYING A CHILD SUPPORT ARRANGEMENT

Child support payments ordered by the D.C. Superior Court must be paid. However, if there has been a change to the circumstances of either parent, the child support order may be modified. Reasons for modification may include:

- Incarceration
- A job change, including obtaining a new job, losing a job, or entering retirement
- A change in custody
- A health complication or illness that affect the parent's employment

- A change in the public benefits received by the parent or the child
- The emancipation (legal independence) of the child

A child support order may be decreased, increased, suspended, or terminated as a result of a request for modification.

MODIFYING A CHILD SUPPORT ARRANGEMENT WHILE YOU ARE INCARCERATED

Without a modification, child support payments you owe will continue to add up and may become unmanageable while you are incarcerated. Returning to your community can be challenging enough without worrying about back-owed child support.

If you are the non-custodial parent and you have been sentenced to a period of incarceration longer than thirty (30) days for an offense unrelated to your child support order, you are entitled to seek a modification/suspension of your child support order. If you are seeking modification/suspension of your child support due to your incarceration, you may only be eligible to file from the time of your sentencing to right before your release. You will not be eligible to seek modification/suspension due to incarceration after your release. Please note that, if you have the financial resources to afford your child support payments, even if you are incarcerated, your modification request may be denied by the courts.

There are several ways to modify (change) your child support while incarcerated:

1. Your lawyer can let the court know of your child support obligation during your sentencing and the court will suspend your obligation while you serve your sentence.
2. You, your case manager, or a relative can reach out to the Child Support Services Division (CSSD) for help with suspending your child support

obligation while you are incarcerated. Once CSSD receives notification of your sentence and incarceration, it may file a Motion to Modify Child Support Order on your behalf. CSSD will request that the judge make their decision in chambers without a hearing. The court will mail the judge's final order to the facility that you are located. Contact the Child Support Services Division Policy, Training, and Administrative Affairs Section at (202) 724-2131 to notify CSSD of your sentence and incarceration. Be sure to follow up, however, because CSSD is not legally required to file a motion for you. If they don't, you will still be responsible for child support even if you relied on CSSD and believed it was taken care of.

3. You can file for a modification directly with the court that issued your child support. Several organizations will also help with modification of your child support obligations while you are incarcerated:

a. Bread for the City
1525 7th Street, NW
Washington, D.C. 20001
(202) 386-7601.

b. Legal Aid Society of D.C.
1331 H Street, NW
Suite 350
Washington, D.C. 20005
(202) 628-1161.

c. Public Defender Service for the District of Columbia; Community Defender Division's Prisoner & Reentry Legal Services Program,
1442 Pennsylvania Avenue, SE
Washington, D.C. 20003
(202) 824-2801.

MODIFYING A CHILD SUPPORT ARRANGEMENT WHILE YOU ARE IN THE COMMUNITY

You may file a **Motion to Modify Child Support Order** with the Family Court Central Intake Center at the D.C. Superior Court regardless of whether you are the non-custodial parent or the custodial parent. The court will return a filed and stamped copy of your motion to you along with the Summons, which indicates the date and time of your initial hearing. You must then arrange to have a copy of this motion and the Summons served to the parent, legal guardian, or caretaker of your child. This person is the other party in your dispute. If you need help writing the

motion, the court's Self Help Center can help you to file by yourself. You can also reach out to legal organizations to see if they can provide you legal assistance with modifying your child support order or you can hire a private attorney.

Alternatively, you may reach out to the Child Support Services Division (CSSD) for help with modifying your child support order. You may schedule a Review and Adjustment Conference with CSSD by contacting their Customer Service Unit at (202) 442-9900.

CSSD will review your finances during the Review and Adjustment Conference. Among other relevant documents, you must produce your most recent child support order, your most recent federal income tax form and/or W-2 statement, and proof of other children you have a legal duty to support. CSSD will use this updated information and the "Child Support Guideline" to calculate how much the monthly child support payment should be. Please note that this review may take up to six (6) months.

Normally, CSSD will file this motion where there is a substantial change in the party's circumstance or where the original and the recalculated amounts differ by at least fifteen (15) percent. Based on the results of the Review and Adjustment, CSSD may file a Motion to Modify Child Support Order on behalf of the requesting party. Once the motion is filed, the other party shall be served with the Summons to appear for the hearing on the motion.

SUPPORT PROGRAMS THROUGH THE CHILD SUPPORT SERVICES DIVISION (CSSD) AND D.C GOVERNMENT

Do not hesitate to ask for help if you need help paying child support. The Child Support Services Division (CSSD) and D.C. Government has several programs to help you prepare for employment, meet your financial obligations, and, most importantly, better support your children.

The following programs are run by CSSD:

ALTERNATIVE SOLUTIONS CENTER

The Alternative Solution Center (ASC), is a Non-Custodial Parent (NCP) Employment Program run by the CSSD. ASC focuses on knocking down barriers to employment through wraparound services. It also

provides coaching and mentoring even after parents have started working to help them keep their jobs and succeed.

FRESH START PROGRAM

If you are the non-custodial parent and your child's custodial parent is a Temporary Assistance for Needy Families (TANF) recipient, you may be eligible to participate in the Fresh Start Program. This program forgives some of your missed child support payments owed to the government, or TANF arrears, when you begin making regular payments or a lump sum of what you owe.

HOMELESS VETERANS PROGRAM

The Homeless Veterans Program supports non-custodial parents who are homeless veterans of the United States Armed Forces with active child support obligations or child support debt.

THE FATHERING COURT

If you are behind on your child support payments and meet the eligibility criteria, you can reach out to The Fathering Court of the Child Support Services Division (CSSD). The Fathering Court can provide you with job training, counseling, peer support, parenting classes, case management, and legal support.

More information about each program may be found at **www.cssd.dc.gov** or **https://cssd.dc.gov/page/non-custodial-parents**.

9.6 LEARN ABOUT GETTING MARRIED

You may want to start your family by getting married. Getting married can be one of the happiest moments of a person's life. If you are incarcerated, you and your intended spouse can still experience this happy occasion. However, please note that the steps you must take in order to be married are different depending upon whether you are in the custody of the Federal Bureau of Prisons (BOP), the D.C. Department of Corrections (DOC), or in the community.

GETTING MARRIED WHILE YOU ARE IN THE CUSTODY OF THE FEDERAL BUREAU OF PRISONS (BOP)

You may be eligible to marry if:

- You are legally eligible to marry;
- You are mentally competent (able to make important decisions about your life);
- Your intended spouse consents to the marriage; and
- Your marriage will not threaten the institution or the public.

You must submit a request to marry to your unit team, which will conduct an evaluation of your request. If you are located in a federal institution, your request will be submitted to the Warden for approval. If you are not located in a federal institution, your request will be submitted to the appropriate Community Corrections Manager for approval. The final decision on your request to marry will be submitted to you in writing. A copy of the decision will be added to your record.

Please note that the application and approval process may vary depending on whether you are pretrial, located in a federal institution, or have a detainer or a pending charge.

If your request is approved, you will be responsible for paying your marriage costs. The BOP will not provide you with financial assistance.

You may be able to hold your marriage ceremony in the institution in which you are incarcerated. However, this possibility is subject to the approval of the Warden. Your marriage ceremony may be performed by the BOP, community clergy, or by a justice of the peace. You may request the assistance of a BOP chaplain in organizing your marriage once it has been approved.

See **www.bop.gov/policy/progstat/5326_005.pdf** for more specific information.

> "**Enjoy being home first**. When I came home, I was with my family for like a week straight. You've got to get acclimated to your family before you get acclimated to society."
>
> *– Norvelle Nelson*

GETTING MARRIED WHILE YOU ARE IN THE CUSTODY OF THE D.C. DEPARTMENT OF CORRECTIONS (DOC)

You may be eligible to marry if:

- You are legally eligible to marry;
- Your consent, or that of your intended spouse, has not been compelled (forced);
- Neither you nor your spouse is under the age of consent, which is sixteen (16) years old;
- Your intended spouse is not an immediate family member by blood or by marriage;
- Your previous marriage or that of your spouse ended either in death or divorce;
- You are found to be mentally competent;
- Your intended spouse is in the community and has submitted a letter confirmed by a notary of their intent to marry you; and
- Your marriage will not threaten the institution or public safety.

> "My family is my biggest supporter. **My family gave meaning to my plans after I was released**. They encouraged me in every way; which continues to this day. Having my family to back my plans gave me added focus on what I need to do. When you surround yourself with the people who have always loved and supported you, your return to the community will be smooth but also a little bumpy, meaning you have grown and so has your family. You will have to get to know each other all over again, but it will be the best feeling."
>
> *– Tyrone Walker*

You must complete a request to marry using the **Inmate Request Form**. The request must be submitted to your case manager. Your case manager will review your request in order to decide whether or not to approve it. This review will include an assessment of your record, an in-person interview with you, and confirmation of the

consent of your intended spouse. After your case manager has completed their review, your application will be passed along to the Institution Chaplain. The Institution Chaplain will interview you, make a recommendation, and pass your request along to the Warden. You will receive an answer to your request within forty-five (45) days of the receipt of the Chaplain's recommendation. The Warden will complete a written explanation of their final decision. A copy of this explanation will be included in your record and given directly to you.

If your request is approved, you will meet with the Institution Chaplain to discuss the details of your ceremony. The Chaplain will request a marriage license application and other required paperwork. The details of your ceremony must be approved by the Warden. You are responsible for paying for the costs of the marriage. The D.C. DOC will not provide financial assistance.

You may petition a D.C. Superior Court judge for permission to be married in a civil ceremony (a non-religious legal marriage ceremony presided over by a government or civil official).

Please see the **District of Columbia Department of Corrections Policy and Procedure 4160.6F** for more specific information.

GETTING MARRIED WHILE YOU ARE IN THE COMMUNITY

In order to be legally married in D.C., you must apply for and obtain a marriage license. You can apply for a license by:

- Visiting the Marriage Bureau and completing a paper application; or
- Submitting an online application. You must also visit the Marriage Bureau to present proof of identification, pay the $45.00 marriage license application and certification fee, and obtain the license.

The application fee may be waived if you present your original D.C. Domestic Partnership Certificate when you apply. Please note that payment must be made with cash, credit card, check, or money order. A third party may apply on your behalf. However, they must bring identification for you and your intended spouse along with the payment.

Your marriage may be officiated by:

- A court officiant during a civil wedding. More information on civil weddings may be found at **www.dccourts.gov/services/marriage-matters**;
- Another officiant authorized by the D.C. Superior Court and registered by the Marriage Bureau. Your marriage license application must include the name of the officiant. More information may be found at **www.dccourts.gov/services/marriage-matters**; or
- You or your intended spouse. If either you or your intended spouse intends to officiate your wedding, you must obtain your license from the Marriage Bureau together.

9.7 LEARN ABOUT GETTING DIVORCED

You may want to file for a divorce to end your marriage either while you are incarcerated or while you are living in the community.

You must meet three requirements to obtain a divorce in D.C.:

1. **Residency:** Either you or your spouse must have lived continuously in D.C. for six (6) months before filing for divorce.
2. **Proof of marriage:** You must show that you have a valid marriage in order to obtain a divorce. You must bring an official copy of the marriage certificate. Only the original certificate or a certified copy will be accepted. A photocopy will not be accepted. You can obtain your marriage certification from the Marriage Bureau if you and your spouse were married in Washington, D.C. If you have a common law marriage, that means you do not have a marriage certificate but you and your spouse intended and agreed to be married, lived together,

and acted like spouses. You will need to rely on friends, family, or documents to show that the marriage existed.

3. **Proof of grounds:** You must show that you and your spouse have been separated for a certain period of time depending on the circumstances:
   a. Six Months' Mutual and Voluntary Separation: You and your spouse have agreed to live separately and apart for at least six (6) months before filing for divorce.
   b. One Year Separation: You and your spouse have lived separately and apart, with or without an agreement, for at least one (1) year before filing for divorce.

If you live in the same house or apartment with your spouse, you can still obtain a divorce. However, you will need to show the court that you have lived separately and apart. Also, to get divorced, it is not required that you were married in D.C. and only one of you has to meet the D.C. residency requirement.

FILING FOR DIVORCE

You must file a **Complaint for Absolute Divorce** to begin divorce proceedings. You will also need to complete a **Vital Statistics form** and a **Family Court Cross Reference Intake Form**.

If you are incarcerated and you do not have access to a computer, you may contact a legal aid organization to request that these forms be sent to you.

You must participate in all hearings and can request to do so by phone.

Send a copy of your Complaint for Absolute Divorce, Vital Statistics form, and Family Court cross-reference form to the Family Court Central Intake Center at the D.C. Superior Court. The D.C. Superior Court will return a filed and stamped copy of your complaint to you along with the

Summons. The Summons will include the date and time of the initial hearing for your divorce. This copy of your complaint and your Summons must be served to your spouse.

When you and your spouse consent to the divorce and do not contest or disagree on any issues related to your divorce, you may both file a **Joint Request for Uncontested Divorce Hearing** with the Family Court Central Intake Center at the D.C. Superior Court.

> "The best advice I can give is take your time. A lot of us come home and we're in such a hurry to do things. We want a job, we want our own place, we want transportation, but everything doesn't work on our schedule. **Take your time. There's nothing wrong with trying to make it happen, but don't get discouraged**. Have patience. Take time to enjoy your family and friends and everything else will fall into place."
>
> *— Norvelle Nelson*

RESPONDING TO A COMPLAINT FOR ABSOLUTE DIVORCE

You should respond to your spouse's Complaint for Absolute Divorce with a **Consent Answer to Complaint for Absolute Divorce** if you agree with all of the statements made in the complaint and there are no contested issues for the D.C. Superior Court to decide. If you disagree with any of the statements made in your spouse's Complaint for Absolute Divorce and/or there are issues related to your marriage, like custody or child support that you intend to contest or oppose, you should respond with a **Contested Answer to Complaint for Absolute Divorce and Counterclaim**.

If your divorce goes to trial, you and your spouse may be required by the court to go through mediation. Mediation is a private process where a neutral third person called a mediator helps the parties discuss and try to resolve the dispute.

WHAT HAPPENS AFTER FILING FOR DIVORCE?

You should seek the services of the mediators at the Multi-Door Dispute Resolution Division if you want to come to

an agreement with your spouse about the terms of your divorce without a trial.

After your initial hearing within the D.C. Superior Court occurs, you and your spouse can be divorced that same day if you agree to the terms of your divorce. If so, you will get a copy of the divorce order after the hearing.

You and your spouse may not agree on how your marital property, which is property obtained during your marriage, and responsibilities, like children, debts, and assets, will be managed and want the court to make the decision.

If so, the judge will decide what property is marital property and how everything should be divided.

You will both have the opportunity to argue why your property and responsibilities should be divided in accordance with your preferences.

It is important to note that once you ask the court to settle your divorce, you cannot ask it to settle other disputes related to your marriage after the fact. Settle disputes, like making alimony payments or dividing marital property, during your divorce proceedings.

"I will begin my story with my return home. First, I am very lucky to have wonderful friends and family who have supported me throughout my journey. When I first returned home, I spent several weeks walking with my head down. I knew that everyone knew who I was and what I had done. I didn't want to make eye contact with anyone but slowly, over time that changed. The change did not happen overnight but eventually, change did happen. I found that pretty much no one knew who I was. Those who did know me either didn't know what happened to me or didn't care. It wasn't long before I was walking with my head up and actually looking for people I knew. I wanted to know if I was accepted or not, but no matter, that verdict, I had **decided to move on with my life and not live "crouching down."**

— Anonymous (from the 'Making a Comeback in D.C.' story)

Your divorce will be final thirty (30) days after the divorce order is verified by the court. Either you or your spouse may appeal the divorce order within those thirty (30) days and ask for a hold on the order. If you and your spouse agree that you do not wish to appeal the order, you can file a **Joint Waiver of Appeal** with the Family Court Central Intake Center at the D.C. Superior Court to make the order final immediately.

9.8 LEARN HOW TO GET, FILE, AND SERVE FAMILY LEGAL PLEADINGS

To protect many of your family legal rights, the court has to get involved. In many instances, you have to ask the court for assistance by filing a legal pleading with the court. A legal pleading is your written request to the court or your written response to the court if someone has filed a pleading against you. Many pleadings were highlighted throughout this chapter. In this section, you will learn how to file and serve (making sure the other party received your documents) the other person involved in your case.

HOW TO GET A COPY OF A BLANK PLEADING

The pleadings mentioned in this chapter are free on the Internet. The websites for each pleading is listed in the directory at the end of this chapter under Pleadings Directory. If you are incarcerated and you do not have access to a computer, ask your case manager to print out a copy of the pleading for you or contact one of the legal aid organizations listed in the directory at the end of the chapter. They may be able to send you a copy of the pleadings to you at your facility.

APPEAR FOR A HEARING BY TELEPHONE DURING INCARCERATION

If you are incarcerated and you are **filing a petition**, you can request to be heard by telephone. The court understands your limitations and will work with you.

There are several ways to make your request. You can file a blank motion with your petition called **Motion to Appear Telephonically**. In the motion, explain that you are incarcerated and cannot appear in person. Give the name of your institution, your institution identification number, your

case manager's name and their telephone number if you have it. This information will help the court contact the institution and arrange to have you appear by phone. In some cases, the court may have you appear by video. If you are not able to include the blank motion, you can simply make the request to appear by phone in your petition or you can add a separate piece of paper asking to be heard by phone with the information above included.

The blank motion can be found here: **www.lawhelp.org/files/7C92C43F-9283-A7E0-5931-E57134E903FB/attachments/05A6C2FF-EA84-4D38-B2F3-D94CF9DFBEF3/motion-for-use-in-a-domestic-relations-case-03-2019.pdf**

If you are incarcerated and **responding to a petition**, you can request to be heard by phone by taking one of the steps above. However, make sure the court receives your request a least a week before the hearing so they have time to arrange the call. You also have the option of contacting the court directly since you will have the name of the judge assigned to the case and your case number. You can call and let them know that you need to appear by phone.

You can contact the judge by calling (202) 879-1000 and asking to be transferred to the judge's chambers.

For information, you can always call the D.C. Superior Court Self Help Line at (202) 879-0096. They can answer any questions you have about filing family pleadings.

SERVING THE OTHER PARTY

Once you have obtained and completed the pleadings, you must serve them, and any other papers, to the other party involved in your case. This means that you must provide them with a copy of your complaint, petition, motion, or summons, depending on your particular case. If you do not properly serve the other person or people involved, your case may be dismissed.

HOW TO SERVE

- **YOUR PETITION TO ESTABLISH PARENTAGE AND/OR FOR CHILD SUPPORT**
- **COMPLAINT FOR CUSTODY AND/OR VISITATION, MOTION TO MODIFY CHILD SUPPORT ORDER**
- **COMPLAINT FOR ABSOLUTE DIVORCE:**

1. Arrange for someone who is eighteen (18) years old and not involved in the case to hand a copy of the papers to the other party **OR** leave a copy of the papers at their house with someone who can be relied upon to give the papers to them;
   a. **NOTE:** You may ask a friend or family member to serve the papers as long as they meet the criteria mentioned above.
   b. **NOTE:** The person who served the papers must complete an **Affidavit of Service by Individual** and return it to the Family Court Central Intake Center at the D.C. Superior Court. This will prove that the other party was properly served.
2. Mailing a copy of the papers to the other party by certified mail and requesting a return receipt; or
   a. **NOTE:** You or someone else may mail the papers.
   b. **NOTE:** You must file a completed **Affidavit of Service by Certified Mail** with the return receipt with the Family Court Central Intake Center at the D.C. Superior Court. This will prove that the other party was properly served.
   c. **NOTE:** If you do not receive a return receipt or you are notified that your papers could not be delivered, you will have to serve the other party another way.
3. Mailing the papers to the other party by first class mail with prepaid postage. You must also include a stamped envelope with your address **AND** two copies of the **Notice and Acknowledgement of Service form**.
   a. **NOTE:** The Notice and Acknowledgment form signed by the other party will serve as proof that the other party was properly served.

b. **NOTE:** If the other party returns a completed Notice and Acknowledgement form, you must file it with the Family Court Central Intake Center at the D.C. Superior Court. They have twenty-one (21) days from when you first mailed the papers to return the form to you.

c. **NOTE:** If the Notice and Acknowledgement form is not returned to you, you must serve the other party another way.

You must serve the papers and file the Affidavit of Service within sixty (60) days of filing your Petition, Complaint, or Motion. Please note that you should pay close attention to any specific instructions on service included with these pleadings.

HOW TO SERVE

- **YOUR CONSENT ANSWER TO COMPLAINT FOR CUSTODY AND/OR ACCESS TO CHILDREN**
- **CONTESTED ANSWER TO COMPLAINT FOR CUSTODY AND/OR VISITATION AND COUNTERCLAIM FOR CUSTODY AND/OR VISITATION**
- **ANSWER CONSENTING TO THIRD PARTY CUSTODY ORDER**
- **CONTESTED ANSWER TO COMPLAINT FOR CUSTODY AND/OR VISITATION AND COUNTERCLAIM FOR CUSTODY AND/OR VISITATION**
- **ANSWER CONSENTING TO THIRD PARTY CUSTODY ORDER**
- **MOTION TO MODIFY CUSTODY AND/OR VISITATION, ANSWER TO PETITION TO ESTABLISH PARENTAGE AND/OR FOR CHILD SUPPORT CONSENT ANSWER TO COMPLAINT FOR ABSOLUTE DIVORCE**
- **CONTESTED ANSWER TO COMPLAINT FOR ABSOLUTE DIVORCE AND COUNTERCLAIM:**

1. Arrange for someone who is eighteen (18) years old and not involved in the case to hand a copy of the papers to the party **OR** leave a copy of the papers at their house with someone who can be relied upon to give the papers to them; **NOTE:** You may ask a friend or family member to serve the papers as long as they meet the criteria mentioned above.
2. Mailing the papers to the other party by first class mail;
3. Delivering them to a lawyer or clerk at the office of the party's attorney;
4. Sending them electronically through CaseFileXpress; or
5. Sending them another way that was previously agreed to by the parties.

Complete the **Proof of Service** form that accompanies your answer. Also, pay close attention to any specific instructions on service included with these pleadings.

You must file your Answer or Motion to Modify to the D.C. Superior Court within twenty-one **(21) days**. Your Answer or Motion to Modify must be served to the party and their lawyer as well, if they have one.

FILING FEES

There are filing fees to access the Family Court at the D.C. Superior Court.

A list of these fees can be found at **www.dccourts.gov/services/family-matters/family-filing-fees**. If you cannot afford these fees, you may ask the court to waive these fees by submitting an **Application to Proceed Without Repayment of Costs, Fees, or Security (In Forma Pauperis)**, or IFP. You will need to show that your income and expenses make it difficult to afford the filing fees related to your case. You do not have to be a public assistance recipient (TANF, SNAP, etc.) to obtain an IFP.

Your request for an IFP must be approved before you begin your case. Otherwise, the filing fees you paid will not be refunded. You may either bring or send your IFP and completed pleadings to the office of the Judge-in-Chambers. The judge will usually make a decision on whether to grant your IFP that same day.

Once you have obtained your IFP, you must file your IFP and your pleadings with the Family Court Central Intake Center. Be sure to ask the Family Court Central Intake

Center to give you a copy of your pleading and your date-stamped IFP.

You do not have to file a new IFP every time you file documents related to the same case.

9.9 SEEK LEGAL HELP FOR FAMILY RELATED ISSUES

The legal information provided above is intended to empower you to pursue certain family legal matters on your own time and on your own terms. However, if you need legal information, legal guidance, or legal referrals, you may visit the Family Court Self-Help Center, a free walk-in clinic.

The services of the Family Court Self-Help Center are available to you from Monday through Friday, from 8:00 a.m. to 5:30 p.m. Please call to confirm times. You can visit the Family Court Self-Help Center to obtain the paperwork necessary to represent yourself, receive advice on how to navigate the family law system, and access referrals to other legal resources. You can also look to **www.lawhelp.org/dc** or call the D.C. Bar Legal Information Helpline at (202) 626-3499 for more information on where you can find free legal assistance.

You can seek out assistance from legal aid organizations throughout D.C. Many of these organizations are listed in the directory below.

Some of these organizations provide assistance at little to no cost.

Organizations that provide family-related legal assistance:

- Amara Legal Center
- Ayuda
- Bread for the City
- Catholic Charities' Legal Network
- Christian Legal Aid of the District of Columbia
- Civil Protection Order Project by Rising for Justice (formerly D.C. Law Students in Court)
- DC Affordable Law Firm
- D.C. Volunteer Lawyers Project (DCVLP)
- Families and the Law Clinic at the Columbus School of Law at the Catholic University of America
- Legal Aid Society of the District of Columbia
- Neighborhood Legal Services Program (NLSP)
- The Family Justice Litigation Clinic at the George Washington University School of Law
- The General Practice Clinic at the University of the District of Columbia David A. Clarke School of Law
- Women and the Law Clinic at American University

9.10 DIRECTORY OF RESOURCES

Organization	Information
Asian/Pacific Islander Domestic Violence Resource Project (DVRP) Southeast Center P.O. Box 14268 Washington, DC 20044 Office Phone: (202) 833-2232 Hotline: (202) 833-2233 **www.dvrp.org**	DVRP empowers survivors with free and confidential services, including a confidential helpline, case management, and survivor empowerment groups. Its services are offered in twenty (20) Asian languages.
Becky's Fund 1225 New York Avenue, NW 8th Floor Washington, DC 20001 (202) 879-0298 ext. 3684 **www.beckysfund.org**	Becky's Fund helps survivors locate legal assistance, housing, employment, and childcare.
Big Brothers Big Sisters of the National Capital Area 910 17th Street, NW Suite 404 Washington, DC 20009 (202) 783-5585 **www.bbbsnca.org**	The Mentoring Children of Promise initiative serves and mentors children with one or both parents in prison.

Organization	Information
Capitol Hill Pregnancy Center 713 Maryland Avenue, NE Washington, DC 20002 (202) 546-1018 **www.capitolhillpregnancycenter.org**	Capitol Hill Pregnancy Center empowers parents, grandparents, and caregivers with free parenting classes. Childcare is provided during the classes. Classes meet weekly and counseling is provided by appointment. Call to confirm times.
Catholic Charities' Welcome Home Reentry Project 924 G Street, NW Washington, DC 20001 (202) 772-4300 ext. 040 **www.catholiccharitiesdc.org**	Catholic Charities' Welcome Home Reentry Program helps formerly incarcerated people reconnect with their families.
Collaborative Solutions for Communities 3333 14th Street NW Suite 200 Washington, DC 20010 (202) 518-6737 **www.wearecsc.org**	Collaborative Solutions for Communities provides therapy, parenting classes, and individualized family support. It also facilitates Family Group Conferences and Healing Circles to help families find solutions and heal.
Community Family Life Services (CFLS) 305 E Street, NW Washington, DC 2000 (202) 347-0511 **www.cflsdc.org**	Community Family Life Services empowers formerly incarcerated women with parenting classes and mentorship, stable housing, access to wraparound services, employment counseling and placement, and emergency assistance.

Organization	Information
Community Mediation DC 700 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (240) 766-5311 **https://communitymediationdc.org/**	Community Mediation DC offers family mediation and conflict management workshops. People incarcerated at the D.C. Jail can participate in mediation to improve their relationships with their family and loved ones.
D.C. Project Connect **www.dcprojectconnect.com** Additional Resource: **https://www.mystoryandme.com**	The mission of D.C. Project Connect is to provide crisis intervention services and grief support services to families of the incarcerated and support reentry initiatives that strengthen families who have loved ones in prison, especially children.
D.C. SAFE Mailing Address P.O. Box 7412 Washington, DC 20044 (202) 506-2901 **www.dcsafe.org**	D.C. SAFE maintains a bilingual Crisis Response Line that is operational twenty-four (24) hour/seven (7) days per week. It provides emergency services and crisis housing. D.C. SAFE also supports survivors with guidance through the Civil Protection Order (CPO) process, referrals to legal services and social services, safety planning, emergency financial support, assistance applying to public services, and court preparation.
Deaf Dawn 1140 3rd Street, NE Washington, DC 20002 24-Hour Video Phone: (202) 559-5366 **www.deafdawn.org**	Deaf Dawn provides deaf survivors with access to referrals, case management, wraparound services, peer advocacy, counseling, support groups, and resiliency education.

Organization	Information
District Alliance for Safe Housing (DASH) Mailing Address P.O. Box 91730 Washington, DC 20090-1730 (202) 462-3274 Domestic Violence Resource Clinic 400 I Street, SW Washington, DC 20024 (202) 462-3274 **www.dashdc.org**	District Alliance for Safe Housing provides emergency and transitional housing to survivors of domestic and sexual violence. It also sponsors a Domestic Violence Resource Clinic to help survivors access free legal services, housing assistance, and counseling.
East River Family Strengthening Collaborative, Inc. 3917 Minnesota Avenue, NE Washington, DC 20019 (202) 397-7300 **www.erfsc.org**	East River Family Strengthening Collaborative, Inc. provides its clients with parenting support.

Organization	Information
Edgewood/Brookland Family Support Collaborative Main Office 601 Edgewood Street, NE Suite 25 Washington, DC 20017 Edgewood Terrace Family Support Program 611 Edgewood Street, NE Suite 106 Washington, DC 20017 Jefferson Academy Family Support Program 801 7th Street, SW Washington, DC 20024 (202) 832-9400 **www.ebfsc.org**	Edgewood/Brookland Family Support Collaborative provides counseling, parenting education, and family reunification support.
Grandparents on the Move 135 49th Street, SE Washington, DC 20019 (202) 575-2811	Grandparents on the Move supports grandparents with counseling and other assistance.
Healthy Babies Project, Inc. 4501 Grant Street, NE Washington, DC 20019 (202) 396-2809 **www.healthybabiesproject.org**	Healthy Babies Project, Inc. supports parents and children with counseling, home visits, parenting classes, and a continuum of care to address their other needs.

Organization	Information
Hope House DC Mailing Address P.O. Box 60682 Washington, DC 20039 (202) 506-2253 **www.hopehousedc.org**	Hope House DC strengthens ties between incarcerated fathers and their families through its Father to Child Teleconference Program, Father to Child Reading Program, Father to Child Summer Camp, and Hope House Family Groups.
House of Ruth 5 Thomas Circle, NW Washington, DC 20005 (202) 667-7001 **www.houseofruth.org**	The Domestic Violence Support Center at the House of Ruth provides psychotherapy to survivors. It also empowers them with case management and individualized support.
Mary's Center Program Office 4302 Georgia Avenue, NW Washington, DC 20011 (202) 420-7178 Adams Morgan 2333 Ontario Road, NW Washington, DC 20009 Fort Totten 100 Gallatin Street, NE Washington, DC 20011 Adams Morgan 3912 Georgia Avenue, NW Washington, DC 20011 Main Line: (202) 483-8196 Appointment Line: (844) 796-2797 **www.maryscenter.org**	Mary's Center empowers survivors with case management, screenings for medical and social service needs, safety planning, legal support, and shelter placement.

Organization	Information
Mayor's Office on Returning Citizen's Affairs (MORCA) 2100 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 715-7670 **https://orca.dc.gov/page/morca-programs**	The Mayor's Office on Returning Citizen Affairs (MORCA) mission is to provide zealous advocacy, high-quality services and products, up-to-date, useful information for the empowerment of previously incarcerated persons in order to create a productive and supportive environment where persons may thrive, prosper and contribute to the social, political and economic development of self, family, and community. MORCA organizes family-reunifcation trips to various Federal Bureau of Prisons.
My Sister's Place Administrative Office 1436 U Street, NW Suite 303 Washington, DC 20009 (202) 529-5261 24-Hour Phone: (202) 540-1064 **www.mysistersplacedc.org**	My Sister's Place offers emergency shelters, housing assistance, counseling, case management, and comprehensive services to empower survivors.
Counsel for Child Abuse and Neglect (CAAN); The Superior Court of the District of Columbia Moultrie Courthouse 500 Indiana Avenue, NW Room 4001 Washington, DC 20001 (202) 879-1406 **www.dccourts.gov/superior-court/family-court-operations/counsel-for-child-abuse-and-neglect**	CAAN is a branch of the Family Court of the District of Columbia Superior Court. The CAAN office provides attorneys who are available for appointment in child abuse and neglect cases. These attorneys can represent children, parents, and caretakers in child abuse and neglect cases. Call for more information.

Organization	Information
Prison Fellowship 44180 Riverside Parkway Lansdowne, VA 20176 1 (800) 206-9764 **www.prisonfellowship.org**	Prison Fellowship is a national organization. It sponsors the Angel Tree program, which provides Christmas gifts to children in partnership with local churches.
Rainbow Families 5614 Connecticut Avenue, NW Unit #309 Washington, DC 20015 (202) 747-0407 **www.rainbowfamiliesdc.org**	Rainbow Families empowers LGBTQIA+ parents with peer support, social gatherings, and educational programs.
ScholarCHIPS Mailing Address P.O. Box 56404 Washington, DC 20040 **www.scholarchipsfund.org**	ScholarCHIPS provides scholarships, mentorships, and a support network for children of incarcerated parents, inspiring them to complete their college education.
The National Reentry Network for Returning Citizens 3227 Dubois Place, SE Washington, DC 20019 (202) 491-3657 **https://thenationalreentrynetwork.org/contact/**	The National Reentry Network for Returning Citizens offers reintegration support circles that bring together the network of people who care about a loved one's success in the community after incarceration and engagement with the criminal justice system. Visit the website or call for more information.

Organization	Information
The Hope Foundation Reentry Network Mailing Address P.O. Box 31304 Washington, DC 20032 (202) 432-5430 **www.hopereentrynetworkdc.org**	Through the Fresh Start Mentoring Program, the Hope Foundation Reentry Network supports formerly incarcerated parents with parenting classes, life coaching, and mentoring.
The Women's Center 1025 Vermont Avenue, NW Suite 310 Washington, DC 20005 (202) 293-4580 **www.thewomenscenter.org**	The Women's Center provides emotional support and counseling, service referrals, crisis intervention, advocacy, and access to support groups to survivors.
Thrive DC 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311 **www.thrivedc.org**	Thrive DC sponsors the New Directions Re-Entry Program, which helps formerly incarcerated people develop life skills and reconnect with their families.
US Dream Academy 3264 Stanton Road, SE Washington, DC 20020 (202) 645-3470 **www.usdreamacademy.org**	US Dream Academy offers after-school programs, academic support, and mentoring to children in grades 3 through 8 who are at high risk because of parental incarceration.

Organization	Information
Voices for a Second Chance (VSC) 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 **www.vscdc.org**	Voices for a Second Chance provides greeting cards to children of incarcerated parents. It also empowers children with incarcerated parents with supportive services during incarceration and after release.
Women Involved in Reentry Efforts (The WIRE) (202) 770-5757 Email: **info.thewire@gmail.com** Web: **www.thewiredc.org**	Women Involved in Reentry Efforts seeks to maintain connections between families by sponsoring family reunification activities, including facilitating visitations between children and incarcerated mothers.

D.C. GOVERNMENT AND LEGAL ORGANIZATIONS

Organization	Information
Amara Legal Center 1629 K Street, NW Suite 300 Washington, DC 20006 (240) 257-6492 **www.amaralegal.org/**	Amara Legal Center represents clients who have been victims of sexual violence and abuse in applying for Civil Protection Orders, regaining custody of their children, divorcing their spouses, expunging their criminal records related to prostitution or related charges, and as witness advocates for people who have been victims of the sex industry.

Organization	Information
Ayuda 6925 B Willow Street, NW Washington, DC 20012 (202) 387-4848 Administrative Office 1413 K Street NW 5th Floor Washington, DC 20005 (202) 387-4848 **www.ayuda.com**	Ayuda empowers its clients with representation in matters related to Civil Protection Orders (CPOs), custody, divorce, civil contempt, child support, and immigration. Ayuda supports and protects immigrant victims of domestic violence, sexual assault, stalking, and human trafficking, as well as neglected children and youth.
Bread for the City Southeast Center 1640 Good Hope Road, SE Washington, DC 20020 (202) 561-8587 Northeast Center 1525 7th Street, NW Washington, DC 20001 (202) 265-2400 **www.breadforthecity.org**	Bread for the City represents survivors of domestic violence in applying for Civil Protection Orders. It also represents clients in custody, child support, and divorce cases.
Catholic Charities' Legal Network 924 G Street, NW Washington, DC 20001 (202) 350-4305 **www.catholiccharitiesdc.org/legalnetwork**	Catholic Charities' Legal Network represents its clients in matters related to custody and domestic violence.

Organization	Information
Child Support Services Division (CSSD); Office of the Attorney General One Judiciary Square 441 4th Street, NW Washington, DC 20001 (202) 442-9900 **www.cssd.dc.gov**	Child Support Services Division helps eligible families establish parentage, establish child support, enforce child support orders, and modify existing child support orders. The Alternative Solution Center (ASC), is a Non-Custodial Parent (NCP) Employment Program with the CSSD, which focuses on knocking down barriers to employment through wraparound services. It also provides coaching and mentoring even after parents have started working to help them keep their jobs and succeed. Call to learn more information.
Christian Legal Aid of the District of Columbia Central Union Mission 65 Massachusetts Avenue, NW Washington, DC 20001 DC Dream Center 2826 Q Street, SE Washington, DC 20020 Main Office 907 Maryland Avenue, NE Washington, DC 20002 (202) 720-0592 **www.christianlegalaid-dc.org**	Christian Legal Aid of the District of Columbia sponsors free legal aid clinics that provide help in family law and civil law broadly.

Organization	Information
Civil Legal Services Division; The Public Defender Service for the District of Columbia (PDS) 633 Indiana Avenue, NW Washington, DC 20001 (202) 628-1200 **www.pdsdc.org**	The Civil Legal Services Division (CLS) provides legal representation to clients in a wide range of civil matters that are collateral or ancillary to the clients' involvement in the delinquency or criminal justice system, or that involve a restraint on liberty (e.g., certain contempt proceedings). The types of collateral and ancillary civil issues these clients face are complex and almost limitless in number (adverse immigration consequences, loss of parental rights, loss of housing, seizure of property, loss of employment) and can arise even if the person is acquitted of the criminal charges or was never charged.
Civil Protection Order Project; Rising for Justice (formerly DC Law Students in Court) 500 Indiana Avenue, NW Room 118A Washington, DC 20001 (202) 638-4798 ext. 505 **www.dclawstudents.org/cpop**	Every year thousands of individuals in D.C. appear in Civil Protection Order (CPO) court and face losing custody of their children, deportation, incarceration, or other severe consequences that people generally think are only the result of criminal proceedings – where defendants have guaranteed counsel and the government must prove their case beyond a reasonable doubt. No such procedural protections exist for CPO respondents. Rising for Justice represents respondents before the court in CPO proceedings. Their services include legal advice, brief services, and CPO trial representation. Almost half of their clients are women; all have been accused of some form of intra-family criminal conduct. By ensuring both sides to the CPO have representation, Rising for Justice seeks to reduce violence and resolve conflict in a structured setting where all parties have the opportunity to air any concerns. They seek to facilitate peaceful resolutions and settlements of CPOs. They staff an office in the D.C. Superior Court where prospective clients can walk-in and meet with staff attorneys or pro bono volunteers for advice and representation.

Organization	Information
DC Affordable Law Firm 1717 K Street, NW Washington, DC 20006 (202) 844-5430 Email: **info@dcaffordablelaw.org** **www.dcaffordablelaw.org**	Recognizing the need for accessible legal assistance for residents of the District of Columbia, Georgetown University Law Center, Arent Fox LLP, and DLA Piper LLP joined together to create the DC Affordable Law Firm ("DCALF") in 2015. DCALF, a charitable non-profit, charges modest fees consistent with a client's ability to pay. They provide legal representation in the following types of family law cases. **Alimony**: DCALF will advocate for and defend against claims regarding temporary and permanent spousal support in the District of Columbia. DCALF can also advocate for or defend against alimony pendente lite (spousal support claims while the divorce proceedings are in progress). **Custody and Visitation**: They provide representation to individuals who need assistance with filing for custody, planning and implementing original custody and visitation arrangements, modifying a child custody order, or filing a third party child custody claim. **Divorce**: They represent individuals who are contemplating divorce, have already filed a complaint for divorce but need legal assistance moving forward, and those who have been served with a complaint for divorce from their spouse. **Custodial Power of Attorney**: They assist parents in planning for unforeseen care needs for their children should they become suddenly unavailable. **Child Support**: They represent parents or guardians who need legal assistance with ensuring that accurate child support orders are in place. They also provide legal representation in Estate Planning (Wills, Probate, Financial Powers of Attorney, and Medical Powers of Attorney) and Immigration cases.

Organization	Information
D.C. Bar Pro Bono Center Southeast 1640 Good Hope Road, SE Washington, DC 20020 Northwest 1525 7th Street, NW Washington, DC 20001 Main Office 901 4th Street, NW Washington, DC 20001 (202) 737-4700 Legal information helpline: (202) 262-3499 **www.dcbard.org/for-the-public/help-for-individuals/advice.cfm**	The D.C. Bar Pro Bono Center operates a free legal clinic to help with issues related to family law. You can receive advice and assistance with completing paperwork, writing letters, and receiving referrals.
D.C. Vital Records Division (DCVRD); D.C. Department of Health 899 North Capitol Street, NE Washington, DC 20002 (202) 442-9303 **www.dchealth.dc.gov/vital-records**	The D.C. Vital Records Division keeps birth certificates for children born in the District of Columbia.

Organization	Information
D.C. Volunteer Lawyers Project (DCVLP) Westminster Presbyterian Church Domestic Violence Resource Clinic 400 I Street, SW Washington, DC 20024 Community of Hope at Stanton Commons (Family Legal Clinic) 2375 Elvans Road, SE Washington, DC 20020 (202) 618-9691 Children's National Medical Center Child and Adolescent Protection Center (Family Legal Clinic) 11 Michigan Avenue, NW Washington, DC 20010 (202) 618-9691 Main Office 5335 Wisconsin Avenue, NW Suite 440 Washington, DC 20015 (202) 885-5542 **www.dcvlp.org**	The D.C. Volunteer Lawyers Project helps with Civil Protection Orders (CPOs), custody, child support, and divorce.

Organization	Information
Domestic Violence Intake Centers H. Carl Moultrie Courthouse 500 Indiana Avenue, NW Room 4550 Washington, DC 20001 (202) 879-1010 Greater Southeast Intake Center United Medical Center 1328 Southern Avenue, SE Suite 311 Washington, DC 20032 (202) 574-6000 **www.dccourts.gov/superior-court/domestic-violence-unit/intake-centers**	The Domestic Violence Intake Center at the D.C. Superior Court handles filings for all domestic violence cases. Applications for Civil Protection Orders (CPOs) must be filed with the Domestic Violence Center at the D.C. Superior Court. The Greater Southeast Intake Center processes Temporary Restraining Orders (TROs) and motions and provides other services.
Families and the Law Clinic at the Columbus School of Law; The Catholic University of America 3600 John McCormack Road, NE Washington, DC 20064 (202) 319-5151 **www.law.edu**	The Families and the Law Clinic represents clients in matters related to domestic violence and family law.
Family Court Central Intake Center; The Superior Court for the District of Columbia H. Carl Moultrie Courthouse 500 Indiana Avenue, NW JM-570 Washington, DC 20001 (202) 879-1212 **www.dccourts.gov/services/family-matters/central-intake-center**	Family Court Central Intake Center is where all filings for cases involving paternity, custody, child support, and divorce must be sent.

Organization	Information
Family Court Self-Help Center; The Superior Court for the District of Columbia H. Carl Moultrie Courthouse 500 Indiana Avenue, NW JM-570 Washington, DC 20001 (202) 879-1212 **www.dccourts.gov/services/family-matters/self-help-center**	The Family Court Self-Help Center is a free walk-in service that provides unrepresented residents with information about D.C. family law, their legal rights, and the legal process. It can also help residents find and complete the proper forms.
Judge-in-Chambers (JIC) H. Carl Moultrie Courthouse 500 Indiana Avenue, NW Room 4220 Washington, DC 20001 (202) 879-1010 **www.dccourts.gov/services/judge-in-chambers**	The Judge-in-Chambers responds to administrative issues in the Civil Division of the D.C. Superior Court.
Legal Aid Society of the District of Columbia Main Office 1331 H Street, NW Suite 350 Washington, DC 20005 Anacostia Professional Building 2041 Martin Luther King Jr., Avenue, SE Suite 201 Washington, DC 20020 (202) 628-1161 **www.legalaiddc.org**	Legal Aid Society represents clients in matters related to custody, visitation, child support, and divorce. It also represents domestic survivors seeking Civil Protective Orders.

Organization	Information
Multi-Door Dispute Resolution Division; The Superior Court for the District of Columbia 410 E Street, NW Washington, DC 20001 General Information: (202) 879-1549 Case Inquiries: (202) 879-1549 Family Intake and Community Information Desk: (202) 879-3180 **www.dccourts.gov/superior-court/multi-door-dispute-resolution-division**	The specialists at the Multi-Door Dispute Resolution Division use mediation, arbitration, case evaluation, and conciliation to help participants reach agreements.
Neighborhood Legal Services Program (NLSP) Headquarters 1331 H Street, NW Suite 350 Washington, DC 20005 Far Northeast Office 4609 Polk Street, NE Washington, DC 20019 Southeast Office 2412 Minnesota Avenue, SE Washington, DC 20020 (202) 832-6577 **www.nlsp.org**	The Neighborhood Legal Services Program helps clients that meet its income eligibility requirements with custody, divorce, child support, domestic violence, and paternity disputes.

Organization	Information
Office of Rehabilitation and Development (ORD); The Public Defender Service for the District of Columbia Office Address 601 Pennsylvania Avenue, NW Suite 110 Washington, DC 20004 (202) 824-2349 Mailing Address 633 Indiana Avenue, NW Washington, DC 20004 **www.pdsdc.org**	**15-30-Life Support Group** is a bi-monthly group co-facilitated by social worker, Betsy Biben and Yusef Rabb, who returned home after 26 years in prison. They have open discussions about reentry – family, friends, and partner relationships, social mores, D.C. life now, skill challenges, victims and their families, changes in D.C., nightmares and other sleep difficulties, managing feelings including, loss and past anger, leaving others behind, transportation, and much more. **Chief's Advisory Board (CAB) of the Office of Rehabilitation and Development (ORD) for the Public Defender Service for D.C.** was established in 2017 and is made up of Returning Citizens chosen by the Chief to advise her on the needs of those who have served substantial prison time and are now successful in the community. Two board members are T16 (children waived up to adult court).
Program for Agreement and Cooperation in Contested Custody Cases (PAC) H. Carl Moultrie Courthouse 500 Indiana Avenue, NW 3rd Floor Washington, DC 20001 (202) 879-1010 **http://www.dccourts.gov/**	The Program for Agreement and Cooperation in Contested Custody Cases encourages participants to cooperate in custody disputes.

Organization	Information
Prisoner and Reentry Legal Services Program (PRLS); The Public Defender Service for the District of Columbia (PDS) Community Defender Division 1442 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (202) 824-2801 **www.pdsdc.org**	The PDS Prisoner and Reentry Legal Services program provides representation, legal assistance, or referrals with such issues as modification of child support during incarceration, jail and prison conditions and release, supervision conditions, parole consideration hearings, sentence computation, early termination of parole or supervised release administrative hearings, youth act set asides, record sealing, and community engagement and policy work.
The Family Justice Litigation Clinic; The George Washington University School of Law 2000 H Street, NW Washington, DC 20052 (202) 994-1010 **www.law.gwu.edu/family-justice-litigation**	The Family Justice Litigation Clinic provides representation in custody, divorce, and applying for, modifying, and extending Civil Protection Orders.
The General Practice Clinic; The University of the District of Columbia David A. Clarke School of Law 4340 Connecticut Avenue, NW Room 314 Washington, DC 20008 (202) 274-7312 **www.law.udc.edu/page/GenPracticeClinic**	The General Practice Clinic represents low-income clients in matters related to custody, divorce, and child support.

Organization	Information
The Marriage Bureau H. Carl Moultrie Courthouse 500 Indiana Avenue, NW JM-690 Washington, DC 20001 General Information: (202) 879-1212 **www.dccourts.gov/services/marriage-matters**	The Marriage Bureau issues marriage licenses, performs civil wedding ceremonies, and registers people to perform marriage ceremonies.

PLEADINGS DIRECTORY

The table below lists the pleadings referenced throughout this chapter in the order in which they were introduced and includes where they can be obtained.

Document	Information	Where to Find the Document
Establish Paternity		
Acknowledgment of Paternity	An Acknowledgement of Paternity is a legal document that allows an unmarried mother and father to establish paternity without a court order.	Child Support Services Division (CSSD) or the D.C. Vital Records Division (DCVRD)
Motion to Disestablish Paternity	A Motion to Disestablish Paternity must be filed to disestablish paternity once it has been legally established.	Family Court Self-Help Center
Petition to Establish Parentage and/or for Child Support	A Petition to Establish Parentage and/or for Child Support must be filed to establish paternity through the D.C. Superior Court.	**www.dcbar.org/for-the-public/legal-resources/pro-se-family-law-pleadings**

Document	Information	Where to Find the Document
Application to Amend Birth Certificate of Minor	An Application to Amend Birth Certificate of Minor must be filed with the office of the Judge-in-Chambers at the D.C. Superior Court to amend information on the birth certificate of a minor.	**www.dccourts.gov/sites/default/files/2017-11/Amend%20Birth%20Certificate%20of%20a%20Minor.pdf**
Custody and Visitation		
Complaint for Custody and/or Visitation	A Complaint for Custody and/or Visitation must be filed to legally request custody and/or visitation through the D.C. Superior Court.	**www.dcbar.org/for-the-public/legal-resources/pro-se-family-law-pleadings**
Complaint for Third Party Custody and/or Visitation	A Complaint for Custody and/or Visitation must be filed by a third party who is not the biological parent of a child to legally request custody of that child through the D.C. Superior Court.	
Consent Answer to Complaint for Custody and/or Access to Children	A Consent Answer to Complaint for Custody and/or Access to Children may be filed to answer a request for custody or visitation if the parties involved agree to the requested arrangement.	
Contested Answer to Complaint for Custody and/or Visitation and Counterclaim for Custody and/or Visitation	A Contested Answer to Complaint for Custody and/or Visitation and Counterclaim for Custody and/or Visitation may be filed to answer a request for custody or visitation if the parties involved disagree over the requested arrangement.	

Document	Information	Where to Find the Document
Child Support		
Petition to Establish Parentage and/or for Child Support	A Petition to Establish Parentage and/or for Child Support must be filed to request child support through the D.C. Superior Court.	**www.dcbar.org/for-the-public/legal-resources/pro-se-family-law-pleadings**
Answer to Petition to Establish Parentage and/or for Child Support	An Answer to Petition to Establish Parentage and/or for Child Support must be filed to answer a request for child support.	
Motion to Modify Child Support Order	A Motion to Modify Child Support Order must be filed in order to modify a child support arrangement.	
Marriage		
Marriage License Application	A Marriage License Application must be completed in order to obtain a marriage license in D.C. A marriage license is necessary for a marriage to be legally valid.	**www.dccourts.gov/form/marriage-application**
Divorce		
Complaint for Absolute Divorce	A Complaint for Absolute Divorce must be filed to obtain a divorce through the D.C. Superior Court.	**www.dcbar.org/for-the-public/legal-resources/pro-se-pleadings.cfm**
Vital Statistics Form	A Vital Statistics Form provides data on divorces in D.C. It must be completed to file for divorce.	Family Court Self-Help Center

Document	Information	Where to Find the Document
Family Court Cross Reference Intake Form	A Family Court Cross Reference Intake Form must be completed to file for divorce.	**www.lawhelp.org/files/7C92C43F-9283-A7E0-5931-E57134E903FB/attachments/DEA20866-2B15-42BB-B6B3-86513DC585F0/cross-reference-form.pdf**
Joint Request for Uncontested Divorce Hearing	A Joint Request for Uncontested Divorce Hearing may be filed to obtain a divorce when both parties file for divorce together and agree to the terms of their divorce.	**www.dcbar.org/for-the-public/legal-resources/pro-se-family-law-pleadings**
Consent Answer to Complaint for Absolute Divorce	A Consent Answer to Complaint for Absolute Divorce may be filed when both parties agree to the terms of their divorce.	
Joint Waiver of Appeal	A Joint Waiver of Appeal may be filed if neither party intends to appeal the court order granting their divorce.	

Document	Information	Where to Find the Document
Service and Filing Fees		
Affidavit of Service by Individual	An Affidavit of Service by an Individual must be filed to prove that service by that individual was properly carried out.	**www.dcbar.org/for-the-public/legal-resources/pro-se-pleadings.cfm**
Affidavit of Service by Certified Mail	An Affidavit of Service by Certified Mail must be filed to prove that service through certified mail was properly carried out.	
Notice and Acknowledgment of Service	A Notice and Acknowledgment of Service must be filed to prove that service was properly carried out.	**www.dccourts.gov/sites/default/files/2018-01/Notice%20and%20Acknowledgement%201-A%20fillable.pdf**
Application to Proceed Without Repayment of Costs, Fees, or Security (In Forma Pauperis)	An Application to Proceed Without Repayment of Costs, Fees, or Security (In Forma Pauperis) may be filed to request a waiver for filing fees in the D.C. Superior Court.	**www.dccourts.gov/sites/default/files/NEW%20IFP%20application%20fill-in-blanks.pdf**

10

PUBLIC BENEFITS

PUBLIC BENEFITS

10

This chapter is intended to inform you of public benefit programs and how they may assist you. Government assistance programs provide public benefits to people with little or no income. These benefits can help pay for food, housing, healthcare, and other necessities.

Even people with criminal records qualify for many of these benefits. The rules and processes can be complicated. But if you are eligible and comply with program requirements, you have a legal right to receive public benefits.

BEFORE YOU START

- ☐ Obtain Identification (Learn more in Chapter 6: Identity Documents and Personal Records)
- ☐ Obtain your BOP records (Learn more in Chapter 6: Identity Documents and Personal Records)
- ☐ Set Up a Mailing Address (Learn more in Chapter 5: Important Tools for Successful Reentry)
- ☐ Get Proof of Income

THINGS TO DO AND CONSIDER

- ☐ 10.1. Get Familiar with Public Benefits
- ☐ 10.2. Apply for Social Security Disability Benefits (SSI/SSDI)
- ☐ 10.3. Apply for Interim Disability Assistance (IDA)
- ☐ 10.4. Apply for the Supplemental Nutrition Assistance Program (SNAP)
- ☐ 10.5. Apply for the Temporary Assistance for Needy Families Program (TANF)
- ☐ 10.6. Apply for the Women, Infants, and Children Program (WIC)
- ☐ 10.7. Apply for the Low Income Home Energy Assistance Program (LIHEAP)
- ☐ 10.8. Directory of Resources

10.1 GET FAMILIAR WITH PUBLIC BENEFITS

If you are incarcerated, start by talking to the D.C. Jail or BOP staff about public benefits. If you are on probation, parole, or supervised release, talk to your supervision officer. You can also visit one of the community organizations listed in the directory at the end of this chapter to ask about public benefits. They may know of programs that can help you with a specific issue or need.

These are some important tips to keep in mind for all public benefits:

- If you are not a U.S. citizen, you may still be eligible for benefits. It will depend on your immigration status and how long you've been in the country. Even if you are not eligible for benefits, your children may be eligible.
- After you apply for or ask about benefits, respond quickly to any requests for more information. If you don't respond, your request for benefits could be denied.
- **You have the right to appeal an agency's decision**. If your application is denied or delayed, or if your benefits are lowered or stopped, you should file an appeal. Be sure to file your appeal within the program's deadlines. Every program has a different deadline. If you miss the deadline, **you will lose your right to appeal and your case will be closed, even if you have a lawyer**.
- Talk to a lawyer if you are denied benefits, if your benefits are cut off or reduced, or if the agency does not act according to legal deadlines.
- Keep copies of any documents you file with a government agency. You should request a date-stamped receipt when you submit your documents, then keep your receipt in a safe place. Take notes on who you talked to at the agency, when you talked to them, and what they said.

10.2 APPLY FOR SOCIAL SECURITY DISABILITY BENEFITS (SSI/SSDI)

The Social Security Administration provides a monthly income to people who cannot work because of a disability or medical condition. This income is distributed through two programs: Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

SUPPLEMENTAL SECURITY INCOME (SSI)

SSI provides monthly payments to certain people who have limited income and resources. There are also citizen and immigration status requirements. To be eligible, you must meet at least one of these conditions (in addition to having a limited income and resources):

- Unable to work because of a disability or medical condition
- Age 65 or older
- Totally or partially blind

Your disability or medical condition must be expected to last at least a year or to result in death.

You can be eligible for SSI even if you have never worked. You may also qualify even if you don't think of yourself as disabled. Many medical conditions are considered disabling. Do not assume that you will not qualify. SSI may also come with other benefits. For example, you might receive health care coverage through Medicaid. You might also receive food assistance through SNAP (Supplemental Nutrition Assistance Program).

SOCIAL SECURITY DISABILITY INSURANCE (SSDI)

Workers who become disabled may be able to start receiving Social Security retirement benefits early through SSDI. You may be eligible if you are disabled, younger than 65, and have earned enough work credits. You earned work credits every year that you worked and paid taxes.

SSDI is not based on financial need. Your income and resources do not affect your eligibility. The medical requirements and application process are about the same as they are for Supplemental Security Income (SSI). SSDI may also come with other benefits such as Medicare.

WHAT'S MY DISABILITY BENEFIT APPLICATION PROCESS AFTER INCARCERATION?

If you have ever received SSDI **OR** if you were receiving SSI prior to incarceration and have been **incarcerated for less than 12 months:**

Your benefits will be suspended if you are incarcerated for less than a year. They can restart soon after you are released. You will not need to reapply. Take your release papers to the Social Security Office, and they will reactivate your benefits. It may take anywhere from a couple of weeks to a couple of months before you start receiving payments again. If you are currently incarcerated, you can begin the process of reactivating your benefits shortly before release (see Chapter 1: Preparing for Release from the Federal Bureau of Prisons (BOP) and Chapter 2: Preparing for Release from the D.C. Department of Corrections (DOC) for more information).

There are three Social Security offices in the District of Columbia:

D Street
1300 D Street, SW
Washington, DC 20024

Postal Plaza
Postal Plaza Shopping Center
1905-B Ninth Street, NE
Washington, DC 20018

Anacostia
2041 MLK Jr Avenue, SE
Suite 130
Washington, DC 20020

You can call Social Security at **1 (800) 772-1213** to find out where your nearest office is, or you can look it up online: **www.socialsecurity.gov** or **www.ssa.gov**.

If you have never received SSI or SSDI **OR** if you have ever received SSI and have currently been **incarcerated for more than 12 months:**

If you have been incarcerated for a year or more, your previous benefits have been terminated. If you have never received benefits or they have been terminated, you will need to apply or re-apply. The process may take several months.

If you are currently incarcerated, you can begin the process shortly before release (see Chapter 1: Preparing for Release from the Federal Bureau of Prisons (BOP) and Chapter 2: Preparing for Release from the D.C. Department of Corrections (DOC) for more information).

1. You can apply for SSDI online at **www.ssa.gov**. You can start the application for SSI online, but you will have to go to a Social Security office to finish it and turn in your paperwork.

2. If you do not have Internet access, or if you are applying for SSI, call the Social Security Administration at **1 (800) 772-1213** to schedule an appointment at a local office. Make sure they tell you which office to go to. It can take several weeks to get an appointment.

   It can be helpful to ask someone you know and trust to help you with the application process. This person could be a family member, community service provider, public assistance coordinator, or case manager.

3. At your appointment with Social Security, you will need to fill out forms and answer questions about your disabilities and functioning. After you apply, you may be asked by phone or mail to fill out other forms or provide other information.

4. Whenever you deal with Social Security, you have a right to representation by an attorney or a qualified representative.

The time from applying to receiving a decision varies and can average six (6) months.

If you are approved, you will receive notice by mail from the Social Security Administration. You can expect to get your first payment approximately one month later.

If you are denied benefits, you have a right to appeal. You must submit the appeal to the Social Security office within **60 days** of receiving your denial letter.

REPRESENTATIVE PAYEES

Social Security might decide that you need help managing your benefits. In that case, the agency will tell you to get a

representative payee. This is an adult who receives and manages your payments for you. The representative payee makes sure your benefits are used to pay for things you need. If you are told that you need a representative payee, you may not receive any payments until you get one.

If you do not think you need a representative payee, you can ask your doctor to write a letter stating that you can manage your own funds. If you agree that you need a representative payee, make sure that person is someone you trust completely. It can be a family member or friend, or it can be someone from a trustworthy organization. If you ever want to change your representative payee, you can call Social Security at 1 (800) 772-1213 and ask how to do that.

Organizations that can help with SSI and SSDI:

- Bread for the City
- Legal Aid Society of the District of Columbia
- Legal Counsel for the Elderly
- Neighborhood Legal Services Program (NLSP)
- University Legal Services - D.C. Jail & Prison Advocacy Project

"When I returned to the community, I went to MORCA and I received the benefits that were available. **Those benefits carried me until I started working full time**. I reflect back on those Transit benefits, Electronic Benefit Card, and the Medicaid card. I needed those things to get me to the next level."

— Tyrone Walker

10.3 APPLY FOR INTERIM DISABILITY ASSISTANCE (IDA)

You may have to wait a long time for a decision about your Social Security application. While you are waiting, you might be able to qualify for a program called Interim Disability Assistance (IDA). IDA provides monthly financial assistance to individuals and couples who have applied for Supplemental Security Income (SSI). IDA is only available to people who are not the parents or caretakers of minor children.

To receive IDA, you must have low or no income and limited assets. An individual can have no more than $2,000 in assets and a couple no more than $3,000. If you have a partner who is not disabled, their income will be counted as yours. If you earn any money while receiving IDA payments, the amount you earn will be deducted from the amount of IDA you receive.

If you eventually get approved for SSI, you will receive back pay. Back pay is the benefits you would have received if your application had been approved the day you submitted it. The D.C. government will deduct all of the IDA benefits you received from your SSI back pay. If you are denied for SSI and do not file an appeal, you will not have to repay the D.C. government for the IDA benefits you received.

APPLICATION PROCESS

Applying for Interim Disability Assistance (IDA) is free. You can get an application at any of the service centers run by the D.C. Department of Human Services. You can also get an application online at **https://dhs.dc.gov/service/apply-benefits**. But even if you get the application online, you still need to submit it in person.

A face-to-face interview is required to apply for and maintain benefits. If you are not able to go to a service center because of a disability or hardship, call (202) 727-5355 and ask for a telephone interview.

Bring the following items when you apply:

- Proof that you live in the District of Columbia
- Proof of your Social Security number
- Government-issued ID (which may also serve as proof of residence)
- Proof of income and assets
- Proof of a pending Supplemental Security Income (SSI) application (letter from Social Security)
- Proof that you have a disability that is likely to qualify you for SSI

To show that you might qualify for SSI, you will be given a short medical report form that your doctor must complete: **https://dhs.dc.gov/sites/default/files/dc/sites/dhs/publication/attachments/Medical_Examination_Form.pdf**.

DECISION PROCESS

Applications must be processed within 60 days from the day your application is filed.

If you have not received a decision after 60 days, contact a legal service provider. See the list of organizations that can assist you with IDA in the blue box on this page.

APPEALS PROCESS

You have the right to appeal if you are denied benefits or if your benefits are lowered or stopped. Once you receive notification from the agency, you have 90 days to appeal.

USING YOUR BENEFITS

You will be notified by mail if your application for benefits is approved. If you are approved for Interim Disability Assistance (IDA), you might be placed on a wait list if the program does not have sufficient funds. It can take several months to get off the wait list. Once you are off the wait list, your IDA benefits will be delivered through a card that works like an ATM card. It's called a Capital Access Electronic Benefit Transfer (EBT) card. You will need to show your ID and pick up your card at one of the DHS locations listed below:

Northeast Office
611 H Street, NE
Washington, DC 20002
(202) 543-6700

Southeeast Office
1649 Good Hope Road, SE
Washington, DC 20020
(202) 610-5859

LEGAL HELP

Sometimes, legal barriers make it difficult to get benefits, even if you are eligible for them. You might want an attorney's help in the following situations:

- You were denied Interim Disability Assistance (IDA)
- You are still waiting for a decision more than 60 days after you applied

Organizations that can help with Interim Disability Assistance:

- Legal Aid Society of the District of Columbia
- D.C. Bar Pro Bono Center
- Catholic Charities
- Neighborhood Legal Services Program (NLSP)
- Whitman-Walker Health
- Legal Counsel for the Elderly
- Bread for the City
- Washington Legal Clinic for the Homeless

10.4 APPLY FOR THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

The Supplemental Nutrition Assistance Program (SNAP), which used to be called food stamps, is a program that can provide you with funds to pay for food. You can go to any of the service centers run by the District of Columbia Department of Human Services (DHS) to get an application. You can also get an application online at **https://dhs.dc.gov/service/apply-benefits**. Even if you get the application online, you need to submit it in person.

Some non-citizens are eligible for benefits. It depends on your immigration status and how long you've been in the country. Even if you are not eligible, your children may be.

APPLICATION PROCESS

Applying is free. Eligibility for SNAP is based on income. The maximum benefit amounts change every year.

A face-to-face interview is required to apply for and maintain benefits. If you are not able to go to the service center due to a disability or hardship, call (202) 727-5355 and ask how to submit your application and request a telephone interview.

If you live with someone, and you buy and prepare food and eat it together, that person is part of your SNAP household. Their income will also be considered in determining your eligibility and benefit amounts.

- Bring the following items when you apply:
- Proof that you live in the District of Columbia
- Proof of your Social Security number
- Government-issued ID (which may also serve as proof of residence)

- Proof of rent or mortgage amount and certain other expenses (utilities, child care, child support payments, and medical expenses over $35)
- Proof of income

These are some examples of proof of income and expenses:

Income

- Paystubs from the past thirty (30) days for any jobs you have worked
- Court order showing child support you receive
- Letter from the Social Security Administration showing public benefits you receive, like SSI or SSDI

Expenses

- Lease agreement, letter from your landlord, or mortgage statement
- Receipts for medical expenses over $35
- Court order showing child support that you pay
- Receipts for child care expenses (except payments made to a relative)

If you do not have the documents you need, see Chapter 6: Identity Documents and Personal Records to learn how to obtain them. If there are documents you cannot obtain, you can give DHS the name of a friend, family member, or employer as your proof. DHS is required to follow up with these contacts.

DECISION PROCESS

Approval and denial notices should come by mail.

If you have no income when you apply for SNAP, you are eligible for expedited benefits, which means that DHS must decide your application within seven (7) days. Otherwise, you must get a decision on regular SNAP benefits within thirty (30) days.

APPEALS PROCESS

You have the right to appeal if you are denied benefits or if your benefits are lowered or cut off. You have 90 days from the date you receive agency notification to appeal.

USING YOUR BENEFITS

Your SNAP benefits will be provided through a Capital Access card that works like an ATM card. You will need to go to a

DHS location to get your card, and you will need to bring your ID. To pick up your card, go to one of these locations:

Northeast Office
611 H Street, NE
Washington, DC 20002
(202) 543-6700

Southeast Office
1649 Good Hope Road, SE
Washington, DC 20020
(202) 610-5859

> "I was fortunate to come home and go to the READY center. The READY center helps you out with your ID card and food stamps. **A lot of guys coming home from the federal system do not get these benefits.** They don't know how to apply for food stamps."
>
> — *Norvelle Nelson*

KEEPING YOUR BENEFITS

To maintain your benefits, you will have to recertify your eligibility in person. Most people have to recertify yearly. But some have to recertify every six (6) months and some only every two (2) years. Between recertification applications, you will have to submit a mid-certification form showing that you are still eligible for benefits.

LEGAL HELP

Sometimes, legal barriers make it difficult to get benefits, even if you are eligible for them. You might want an attorney's help in the following situations:

- Your application was denied
- You are still waiting for a decision well after you should have received it
- You were getting benefits but they were lowered or cut off
- You ran out of benefits on your card but you did not get a notice that they were being cut off

Organizations that can help you apply for SNAP benefits:

- Bread for the City
- Legal Aid Society of the District of Columbia
- Legal Counsel for Elderly
- Neighborhood Legal Services (NLS)
- University Legal Services (ULS)

10.5 APPLY FOR THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM (TANF)

You might be eligible for Temporary Assistance for Needy Families (TANF) if you live with your minor children and need cash assistance. You may also be eligible if you are a grandparent caring for your grandchildren.

If you are caring for a child who is not a relative, you are not eligible for TANF. But you may be eligible for a program known as General Assistance for Children (GAC). GAC has the same application process as TANF.

APPLICATION PROCESS

Applying for TANF is free, and you can go to any of the service centers run by DHS to get an application. You can also get an application online at **https://dhs.dc.gov/service/apply-benefits**. But even if you get the application online, you need to submit it in person.

A face-to-face interview is required to apply for and maintain benefits. If you are not able to go to the service center because of a disability or hardship, call (202) 727-5355 and ask for a telephone interview.

TANF is need-based, which means you have to have a very low income and assets worth less than $2,000 or $3,000 to get benefits.

Bring the following items when you apply:

- Proof that you live in the District of Columbia
- Government-issued ID (which may also serve as proof of residence)
- Proof of assets and income
- Proof of dependent children (school records, birth certificates, or signed statements from two non-relatives)
- Social Security numbers for everyone in the household

DECISION PROCESS

You should receive a decision about your benefits within forty-five (45) days from the date of your application. If you do not, contact one of the legal providers listed in the directory at the end of this chapter.

APPEALS PROCESS

You have the right to appeal if you are denied benefits or if your benefits are lowered or cut off. You have 90 days from the date of the agency notice to appeal.

BENEFITS

Approvals will come by mail. The monthly benefit amount depends on the number of people in your household and your household's total income. For example, as of April 1, 2020, the maximum amount for a family of four is $804 per month.

USING YOUR BENEFITS

Your TANF benefits will be provided through a Capital Access card that works like an ATM card. You will need to go to a DHS location to get your card, and you will need to bring an ID. To pick up your card, go to one of these locations:

Northeast Office
611 H Street, NE
Washington, DC 20002
(202) 543-6700

Southeast Office
1649 Good Hope Road, SE
Washington, DC 20020
(202)610-5859

PROGRAM REQUIREMENTS FOR APPROVED RECIPIENTS

Once your application has been approved, you will need to do the following:

- Participate in an individualized assessment process.

- Complete an individualized self-sufficiency plan.
- Participate in training programs, conduct a job search, or work at a job for twenty (20) to thirty (30) hours per week (depending on the age of your children).
- Assign your rights to receive child support to D.C. You must also cooperate with the District's efforts to collect child support payments. If your child's other parent is not paying what they owe, the District government might pursue a child support case against that parent while you are receiving TANF. Learn more about child support in Chapter 9: Family Connections and Legal Rights.

SANCTIONS

If you do not follow the program requirements, the monthly amount you receive could be reduced by twenty (20) percent. If you do not cooperate with child support requirements, you could lose twenty-five (25) percent of your monthly grant **unless you are afraid that cooperating will be unsafe for you or your child**.

Note that you might be exempt from the requirement to participate in job or skills training if you are disabled, over the age of 60, lack child care for a child under six (6) years old, have a child with a disability, or are a victim of domestic violence.

- If you think you have a mental or physical disability, you will be given a medical evaluation form to be completed by your doctor.
- If your doctor states that you suffer from a disability, you should be referred to the Program on Work, Employment, and Responsibility (POWER).
- If you are found to be exempt from the work requirements, you might be required to participate in rehabilitation services or get assistance applying for Social Security disability benefits.

LEGAL HELP

Sometimes, legal barriers make it difficult to get benefits, even if you are eligible for them. You might want an attorney's help in the following situations:

- Your benefits were denied or terminated
- You are still waiting for a decision forty-five (45) days after you applied

- You think you should be exempt from TANF work or job-training requirements
- You have been sanctioned and are now receiving fewer benefits

Organizations that can help with TANF:

- Bread for the City
- D.C. Bar Pro Bono Center
- Catholic Charities
- Legal Counsel for the Elderly
- Neighborhood Legal Services Program (NLSP)
- Washington Legal Clinic for the Homeless
- Whitman-Walker Health

10.6 APPLY FOR THE WOMEN, INFANTS, AND CHILDREN PROGRAM (WIC)

If you are a woman with a child under five (5), you might be able to get help paying for essential foods through the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

WIC provides:

- Monthly vouchers that can be used in D.C. grocery stores like Safeway and Giant to buy products like milk, cheese, cereal, peanut butter, juices, and baby formula
- Nutrition counseling and education
- Breastfeeding resources and support
- Access to D.C. farmers' markets
- Referrals to social service providers

You must be a low-income pregnant woman, a new mother, or a child under five (5) years old to be eligible for WIC. Your income must be below 185 percent of the federal poverty level. Single fathers are not eligible.

APPLICATION PROCESS

Call **1 (800) 345-1WIC** to go through an initial screening interview. If you are found eligible, you will be given an appointment at one of the twenty (20) enrollment clinic sites throughout D.C.

Bring the following items to your appointment:

- Proof that you live in the District of Columbia
- Proof of total family income
- Proof of pregnancy or birth for all of your children who are eligible

- Immunization records for all of your children who are eligible
- If possible, a letter from your doctor documenting nutritional risk factors in your family, including pregnancy, anemia, or underweight or overweight children

10.7 APPLY FOR THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Low-income people who need help with heating and cooling costs can apply for the Low Income Home Energy Assistance Program (LIHEAP). There are two types of LIHEAP benefits: regular assistance and emergency assistance.

REGULAR ASSISTANCE

Eligible households may receive $250 to $1,800 once a year to help pay for heating and cooling. The exact amount is based on household size and income, heating source (gas, oil, or electric), and type of dwelling (house or apartment).

TIP: Regular benefits are only awarded during a limited period of time. **You should apply as close as you can to October 1st every year.**

EMERGENCY ASSISTANCE

Your household can apply for emergency assistance in these three situations:

- You are currently disconnected from electric or gas service.
- You have run out of home heating oil.
- You have received a shut-off notice and meet certain other criteria.

APPLICATION PROCESS

To apply for emergency assistance, go to one of these locations of the D.C. Department of Energy and Environment:

Northwest Office
1207 Taylor Street, NW
Washington, DC 20011

Southeast Office
2100 Martin Luther King Jr. Avenue, SE
Washington, DC 20020

To apply for regular assistance, complete an online application or call 311 to schedule an in-person appointment at one of the offices listed above.

If you are applying in person, bring the following documents with you:

- Proof that you live in the District of Columbia
- Government-issued ID (which may also serve as proof of D.C. residence)
- Proof of income
- Social Security numbers for everyone in the household
- Your most recent utility bills (or copies of them)
- Your service disconnection notice or a letter from the utility company that states the service has been disconnected (if applicable)

OTHER UTILITY ASSISTANCE

D.C. residents may apply for the Utility Discount Program to receive a reduced rate on their utility costs. To learn more, visit the website of the **Utility Discount Program**.

"If you don't have any support, you'll be in a bad way. There's lots of bureaucratic issues. My sister took off of work for two weeks to help me out. My social security number was messed up. Transportation was difficult. You've got to do a cost benefit analysis of what you're doing in life. Is this worth this? Or that which could lead you back to prison? Whatever probation wants you to do, do it. The system isn't set up to be smooth. **We are all crisis managers.** Just to endure what we went through, in prison. Coming from where we came from."

— Roy Middleton

10.8 DIRECTORY OF RESOURCES

Organization	Information
Bread for the City Southeast Center 1640 Good Hope Road, SE Washington, DC 20020 (202) 561-8587 Northwest Center 1525 7th Street, NW Washington, DC 20001 (202) 265-2400 **www.breadforthecity.org**	Bread for the City provides representation in limited Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) cases, often for clients who are already involved in other Bread for the City services.
Catholic Charities Legal Network Southeast Center 924 G Street, NW Washington, DC 20001 (202) 350-4305 (202) 772-4325 (En Español) **www.catholiccharitiesdc.org**	Catholic Charities Legal Network provides services for clients with civil legal issues including: public benefits, consumer debt/bankruptcy, employment, family law (including child custody and domestic violence), landlord-tenant/housing issues, public benefits (social security, disability) and wills and probate, guardianship, and conservatorship.
DC BAR Pro Bono Center Southeast Center 901 4th Street, NW Washington, DC 20001 (202) 373-0112 **www.dcbar.org/pro-bono**	The DC BAR Pro Bono Center recruits, trains, and mobilizes volunteer attorneys to take pro bono cases serving individuals living in poverty who are at risk of losing their homes, their livelihoods, and their families. The Center also helps small businesses and community-based nonprofits needing legal assistance. DC Bar provides several free legal advice clinics. Please call to confirm times.

Organization	Information
D.C. Department of Human Services (DHS) Northeast Office 611 H Street, NE Washington, DC 20002 (202) 543-6700 Southeast Office 1649 Good Hope Road, SE Washington, DC 20020 (202) 610-5859 **https://dhs.dc.gov/**	DHS locations are available for Capital Access card pickup to receive Interim Disability Assistance (IDA) and SNAP benefits. Call beforehand to confirm operating hours.
D.C. Department of Energy and Environment Northwest Office 207 Taylor Street, NW Washington, DC 20011 (202) 543-6700 Southeast Office 2100 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 535-2600 **https://doee.dc.gov/**	D.C. Department of Energy and Environment's two locations provide emergency assistance for low-income families who need help with heating and cooling costs. Call for more information.

Organization	Information
Legal Aid Society of the District of Columbia 1331 H Street, NW Suite 350 Washington, DC 20005 (202) 628-1161 **https://www.legalaiddc.org/**	D.C. Legal Aid helps clients address legal issues related to food stamps (SNAP), TANF, healthcare, unemployment insurance, and other matters through direct representation in administrative appeals.
Legal Counsel for Elderly 601 E Street, NW Washington, DC 20049 (202) 434-2120 **www.aarp.org/legal-counsel-for-elderly/**	Legal Counsel for the Elderly helps people over 60 years old access their public benefits. They can help with Social Security Disability (SSDI) and Supplemental Security Income (SSI) disability cases (for people age 55+), retirement, Medicaid, and home health aid (Medicaid) benefits.
Neighborhood Legal Services Program (NLSP) Headquarters 1331 H Street, NW Suite 350 Washington, DC 20005 Far Northeast Office 4609 Polk Street, NE Washington, DC 20019 Southeast Office 2412 Minnesota Avenue, SE Washington, DC 20020 (202) 832-6577 **www.nlsp.org**	NLSP helps clients that meet its income eligibility requirements with public benefits, including: TANF, Food Stamps (SNAP), Unemployment, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Medicaid, Medicare, other Healthcare benefits, and Veteran's benefits. Services also include custody, divorce, child support, domestic violence, and paternity disputes. These disputes can impact receiving public benefits. Call for more information.

Organization	Information
Quality Trust 4301 Connecticut Avenue, NW Suite 310 Washington, DC 20008 (202) 448-1450 **https://www.dcqualitytrust.org/**	Quality Trust provides legal services for people with intellectual disabilities. They help people in cases seeking eligibility and access to Social Security, Medicaid, Developmental Disabilities Administration services, Vocational Rehabilitation, Special Education, alternatives to guardianship, and end-of-life planning.
The United States Social Security Administration (SSA) Offices D Street 300 D Street, SW Washington, DC 20024 Postal Plaza Postal Plaza Shopping Center 1905-B 9th Street, NE Washington, DC 20018 Anacostia 2041 Martin Luther King Jr. Avenue, SE Suite 130 Washington, DC 20020 1 (800) 772-1213 **https://www.ssa.gov/**	SSA offices are available to aid people, including formerly incarcerated individuals, with the application process for disability, retirement, and survivor's benefits.

Organization	Information
University Legal Services (ULS); Disability Rights D.C. (DRDC); D.C. Jail and Prison Advocacy Project (JPAP) 220 I Street, NE Suite 130 Washington, DC 20002 (202) 547-4747 ext. 135 **www.uls-dc.org/**	ULS helps people that have either a serious mental illness or an intellectual disability to apply for social security benefits. ULS works with most clients pre-release in the D.C. Jail or Federal Bureau of Prisons, including halfway houses, so clients can access their benefits upon release. You can contact ULS for potential intake by calling or writing to them.
Washington Legal Clinic for the Homeless 1200 U Street, NW Washington, DC 20009 (202) 328-5500 **https://www.legalclinic.org/**	Washington Legal Clinic for the Homeless provides legal services at intake sites throughout D.C. by helping clients access housing, shelter, public benefits, and life-saving services.
Whitman-Walker Health 1525 14th Street, NW Washington, DC 20005 (202) 745-7000 **www.whitman-walker.org/**	Whitman-Walker Health can help with a range of public benefits. Though they typically only advocate on behalf of Whitman-Walker Clients, the clinic may take any community member – please call to verify.

11

HEALTHCARE

HEALTHCARE

11

This chapter will instruct you on how to sign up for health insurance, find a doctor, join support groups, and find assistance with your medical and mental healthcare.

It is very important that you put your physical, mental, and emotional health and well-being at the top of your priority list. Your health is equally important to your housing, employment, and other reentry needs. Taking charge of your health will help you achieve your goals, deal with stress, support your family, and take an active part in your community. If you do not already have it, get health insurance. Find a doctor. Get the medicine and treatment you need for any pain, illness, distress, trauma, or drug or alcohol dependency you may have.

Please note that the healthcare system is constantly changing. This information is current as of The Navigator's publication.

THINGS TO DO AND CONSIDER

- ☐ 11.1. Learn About Health Insurance
- ☐ 11.2. Learn About Accessing Healthcare Without Health Insurance
- ☐ 11.3. Learn About Your Health Insurance Options
- ☐ 11.4. Learn About Primary Care
- ☐ 11.5. Difference Between Emergency Care, Urgent Care, and Primary Care
- ☐ 11.6. Learn About Dental Care
- ☐ 11.7. Learn About Vision Care
- ☐ 11.8. Find a Behavioral Health Support System for Mental Health and Substance Use
- ☐ 11.9. Overcome Trauma
- ☐ 11.10. Learn About Reproductive and Sexual Health Care
- ☐ 11.11. Living with HIV/AIDS
- ☐ 11.12. Learn About LGBTQIA+ Healthcare
- ☐ 11.13. Find Legal Support
- ☐ 11.14. Directory of Resources

11.1 LEARN ABOUT HEALTH INSURANCE

Health insurance may seem expensive, especially while you are healthy, but having it can be life changing. If you have health insurance, you are more likely to receive care and prevent major health complications.

With health insurance, you can avoid paying high out-of-pocket costs for care that can threaten your financial stability. Most importantly, studies have shown that if you have health insurance you will experience better health outcomes. You may even live a longer life. With that being said, what exactly is health insurance?

WHAT IS HEALTH INSURANCE?

Health insurance can help protect you from the high costs of health care. It can be used to pay for doctor visits, hospital stays, serious illnesses or injuries, rehabilitation and mental health services, prescription drugs, and important preventive care, such as screenings, counseling, and vaccinations to keep you healthy.

Depending on your income, health insurance can allow you to access many of these services at little or no cost.

When you are healthy and not in need of medical care, you may think you can go without obtaining insurance. You may think that you can simply get insured when a medical emergency arises. However, it takes weeks, if not months, to obtain insurance. Without insurance, you could be responsible for high medical bills in the event of a medical situation or a medical emergency. That is why obtaining health insurance as soon as possible is a smart investment.

WHAT KIND OF HEALTH INSURANCE DO I NEED?

Fortunately, there are several options for health insurance available to you in Washington, D.C., no matter your income, age, or immigration status. If you cannot get health insurance, or you are waiting for your insurance to turn on, there are many Federally Qualified Health Centers (FQHCs) that can provide healthcare services regardless of your ability to pay.

Your insurance options will vary depending on your situation. Many folks, including your case manager, supervision officer, or care provider, may be able to point you in the right direction. A trained insurance navigator with D.C. Health Link will provide you with information about health and dental insurance free of charge. A list of insurance navigators are provided in the directory at the end of this chapter.

11.2 LEARN ABOUT ACCESSING HEALTHCARE WITHOUT HEALTH INSURANCE

If you do not have health insurance you should talk to a case manager, supervision officer, or a D.C. Healthlink insurance navigator to help you get insurance. In the meantime, there are options for you to get healthcare before you get insurance.

COMMUNITY HEALTH CLINICS/ FEDERALLY QUALIFIED HEALTH CENTERS (FQHCs)

Federally Qualified Health Centers, also called FQHCs, are community-based clinics that provide primary care services to patients regardless of their insurance status. If you do not have insurance, FQHCs can often put you on a sliding fee scale where you pay what you can depending on your income. FQHCs always offer primary care, but many provide additional services such as mental health care, dental care, and social services. Some may even have things like food pantries and educational resources. Many FQHCs can help you apply for health insurance as well as other social services programs like the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF).

> "I have dealt with trauma by debriefing with a trusted practitioner. **I would advise everyone who has survived incarceration to seek out a professional therapist to work with.** Whether you openly vent, choose to engage in a Q & A, or participate in healing exercises, therapy is to be considered a gift."
>
> — *Yusef Rabb*

HOSPITAL EMERGENCY DEPARTMENT

If you do not have insurance, and are experiencing a medical emergency, you can always go to an emergency department at a hospital. However, emergency departments should not be used in place of a primary care provider (discussed below). If you are in need of emergency care, a hospital cannot refuse you care based on your insurance status and can often help you apply for public benefit programs like Medicaid. You should know that if you don't have insurance and are not eligible for Medicaid, a hospital may bill you for services after your visit.

If you do not have insurance coverage and need prescription medications, you should inform your doctor. They may be able to find you less expensive medications. There may also be patient assistance programs available through the drug manufacturer that can help you pay for your medication. However, these programs are only temporary solutions and often cannot be used long-term.

11.3 LEARN ABOUT YOUR HEALTH INSURANCE OPTIONS

There are several options for you to apply for health insurance. Through passage of the Affordable Care Act, many people with low incomes, including people with criminal records, now qualify for health insurance through **Medicaid**, a government health insurance program. If you are over 65 years of age or receiving Social Security Disability Insurance payments, you may be eligible to receive **Medicare**, a federal health insurance program. If you live in D.C. and are not eligible for Medicaid or Medicare and have no other insurance, you may be eligible for care through the **D.C. Healthcare Alliance program**. If you are a veteran, you may qualify for free or low-cost health care through the **Veterans Administration (VA) Medical Center**. If you are working, your employer may offer health insurance options. If you don't qualify for the programs above, you may be eligible for financial assistance to dramatically reduce what you pay to buy a private D.C. health insurance plan at **www.dchealthlink.com**. Having so many options

may seem overwhelming, but there are experts to guide you through the process of deciding and applying. Your options are discussed below.

D.C. MEDICAID

District of Columbia Medicaid is a joint federal-state health insurance program that provides health care coverage to low-income and disabled adults, children, and families. Medicaid covers many services, including doctor visits, hospital care, prescription drugs, mental health care, and transportation assistance, at little or no cost.

To be eligible for D.C. Medicaid, you must be a resident of the District of Columbia and provide proof of your identity and your income. You will not be eligible for D.C. Medicaid if your monthly income is greater than the maximum amount determined for your particular circumstance. For example, if you are only supporting yourself (meaning that your household size is one [1] person), your monthly income must be below $2,349.97 per month for you to be eligible.

To learn more, visit, **www.dc-medicaid.com/dcwebportal/nonsecure/medicaidAndMe** for more information on how Medicaid works in D.C.

HOW TO APPLY FOR D.C. MEDICAID

There are several ways to apply for D.C. Medicaid. You should select the option that works best for you. You can apply:

- In person at any Economic Security Administration (ESA) Service Center
- Online at **www.dchealthlink.com**
- By phone at 1 (855) 532-5465
- By fax: (202) 671-4400

You can also download an application online and mail it to any ESA office or fax it to (202) 671-4400. It takes about forty-five (45) days for the ESA to issue an approval or denial. Be sure to check your mail. The ESA will mail notices to you if anything is missing from your application. Make sure that the ESA has your current address and that you read your mail. The ESA will often need additional information to process your application. You may be required to start the application over again if you do not respond by the specified deadline. Also,

your Medicaid needs to be renewed every year. If you do not read your mail, you may forget to renew your insurance.

Medicaid requires most enrollees to enroll in a Managed Care Organization. This is an insurance company that will manage your benefits. Make sure you pick a plan that your doctor accepts.

You can find additional application assistance by visiting an enrollment center and meeting with an insurance navigator. A list of D.C. Health Link organizations is listed in the directory at the end of this chapter.

HOW TO APPLY FOR MEDICAID FROM THE D.C. JAIL OR THE FEDERAL BUREAU OF PRISONS (BOP)

If you previously had Medicaid insurance, it will not be terminated or cut off just because you enter jail. Instead, it will be suspended or paused, while you are incarcerated and can be immediately reactivated after you are released. You will not have to start from scratch, but you will need to call the Economic Security Administration (ESA) Customer Service line at (202) 727-5355. You may need to go into an ESA Service Center with your release paperwork once you are released in order to reactivate your benefits. You will have to reapply if your benefits were terminated for some reason.

You can apply for D.C. Medicaid if you did not have Medicaid before you were incarcerated. If you are approved, you will be placed in "suspended" status until you are released. Call the ESA Customer Service Line at (202) 727-5355 upon your release to ask them to activate your coverage because you have been released.

> "**It took a long time to forgive myself**. I was ashamed to talk to my family and thought no one would want me back. I'm glad I was wrong and learned how to forgive myself along the way. For me it was important to work on my recovery first. I started going to groups and learned from other people so I could overcome my addiction."
>
> — *Anonymous*

MEDICARE

Medicare is a healthcare program that pays for medical and behavioral (mental) health services for people who meet certain eligibility criteria. If you are age 65 or older and live in the United States, you are probably eligible to receive Medicare. Depending on how much you have paid into the Social Security tax system determines the cost of your Medicare. If you are under age 65, are disabled, and have received Social Security Disability Insurance (SSDI) benefits for twenty-four (24) months, you are also eligible for Medicare. You also may also be eligible if you have certain diagnoses such as kidney failure. Depending on your situation, you may be automatically enrolled in Medicare when you become eligible or you may need to apply at the Social Security Administration (SSA).

Medicare is made up of different Parts. Part A pays for your hospital care, while Part B pays for most of your non-hospital related medical coverage. Medicare Part D covers your prescription drugs. The program helps with the cost of health care, but it does not cover all medical expenses or the cost of most long-term care. More information about Medicare may be found at **www.medicare.gov** or by calling 1 (800) MEDICARE or 1 (800) 633-4227.

MEDICARE WHILE IN THE D.C. JAIL OR FEDERAL BUREAU OF PRISONS (BOP)

Once you are incarcerated for thirty (30) days or more or convicted of a crime, your Social Security Retirement or Disability Insurance payments will stop. Your benefits can be reinstated after your release. Your Medicare enrollment will stay active during incarceration, but you will not use it because the D.C. Jail or Federal Bureau of Prisons (BOP) will provide your health care.

Most people pay no premium (amount you pay for Part A), but do pay a monthly premium for Part B. To continue to pay your Part B premium while incarcerated you can set up direct payment with Medicare by calling 1 (800) MEDICARE within thirty (30) days of your conviction. If you cannot afford to continue to pay your Part B premium, you should actively withdraw from Part B instead of being disenrolled so you avoid being billed by the Social Security Administration (SSA). Call 1 (800) MEDICARE or the D.C. Department of Human Services (DHS) Call Center at (202) 727-5355 to disenroll. If you do nothing, The SSA will continue to bill you for Part B and disenroll you after you fail to pay your premiums. When you re-enroll in Part B upon release, the SSA will deduct any unpaid premiums from your Social Security benefits.

When you are released, you will need to re-enroll in Medicare Part B, which you can do by applying for a Medicare Savings Program (called QMB in D.C.) at the Economic Security Administration (ESA) service center. If you are approved you will be re-enrolled in Medicare Part B.

D.C. HEALTHCARE ALLIANCE PROGRAM

The D.C. Healthcare Alliance Program serves low-income D.C. residents who have no other health insurance and are not eligible for either Medicaid or Medicare because of their immigration status. This program is sponsored and paid for by the District of Columbia government. This program is not comprehensive health insurance, meaning it does not cover all medical care you may need. It will cover preventative medical appointments, lab tests, prescription drugs, and some dental care.

It does not cover things like vision, mental or behavioral health services, or long-term care services lasting over thirty (30) days.

To apply, you must fill out a paper application. Most people will need to complete a face-to-face interview at an Economic Security Administration (ESA) service center. Eligibility for D.C. health alliance is not dependent on your immigration status.

Once approved, you will need to select a managed care provider. Make sure that your provider accepts the managed care plan you want to select.

> "**I used trauma as a fuel and motivator to succeed**. Upon my release, I had lost my mother, father, grandfather, and the house I grew up in. And I lost a fiancée, jobs, and a marriage. I used it as a catalyst and told myself that I would not fail. I went from being a high school graduate to beginning a doctoral program for a PhD."
>
> — *Kenneth Baldwin*

Renewal for D.C. Health Alliance is every six (6) months. Renewal requires a face-to-face interview. If you are unable to go to the face-to-face interview because you are in the hospital, disabled, or elderly, you can ask for a waiver.

HEALTH INSURANCE THROUGH D.C. HEALTH LINK

The Affordable Care Act (ACA) is a federal law that requires states to sell affordable health insurance to residents regardless of their preexisting conditions. This means that health insurance companies cannot deny you coverage based on any health problems you might have before starting your health plan. Depending on your income, you may be eligible to receive tax credits that lower premiums and cost-sharing reductions that lower deductibles, copayments, and coinsurance, which are things you are responsible for paying out-of-pocket.

Buying insurance can only be done during certain times of the year, which is called an open enrollment period. However, if you are leaving incarceration or have another major life change you are usually eligible to receive a special enrollment period,

meaning you can enroll within 60 days of that event.

If you buy health insurance from the D.C. Health Link, it is critical that you pay the first premium on time. If you do not, your health insurance may be cancelled and you may not be eligible to reenroll until next year.

You can enroll online at **www.dchealthlink.com**. You can also call 1 (855) 532-5465. If you want additional assistance, you should connect with a D.C. Health Link navigator who can assist you with understanding your enrollment options. A list of navigator agencies is available in the directory at the end of this chapter.

THE U.S. DEPARTMENT OF VETERANS AFFAIRS (VA) HEALTH CARE SYSTEM

If you are an incarcerated veteran, you do not lose your eligibility for medical care, however, the VA will not pay for your health care during incarceration because the D.C. Jail or Federal Bureau of Prisons (BOP) is responsible for your medical expenses. The VA may provide you health care once you've been released. You can start early by informing the VA of your release within thirty (30) days or less of your release date. They may require a document showing your release date.

If you are a veteran, you may qualify for free or low-cost health care through the VA. The VA provides for the health care needs of veterans through regional Medical Centers. The D.C. VA Medical Center is located at:

50 Irving Street, NW
Washington, D.C. 20422

Call (202) 745-8000 or visit **www.washingtondc.va.gov/index.asp** for more information, including instructions on how to enroll in the VA Health Care System.

The VA also offers the Health Care for Re-entry Veterans (HCRV) Program. This program helps incarcerated veterans reintegrate into their community after release. They provide referrals and linkages to medical, mental health, and social services, including employment, case management, and homelessness prevention services. You can call 1 (877) 4AID-VET or (1-877-424-3838) for more information or visit **www.va.gov/homeless/reentry.asp**

EMPLOYER BASED INSURANCE

You may have access to health insurance through your job. You may also have health insurance through your spouse's job or your parent's job. The Affordable Care Act allows young adults, up to the age of twenty-six (26), to stay on their parent's health insurance plan if the parent chooses to pay the premium.

If your job, your spouse's job, or your parent's job offers employer based coverage, but you are also eligible for Medicaid, you can have both types of insurance or you may choose to only have Medicaid as that may be the more affordable option.

If you lose your employer based health coverage, you should look into other insurance options. Losing your employer-based coverage may make you eligible for a special enrollment period through the D.C. Health Link.

11.4 LEARN ABOUT PRIMARY CARE

Just like you may think you do not need health insurance while you are healthy, you may think you do not need to go to the doctor until you are sick. However, staying healthy and living a long life starts with preventive healthcare. Preventive healthcare can help you avoid illness, disease, and detect problems before you notice any symptoms or before they get worse — helping you stay healthy. The good news is that new laws have made it easier and more affordable than ever to get preventative health care, which usually includes screenings, check-ups, patient counseling, and tests through a primary care doctor.

It is important to find a primary care provider who can help you get these tests and services and who can perform regular check-ups on you to make sure there are no hidden problems. A primary care provider is like a medical home where you receive most of your healthcare. Having a medical home is important because then you have an established relationship with a provider who can coordinate your care and help

make sure you get the medical attention that you need, when you need it. Once you are an established patient, they can refer you to other services you may need, keep your prescriptions up to date, and provide faster care if you get sick. These providers may also connect you to specialists, like a gynecologist, therapist, or neurologist (brain specialist) that may be able to help with your more particular needs.

When choosing a primary care provider, you should consider:

- **Location:** You should pick a primary care provider that is easily accessible. Consider whether the office is close to your home, workplace, or public transportation.

- **Your Insurance Plan:** Most plans have a network of primary care providers and require you to access care within that network. Always confirm that your desired provider takes your insurance.
- **Wraparound Services:** Some primary care providers offer multiple services in addition to primary care, like family-based care, HIV treatment, behavioral health, and treatment for substance misuse. Some providers even support other social services, like food pantries, free clothing closets, and case management services.
- **Provider Characteristics:** You should make sure you are comfortable with the gender and language accommodations of the provider you would be seeing. You should also consider the number of providers at the practice and their office hours.
- **Experience:** It is good to find a provider that has experience working with patients like you. It is empowering to find a medical home that affirms your identity. Having a provider with whom you feel comfortable will help you get better care. This can be especially important if you identify as LGBTQIA+, a woman,

are HIV positive, are an English as a Second Language (ESL) speaker, or have a particular cultural background.

- **Community Reputation**: Ask friends and family where they go and if they like it.

You can begin to think about where you want to see a doctor while you are still incarcerated. Once you make your first appointment—or even on the phone when you are scheduling the appointment—do not be afraid to ask questions to make sure your needs will be met.

11.5 DIFFERENCE BETWEEN EMERGENCY CARE, URGENT CARE, AND PRIMARY CARE

It is important that you understand when you should go to an emergency department, an urgent care clinic, or your primary care provider.

EMERGENCY DEPARTMENT

Hospital emergency departments can be a resource when you have a sudden change in your health that needs immediate attention. However, emergency rooms are expensive and often have long waits. You should go to an emergency department only during an emergency.

URGENT CARE CLINICS

Urgent care clinics that often have extended hours are good for treating minor injuries and illnesses. Injuries and illness are minor when they cannot wait for a doctor's appointment, but they do not need a hospital.

PRIMARY CARE

If you are not in urgent need of medical attention, you can probably make an appointment with your primary care provider. Your primary care provider has access to your records so they can give you the most appropriate care. Some doctors' offices and insurance companies have a nurse helpline that can guide you to the best urgent care clinic if you cannot wait to see your doctor. If you are truly uncertain as to whether you are having an emergency, it is always best to go to the emergency room.

11.6 LEARN ABOUT DENTAL CARE

Dental care is important because good oral and dental hygiene can help you stay healthy and prevent tooth decay, gum disease, and bad breath. Having poor oral hygiene can increase your risk of other serious health problems such as a heart attack, stroke, or preterm labor. You should go to the dentist for regular routine cleanings before serious problems arise. Preventative dental care is often more affordable and less painful than waiting for a problem to appear.

> "**You've got to get around a group and share your experience to cope with trauma and deal with it**. You'll never forget it, but you learn how to manage it. The best way to do it is through a group of people who experienced and overcame their trauma."
>
> — *Quinton Tabron*

If you have health insurance, you should check to see if you have dental coverage for cleanings. If you do, you will need to make an appointment with a provider that accepts your insurance. You can call dental offices and ask them if they take your coverage or you can look up your insurance online and find a provider in-network. In D.C., if you have Medicaid, you have dental coverage. Insurance through the D.C. Health Exchange or through your employer will vary as to whether or not it includes dental coverage. Medicare does not cover dental, but some Medicare Advantage plans do include limited dental coverage. If your insurance doesn't cover dental you have the option of purchasing a stand-alone (separate) dental insurance plan or paying out-of-pocket for dental care. Stand-alone dental insurance is sold on the D.C. Health Link or can be purchased directly from the insurance company.

If you are low income and cannot afford dental insurance you can consider finding an FQHC that has dental services where you pay based on a sliding fee scale.

Another option is reaching out to dental schools or dental hygiene schools, which often have supervised students who can provide lower cost services to patients.

11.7 LEARN ABOUT VISION CARE

Your eyesight is one of your most important senses you have. Annual eye exams can not only detect if you're having trouble seeing, but can also be a good detector of other serious conditions. You may have vision insurance through your health insurance or it may be a separate benefit that you can purchase. Medicaid in D.C. includes vision benefits. Many private insurance plans do not cover vision benefits and Medicare does not cover vision benefits. You can purchase vision insurance from health insurance companies or you can pay out of pocket for your eye appointment.

If you cannot afford an appointment to have an eye exam there are some organizations that may be able to help. Vision USA (call 1 (800) 766-4466) and EyeCare America (**www.aao.org/eyecare-america**) help low income folks afford an eye exam if they qualify. There is also a program called New Eyes which helps provide individuals with eye glasses if they cannot afford to purchase glasses. More information on New Eyes is available here: **https://new-eyes.org**.

11.8 FIND A BEHAVIORAL HEALTH SUPPORT SYSTEM FOR MENTAL HEALTH AND SUBSTANCE USE

WHAT IS BEHAVIORAL HEALTH?

Behavioral health is another important part of your overall health. Behavioral health describes the connection between your behaviors and the health and well-being of your mind, body, and spirit. Behavioral health issues can include mental health

issues such as depression and anxiety, substance abuse problems like drinking and drug addictions, as well as other problems related to life stresses and crises. It often includes services provided by social workers, counselors, psychiatrists, and doctors who can help you with prevention, intervention, treatment, and recovery support services for your mental health and substance use concerns.

If you are experiencing thoughts or behaviors that make it difficult to cope with the normal flow of your life or make healthy choices, you might be experiencing a behavioral health challenge. Facing a behavioral health challenge can feel overwhelming and frightening. Behavioral health challenges are medical issues. Trying to "tough it out" through a mental health issue or substance use disorder is like trying to walk on a broken leg.

There is no shame in seeking help. In fact, seeing a behavioral health provider could help you feel better. Furthermore, addressing a behavioral health challenge sooner rather than later can improve your relationships, make you a more productive employee, and lower the likelihood that you have future contact with the criminal justice system. Fortunately, behavioral health challenges are some of the most preventable and treatable conditions with which people struggle.

> "I was comprehensive in acknowledging that my arrests and convictions were due to my underlying addiction. It was due to a d**istorted ideology** and an attempt to stay high in the grips of addiction."
>
> *- Kenneth Baldwin*

BEHAVIORAL HEALTH ISSUES AT THE D.C. DEPARTMENT OF CORRECTIONS (DOC)

If you have behavioral health issues while in jail, submit a sick call slip or seek out psychological or behavioral health services. A doctor or counselor can help you identify the problems you are facing, put you on a medication plan, and provide you with counseling or other treatments to improve your wellbeing.

BEHAVIORAL HEALTH ISSUES IN THE COMMUNITY

One of the easiest ways to get connected to behavioral health services in D.C. is to call the Access Helpline at 1 (888) 7WE-HELP or 1 (888) 793-4357 at the Department of Behavioral Health. A medical professional can help you find a service provider that will care for your specific needs. Someone is available to assist you twenty-four (24) hours a day, seven (7) days a week. There are many behavioral healthcare providers in D.C. that can determine your diagnosis, prescribe medication, or link you with services through ongoing case management. Do not be afraid to ask questions to make sure you will be comfortable with that particular mental health provider.

PSYCHIATRIC EMERGENCIES IN THE COMMUNITY

If you are having a psychiatric emergency, you can call mobile crisis services at (202) 673-9300. Mobile crisis service teams can be dispatched throughout the city and are active between 9:00 a.m. and 1:00 a.m. You can always call 911 if you are having an emergency. First responders can help determine if you need to visit the hospital or the Comprehensive Psychiatric Emergency Program (CPEP), which provides emergency psychiatric services twenty-four (24) hours a day, seven (7) days a week to people over age eighteen (18). You can go to the Department of Behavioral Health's same day clinic, commonly known as "35 K Street," if you run out of psychiatric medication and do not have a behavioral healthcare provider.

DRUG AND ALCOHOL RESOURCES IN THE COMMUNITY

Drug addiction or misuse, also called substance use disorder, occurs when a person's use of alcohol or another substance (drug) leads to health issues at home, work, or school.

If you are struggling with a substance use disorder you should call the Assessment and Referral Center (ARC). A medical professional with the ARC will ask you questions to determine what specific help you will need. You will also be referred to an appropriate provider. The ARC has walk-in hours from 7:00 a.m. to 3:30 p.m. and regular hours of operation from 7:00 a.m. to 6:00 p.m. You can also call to

schedule an appointment at the ARC at (202) 727-8473. They are located at 64 New York Avenue, NE Washington, D.C. 20002 (enter on Florida Avenue near the P Street intersection). If you have private insurance through your employer or the D.C. Health Link, reach out to the member services phone number on your insurance card to find out your options for treatment.

Medical professionals at the ARC and Access Helpline will connect you to services that are appropriate for your needs. These services include therapy, case management, mentoring, and community support groups. Case workers at behavioral health service organizations can connect you to community support groups throughout D.C.

Accessing the right level of care or finding a provider with whom you are comfortable can take time. Do not let that discourage you from seeking care. Always tell your provider if you are unhappy with the care you are receiving. There are many other care providers. The Access Helpline is available to help you find them at 1 (888) 7WE-HELP or 1 (888) 793-4357 at the Department of Behavioral Health (DBH).

BUILD A BEHAVIORAL HEALTH SUPPORT TEAM

Talk to your primary care provider, case manager, parole/probation/supervised release officer, attorney, spiritual advisor, or community group if you are interested in building a behavioral health support

group. Support networks look different for different people. You may want to consider community-based treatment, like Assertive Community Treatment (ACT) teams which include a team of professionals that work together to meet your needs.

ACT visits you in your home on a regular basis to help meet your health goals. This can be a good alternative if you want more intensive support, but outside of an inpatient program. You can also try peer support groups. These are groups that typically meet on a regular schedule to share their experiences with a particular issue, like Narcotics Anonymous and Alcoholics Anonymous. Peer support groups can also be centered on shared identity, like LGBTQIA+ status, gender, age, military service, or involvement with the justice system. Other support groups can be found at local churches, community centers, local hospitals, and healthcare providers.

Whether you are struggling with a behavioral health challenge or substance use disorder, it is important to stay committed to your recovery. By finding a support system, you are putting yourself in the best position to stay healthy. Everyone needs different levels of treatment, from inpatient to an informal support group. Even if you start with one type of treatment, you can pursue other treatment options.

Organizations that can provide assistance with behavioral health:

- Department of Behavioral Health
- Department of Mental Health Absolute Healthcare Resources
- Amazing Love Health Services
- Anchor Mental Health, Better Morning
- Charlie's Place D.C., CityCare Health Services
- Community Connections, Community Wellness Ventures
- Dedicated Care Health Services
- Family Solutions of Ohio
- Family Wellness
- Friendship Place
- Global Resources & Supports
- Hope Foundation Reentry Network
- Holy Health Care Services
- Integrated Health Resources
- Kahak Health Services
- Kinara Health and Home Services
- Latin American Youth Center
- Life Care, Inc.
- Life Changing Solutions
- Life Enhancement Services
- Mary's Center
- MBI Health Services
- McClendon Center
- Neighbors' Consejo
- New Living Health Care Services
- New Hope Health Services
- One Care D.C.
- Prestige Healthcare Resources
- Preventive Measures
- PSI Family Services, Inc.
- Psychiatric Center Chartered
- Spring Leaf Solutions
- Umbrella Therapeutic Services Volunteers of America Chesapeake Wellness Healthcare Clinics
- Clean and Sober Streets
- Community Connections
- Family & Medical Counseling Service Foundation for Contemporary Drug Abuse
- Hillcrest Children and Family Center Holy Comforter St. Cyprian
- Inner City Family Services
- La Clinica Del Pueblo
- Life Stride, Inc.
- Pilgrim Rest Baptist Theraputic Services, Inc.
- Regional Addiction Prevention (RAP)
- Salvation Army
- Samaritan Inns
- SOME
- Wendt Center for Loss and Healing
- The Women's Center
- Whitman-Walker Health
- The Women's Collective
- Unity Healthcare
- Bread for the City
- Washington Area Intergroup Association
- Narcotics Anonymous: Chesapeake and Potomac Region

11.9 OVERCOME TRAUMA

Many people struggle with some form of trauma. If you have ever had to deal with an overwhelming, life-threatening, devastating, or terrible and frightening experience that affected you emotionally, physically, or psychologically, you may have experienced trauma. Many experiences, such as abuse, neglect, violence, injury, homelessness, the passing of a loved one, and even incarceration can cause you to have trauma. You may have experienced the traumatic event personally or witnessed someone else experience it. Trauma symptoms can arise from a recent event you've experienced or from something that happened to you a long time ago. Something that occurred in your childhood can still impact you as an adult if it's not dealt with. This can lead to symptoms of trauma such as anger, sadness, fear, tiredness, anxiety, difficulty concentrating, muscle tension, and other reactions.

There is no shame in having experienced a traumatic event. There is no shame in struggling with trauma. However, acknowledging that you are living with trauma can open the door to healing.

As you try to understand your trauma, know that there is no right or wrong way to respond. It is important, however, to realize that you know yourself. If you feel physically, emotionally, or psychologically unwell, you should seek out assistance. You deserve to be happy and healthy. There are plenty of organizations throughout Washington, D.C. with specialists who are happy to help you heal. The names of and contact information for these organizations are listed below and are referenced in the directory at the end of this chapter.

> "In prison, you become independent. But out here, **you need to find support groups and supportive people**."
>
> — *Roy Middleton*

Organizations that may provide assistance with overcoming trauma:

- Department of Mental Health,
- Wendt Center for Loss and Healing
- Hope Foundation Reentry Network
- D.C. Rape Crisis Center
- The Women's Center
- Free Minds Book Club
- Neighbors' Consejo
- Women's Collective
- Casa Ruby, Mary's Center
- Amazing Love Health Services
- Anchor Mental Health Association (Catholic Charities Archdiocese of Washington)
- CityCare Health Services
- Community Connections
- Contemporary Family Services
- Family Wellness Center, Inc.
- Global Resources and Supports
- Hillcrest Children and Family Center
- Life Enhancement Services
- Life Stride, Inc.
- MBI Health Services, PSI Family Services
- Prestige Healthcare Resources
- Volunteers of America (VOAC)
- MedStar Washington Hospital Center
- Ascensions Psychological and Community Services, Inc.
- Andromeda Transcultural Health
- Community Action Group
- Crossing Place, D.C. Rape Crisis Center
- George Washington University Hospital: Department of Psychiatry and Behavioral Sciences
- The Georgetown Family Center Clinic of the Bowen Center for the Study of the Family
- MedStar Georgetown University Hospital, Department of Psychiatry
- So Others Might Eat (SOME)
- Love Your Life Healthcare, Inc. (LYLE)
- McClendon Center
- National Alliance on Mental Illness D.C. (NAMI D.C.)
- Preventive Measures, Inc.
- Psychiatric Institute of Washington (PIW)
- VET Center
- Wendt Center for Loss and Healing
- Office of Rehabilitation & Development: Public Defender Service for the District of Columbia (PDS)

11.10 LEARN ABOUT REPRODUCTIVE AND SEXUAL HEALTHCARE

Taking care of your physical health is important. Your reproductive and sexual health are crucial parts of your physical health. Looking after these specific health needs will help you protect your health and that of others. You will be able to make more informed decisions about your body that will empower you to create meaningful relationships and pursue the lifestyle you want.

You should be regularly screened for cancers and if you are sexually active, for sexually-transmitted diseases (STDs). A medical professional can also give you advice on maintaining healthy sexual relationships, practicing safe sex, and exploring your gender identity and/or sexual orientation.

Conversations about your reproductive and sexual health can begin with your primary care doctor. However, they can refer you to a specialist, like an obstetrician-gynecologist or OB-GYN (a doctor specializing in women's sexual and reproductive health), or a urologist (a doctor specializing in men's sexual and reproductive health), if necessary.

Annual wellness checks for sexual and reproductive health are meant not only to ensure that your body is healthy, but also to present a safe space in which people can talk about any other concerns they might have about their sexual and reproductive health. According to the American College of Obstetricians and Gynecologists, an annual wellness check is an opportunity for you to:

- Learn about birth control
- Get screened for cancer
- Get vaccinated
- Get screened for other health challenges
- Get screened for depression
- Talk about sex
- Discuss your weight
- Receive preconception counseling

You should feel empowered to talk to medical professionals about sexual relationships, pregnancy, and family planning, including abortion, at any time,

not just during your annual wellness checks.

You should also ask your provider about when you should start screenings for conditions like breast cancer, HPV, and prostate cancer. It is important to note that if you identify with a gender different than the gender you were assigned at birth, you still have a right to have the exams you need for the body parts that you have.

You can go to **www.acog.org/Patients** and **www.plannedparenthood.org/learn** for more information on common concerns related to reproductive and sexual health. However, this information should be used to better understand the advice you receive from a medical professional, not to replace it.

Health clinics throughout Washington, D.C. are available to help you take control of your reproductive and sexual health. These clinics include The D.C. Health and Wellness Center, Community Hope, Unity Health Care, Mary's Center, Whitman-Walker Health, Planned Parenthood of Metropolitan Washington, D.C., Inc. – Carol Whitehill Moses Center, and DuPont Clinic.

The locations of and contact information for these clinics is included in the directory at the end of this chapter.

Many of these clinics will serve you regardless of your ability to pay.

Remember: No issue is too small to discuss with a medical professional.

Organizations that can provide assistance with reproductive and sexual healthcare:

- Whitman-Walker Health
- The D.C. Health and Wellness Center
- Helping Individual Prostitutes Survive (HIPS)
- The Women's Collective
- Mary's Center, Unity Health Care
- DuPont Clinic
- Community Hope
- Planned Parenthood of Metropolitan Washington, D.C., Inc.
- Catholic Charities Archdiocese of Washington
- Bread for the City
- So Others Might Eat (SOME.)
- Family and Medical Counseling Service
- Friendship Place
- La Clinica del Pueblo
- Charlie's Place
- Deaf Reach

11.11 LIVING WITH HIV/AIDS

Knowing your HIV status is important because not only does it help you stay healthier, but it can also allow your sexual partners to remain healthy. You should get tested regularly either by your regular primary care doctor or at a testing clinic/site. Many places offer free or affordable HIV and STD testing and will see you whether or not you have health insurance. If you know or learn you have HIV, you should know that there are many treatment options today that are much better than in the past.

HIV Testing locations include:

- AIDS Healthcare Foundation Wellness Center – Washington, D.C.
- Whitman-Walker Health
- The HOYA Clinic
- The D.C. Health and Wellness Center
- Us Helping Us, People Into Living, Inc.
- Unity Health Care
- Helping Individual Prostitutes Survive (HIPS)
- La Clinica del Pueblo
- Sasha Bruce Youthwork
- MetroHealth D.C.
- Andromeda Transcultural Health
- Family and Medical Counseling Service, Inc.
- The Women's Collective
- Howard University Hospital

HIV NEGATIVE

If you find out you are HIV negative, meaning you don't have HIV or AIDS, you should make sure you know all of the tools available to remain HIV negative. Your doctor or the person giving you the results should be able to counsel you and give you prevention strategies like condom use, safe sex practices, safe drug use practices, and PrEP which stands for Pre-exposure prophylaxis. PrEP is a once a day pill that almost completely reduces the risk of getting HIV. You will need a prescription for PrEp, which you can get from your primary care doctor.

If you are not taking PrEP and you are HIV negative and believe you may have been exposed to HIV either through sex or through sharing needles you may be able

to take PEP which stands for Post-Exposure Prophylaxis. Like PrEP, PEP involves taking daily medication that will greatly reduce the chance you become HIV positive. In order for PEP to work, you must start taking PEP within 72 hours of the possible exposure. Your doctor should be able to prescribe PEP, but if you cannot get an appointment to see your doctor immediately or they will not prescribe it, you should visit an emergency department or reach out to a clinic like Whitman-Walker Health that has walk-in hours for PEP.

HIV POSITIVE OR AT RISK OF GETTING HIV

If you have HIV or believe you have a high risk of getting HIV, you may want to consider going to a doctor who specializes in HIV care. Regardless of where you go for care, it is important that you remain under the care of a medical professional and take all HIV medications as prescribed. Going off your HIV medication, even for just a few days, can make the medication stop working completely.

HIV medication can be very expensive. Having insurance will help lower the cost of the medications. Additionally, the AIDS Drug Assistance Program (ADAP) in D.C. will cover the copays (and sometimes the monthly premium for insurance) related to HIV medications. For more information about the program, call the D.C. ADAP Hotline at (202) 671-4815. Applications for assistance along with supporting documentation can be mailed to:

District of Columbia Department of Health; HIV/AIDS, Hepatitis, STD, and TB Administration; AIDS Drug Assistance Program

899 North Capitol Street, NE
4th Floor
Washington, DC 20002

D.C. has a lot of supports for individuals living with HIV, many organizations work to provide resources such as food pantries, support groups, education, housing, and legal supports, all of which help to keep people living with HIV healthy. You can learn more information on HIV/AIDS specific organizations at the end of this chapter in the directory of resources or in Appendix II: Organizations Providing Services to Specific Populations.

Organizations that can provide assistance with HIV/AIDS:

- AIDS Healthcare Foundation Wellness Center – Washington, D.C.
- Whitman-Walker Health
- The HOYA Clinic
- The D.C. Health and Wellness Center
- Us Helping Us – People Into Living Inc.
- Unity Healthcare
- Helping Individual Prostitutes Survive (HIPS)
- La Clinica del Pueblo
- Sasha Bruce Youthwork
- MetroHealth-D.C.
- Andromeda Transcultural Health
- Family and Medical Counseling Service, Inc.
- The Women's Collective
- Howard University Hospital
- D.C. Department of Health
- Community of Hope
- Community Connections
- Damien Ministries
- Food and Friends
- Housing Counseling Services
- D.C. Care Consortium
- Homes for Hope
- Casa Ruby
- Mary's Center

11.12 LEARN ABOUT LGBTQIA+ HEALTHCARE

Everyone who needs medical care should be able to see a doctor or healthcare provider without worrying about being mistreated, harassed, or denied service because of their sexual orientation, gender expression, or gender identity. In D.C., the Office for Human Rights allows individuals who have been discriminated against because of their sexual orientation, gender expression, or gender identity to file a complaint. Furthermore, if your health insurer denies you care that you need, you can challenge their decision. There are laws in D.C. that specifically protect many transgender individuals who need medical care to transition. If you are denied care because of your LGBTQIA+ status, talk to a lawyer about your rights.

Organizations that can provide assistance with LGBTQIA+ Healthcare:

- Casa Ruby
- Whitman-Walker Health
- Us Helping Us: People Into Living, Inc
- SMYAL
- HIPS

11.13 FIND LEGAL SUPPORT

You may encounter a legal challenge while providing for your health care needs. Legal aid organizations are available to help you if you need it. Seek their advice or representation with legal questions like:

- Were you **denied health insurance**? Your income may have been miscounted, and an attorney can help you go to court to dispute it.
- Were you **denied a health service** that you think your insurance should have covered, like labs, medication, or other testing?
- Do you have **healthcare debt**? You may be getting billed for healthcare services even though you have insurance. An attorney can work with your insurance company to get those services paid for or work with the collections agency to help you manage the debt.
- Are you being denied gender affirming care or **being discriminated against**?

The locations of and contact information for these legal organizations may be found in the directory of resources at the end of this chapter.

Organizations that can provide healthcare-related legal assistance:

- Legal Aid Society of the District of Columbia
- Whitman-Walker Health
- University Legal Services (ULS) Protection and Advocacy Program
- Bread for the City
- Neighborhood Legal Services Program (NLSP)
- George Washington University Law School Health Law Clinic
- Legal Counsel for the Elderly
- Georgetown University Law Center Health Justice Alliance
- Public Defender Service for the District of Columbia (PDS) Mental Health Division.

11.14 DIRECTORY OF RESOURCES

You will find a list of the Federally Qualified Health Centers (FQHCs) in D.C., including an FQHC Look-Alike, the Economic Security Administration Service Centers, the D.C. Health Link organizations, and an alphabetized list of the healthcare service providers referenced in this chapter along with information about the services they provide in the tables below.

Health Center	Address	Ward
Federally Qualified Health Centers (FQHCs) and Look-Alikes		
Bread for the City (Look-alike)	1640 Good Hope Road, SE Washington, DC 20020	8
	1525 7th Street, NW Washington, DC 20001	6
Community of Hope	4 Atlantic Street, SW Washington, DC 20032	8
	801 17 Street, NE Washington, DC 20002	5
	2155 Champlain Street, NW Washington, DC 20009	1
	2375 Elvans Road, SE Washington, DC 20020	8
Elaine Ellis Center of Health	1627 Kenilworth Avenue, NE Washington, DC 20019	7
Family and Medical Counseling Services	2041 Martin Luther King, Jr. Avenue, SE Suites 200, 206, 230, 300, 303, 311, LL3 Washington, DC 20020	8

Health Center	Address	Ward
La Clinica Del Pueblo	2831 15th Street, NW Washington, DC 20009	1
Mary's Center	Adams Morgan 2333 Ontario Road, NW Washington, DC 20009	1
	Fort Totten 100 Gallatin Street, NE Washington, DC 20011	5
	Adams Morgan 3912 Georgia Avenue, NW Washington, DC 20011	4
Unity Healthcare Health Centers	Anacostia 1500 Galen Street, SE Washington, DC 20020	8
	Brentwood 1251 Saratoga Avenue, NE Washington, DC 20018	5
	Columbia Road 1660 Columbia Road, NW Washington, DC 20009	1
	East of the River 123 4th Street, NE Washington, DC 20019	7
	Minnesota Avenue 3924 Minnesota Avenue, NE Washington, DC 20019	7
	Parkside 765 Kenilworth Terrace, NE Washington, DC 20019	7

Health Center	Address	Ward
Unity Healthcare Health Centers (cont.)	Southwest 850 Delaware Avenue, SW Washington, DC 20024	6
	Stanton Road 3240 Stanton Avenue, SE Washington, DC 20020	8
	Upper Cardozo 3020 14th Street, NW Washington, DC 20009	1
	Walker Jones 40 Patterson Street, NE Washington, DC 20002	6
	801 East 2700 Martin Luther King, Jr. Avenue, SE Washington, DC 20032	8
	Blair Shelter 635 I Street, NE Washington, DC 20032	6
	Central Union Mission 1631 14th Street, NW Washington, DC 20009	2
	Christ House 1717 Columbia Avenue, NW Washington, DC 20009	1
	Federal City-CCNV Shelter 425 2nd Street, NW Washington, DC 20001	6

Health Center	Address	Ward
Unity Healthcare Health Centers (cont.)	Friendship Place 4713 Wisconsin Avenue, NW Washington, DC 20016	3
	Harbor Lights 2100 New York Avenue, NE Washington, DC 20002	5
	N Street Village 1333 N Street, NW Washington, DC 20005	2
	New York Avenue 1355 New York Avenue, NE Washington, DC 20002	5
Unity Healthcare Homeless Sites	Pat Handy 810 5th Street, NW Washington, DC 20001	2
Pathways to Housing	Pathways to Housing 101 Q Street, NW Suite G Washington, DC 20001	5
Unity Healthcare School-Based Health Centers	Cardozo Education Campus 1200 Clifton Street, NW Washington, DC 20009	1
	Woodson Senior High School 540 55th Street, NE Room W101 Washington, DC 20019	7
	Eastern High School 1700 East Capitol Street, NE Washington, DC 20003	6

Health Center	Address	Ward
Unity Healthcare Other Specialty Sites	Central Detention Facility 1901 D Street, SE Washington, DC 20003	7
	1901 E Street, SE Washington, DC 20003	8
Whitman-Walker Health	Whitman-Walker at 1525 1525 14th Street, NW Washington, DC 20005	2
	The Max Robinson Center 2301 Martin Luther King, Jr. Avenue, SE Washington, DC 20020	8
Economic Service Administration Service Centers		
Anacostia	2100 Martin Luther King Avenue, SE Washington, DC 20020	8
Congress Heights	4049 South Capitol Street, SW Washington, DC 20032	8
Fort Davis	3851 Alabama Avenue, SE Washington, DC 20020	7
H Street	645 H Street, NE Washington, DC 20002	6
Taylor Street	1207 Taylor Street, NW Washington, DC 20011	4

Health Center	Address	Ward
D.C. Health Link Organizations		
Community of Hope	4 Atlantic Street, SW Washington, DC 20032	8
	801 17 Street, NE Washington, DC 20002	5
	2155 Champlain Street, NW Washington, DC 20009	1
	2375 Elvans Road, SE Washington, DC 20020	8
La Clinica Del Pueblo	2831 15th Street, NW Washington, DC 20009	1
Leadership Council for Healthy Communities	710-712 Randolph Street, NW Washington, DC 20011	4
Mary's Center	Adams Morgan 2333 Ontario Road, NW Washington, DC 20009	1
	Fort Totten 100 Gallatin Street, NE Washington, DC 20011	5
	Adams Morgan 3912 Georgia Avenue, NW Washington, DC 20011	4
	Bernice Fonteneau Senior Wellness Center 3531 Georgia Avenue, NW Washington, DC 20010	1
Mary's Center (Cont.)	Hattie Holmes Senior Wellness Center 324 Kennedy Street, NW Washington, DC 20011	4

Health Center	Address	Ward
Whitman-Walker Health	Whitman-Walker at 1525 1525 14th Street, NW Washington, DC 20005	2
	The Max Robinson Center 2301 Martin Luther King, Jr. Avenue, SE Washington, DC 20020	8

Organization	Information
Access HelpLine D.C. Department of Behavioral (Mental) Health 1 (888) 793-4357 **https://dhcf.dc.gov/page/behavioral-mental-health-services**	The Department of Mental Health maintains the Access Helpline. The Access HelpLine at 1 (888) 7WE-HELP is the easiest way to get connected to services provided by the Department of Behavioral Health and its certified behavioral health care providers. It is a telephone line that is staffed twenty-four (24) hours per day and seven (7) days per week by behavioral health professionals who can refer a caller to immediate help or ongoing care. The Access Helpline can activate mobile crisis teams to respond to adults and children who are experiencing a psychiatric or emotional crisis and are unable or unwilling to travel to receive behavioral health services.
AIDS Healthcare Foundation 2141 K Street, NW Suite 707 Washington, DC 20037 1647 Benning Road, NE Suite 300 Washington, DC 20002 (202) 293-8680 **www.aidshealth.org/**	The AIDS Healthcare Foundation provides HIV/AIDS treatment to HIV-positive clients and administers tests for HIV/AIDS at its clinics throughout the city.

Organization	Information
Amazing Love Health Services 702 15th Street, NE Washington, DC 20002 (202) 388-8500 **www.alhs-health.com/**	Amazing Love Health Services offers diagnoses, counseling, medication, crisis management training, and rehabilitative support to its clients. It also supports its clients with a variety of group and individual therapy sessions at its Free Standing Mental Health Clinic (FSMHC). Clients can benefit from Amazing Love Health Services' team of psychiatrists, licensed independent clinical social workers, therapists, registered nurses, rehabilitation counselors, and addiction counselors.
Andromeda Transcultural Health 1400 Decatur Street, NW Washington, DC 20011 (202) 291-4707 **http://andromedahealth.org/**	Individuals, families, and couples struggling with behavioral health challenges and substance use disorders can seek behavioral and crisis interventions from Andromeda Transcultural Health. It also offers primary care, wellness exams for women, and a pharmacy. Clients with HIV/AIDS are supported with treatment, counseling, and case management.
Another Choice, Another Chance- DC (ACAC-DC) (202) 971-5076 **https://acacdc.org**	Another Choice, Another Chance- DC (ACAC-DC) is dedicated to supporting, educating, and inspiring youth and adults to live beyond mental health, substance abuse, trauma, and behavioral health disorders. ACAC-DC provides emotional support, self-empowerment, referral services, and job training that will give people the opportunity to live instead of survive.
Ascensions Psychological and Community Services, Inc. 1526 Howard Road, SE Washington, DC 20020 (202) 889-4344 **www.2ascend.org/**	Those confronting depression, grief, stress, and behavioral problems can turn to Ascensions Psychological and Community Services, Inc. for crisis intervention, supervision, and individual, family, marital and group therapy.

Organization	Information
Better Morning 4545 42nd Street, NW Suite 105 Washington, DC 20016 (202) 536-4414 **http://bettermorninginc.com/**	Better Morning is a Core Service Agency. It also provides individual, couple, family, and group counseling and psychiatric services.
Bread for the City Southeast Center 1640 Good Hope Road, SE Washington, DC 20020 (202) 561-8587 Northwest Center 1525 7th Street, NW Washington, DC 20001 (202) 265-2400 **www.breadforthecity.org**	Bread for the City offers medical, dental, and behavioral healthcare. Please note that Bread for the City only takes on patients who use Bread for the City as their primary healthcare provider.
Casa Ruby 7530 Georgia Avenue, NW Washington, DC 20012 (202) 355-5155 **https://casaruby.org/**	Casa Ruby provides preventative and case management services to clients with sexually transmitted infections, including HIV/AIDS, as well as counseling and case management for victims of violence. They focus on LGBTQ+ and LatinX clients.

Organization	Information
Catholic Charities Archdiocese of Washington 1618 Monroe Street, NW Washington, DC 20010 (202) 939-2400 Appointments and Cancellations: (202) 798-5546 Anchor Mental Health Association 1001 Lawrence Street, NE Washington, DC 20017 (202) 635-5953 **www.catholiccharitiesdc.org/**	The licensed professionals at Anchor Mental Health Association counsel clients struggling with a variety of emotional and behavioral challenges. It provides psychiatric evaluations, medication management, counseling in an individual and group setting, and community support services. Catholic Charities provides primary healthcare and dental care, as well as counseling, diabetes support, and cancer screening. Clients will be served regardless of whether or not they have insurance.
Charlie's Place D.C. 1820 Connecticut Avenue, NW Washington, DC 20009 (202) 232-2995 **www.charliesplacedc.org**	Charlie's Place helps homeless clients enroll in public benefits, obtain referrals to mental health services, and receive primary care through a doctor from Unity Healthcare. No insurance is required. Bus tokens are available to those who need to go to a doctor's appointment.
City Care Health Services Main Office 502 Kennedy Street, NW Washington, DC 20011 (202) 313-7283 Second Office 3109 Martin Luther King, Jr. Avenue, SE Suite 2 Washington, DC 20032 (202) 800-4433 **https://citycarehome.com/**	City Care Health Services provides assessments, counseling, psychiatric evaluation, and medication management. Clients may be referred to other health care providers if their needs require doing so.

Organization	Information
Clean and Sober Streets 2 North, 425 2nd Street, NW Washington, DC 20001 (202) 783-7343 Outpatient Treatment Phone: (202) 783-0101 **www.cleanandsoberstreets.org/Welcome.html**	Clean and Sober Streets offers long-term residential and outpatient drug and alcohol treatment and rehabilitation services.
Community Action Group 124 15th Street, SE Washington, DC 20003 (202) 543-4558 Outpatient Treatment Phone: (202) 783-0101 **https://communityactiongroup.org/**	CAG is a non-profit organization that serves the Capitol Hill community and D.C. residents with specialized holistic programs and activities which help disenfranchised residents and adds richness to the life experience for all.
Community Connections 801 Pennsylvania Avenue, SE Washington, DC 20003 650 Pennsylvania Avenue, SE Washington, DC 20003 2300 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 546-1512 **www.communityconnectionsdc.org**	Community Connections supports an extensive continuum of care to those dealing with emotional and behavioral challenges and other co-occurring problems. It also champions an integrated care model, which features teams of specialists that work within their specialties to care for their clients.

Organization	Information
Community of Hope Main Office 4 Atlantic Street, SW Washington, DC 20032 Medical: (202) 540-9857 Dental: (202) 540-9862 D.C. Offices 801 17 Street, NE Washington, DC 20002 (202) 398-5520 2155 Champlain Street, NW Washington, DC 20009 (202) 232-9022 **www.communityofhopedc.org/**	Community of Hope provides medical care, dental care, behavioral health care services, family planning counseling and services, HIV/AIDS and STI treatment and testing, emotional wellness support, and access to medication. A sliding fee payment plan may be available depending on a client's ability to pay.
Community Wellness Ventures 1130 Varney Street, SE Washington, DC 20032 (202) 450-5822 **www.cwellnessv.com/**	As a Core Service Agency, Community Wellness Ventures offers diagnostic assessments, therapy, medication management, and community support. Community Wellness Ventures also offers a Freestanding Mental Health Clinic. It supports clients struggling with depression, trauma, anxiety, stress, and anger management, among other issues.

Organization	Information
D.C. Department of Behavioral Health (DBH) Headquarters 64 New York Avenue, NE 3rd Floor Washington, DC 20002 (202) 673-2200 Same Day Urgent Care 35 K Street, NE Washington, DC 20002 (202) 442-4100 **https://dbh.dc.gov/**	The Department of Behavioral Health (DBH) ensures that high quality mental health services are available through the public behavioral health system to District residents through a rigorous certification program conducted by the Accountability Administration. It also supports a same day urgent care center known as "35 K Street."
D.C. Department of Behavioral Health (DBH): Comprehensive Psychiatric Emergency Program DC General Hospital Compound Building 14 1905 E Street, SE Washington, DC 20003 (202) 673-9319 **https://dbh.dc.gov/service/emergency-psychiatric-services**	The Comprehensive Psychiatric Emergency Program provides emergency psychiatric services, mobile crisis services, and extended observation beds for individuals 18 years of age and older. Its services are available twenty-four (24) hours, seven (7) days per week.
DC Health and Wellness Center 77 P Street, NE Washington, DC 20002 (202) 741-7692 **https://dchealth.dc.gov/dc-health-and-wellness-center**	The DC Health and Wellness Center provides health screenings, free HIV and STI screenings, treatment and prevention, sexual health counseling, reproductive health services, and immunizations.

Organization	Information
DC Health Care Alliance 1900 Massachusetts Avenue, SE Washington, DC 20003 (202) 548-6500 **https://dhcf.dc.gov/service/health-care-alliance**	DC Health Care Alliance offers health insurance to low-income residents who do not have health insurance and are not eligible for either Medicaid or Medicare.
DC Healthy Families 6856 Eastern Avenue, NW Suite 206 Washington, DC 20012 1 (800) 620-7802; (202) 639-4030 **https://dhcf.dc.gov/service/dc-healthy-families**	DC Healthy Families offers free health insurance to individuals who are eligible for Medicaid in D.C.
DC Rape Crisis Center 5321 First Place, NE Washington, DC 20011 (202) 232-0789 Hotline: (202) 333-7273 **https://dcrcc.org/**	DC Rape Crisis Center offers individual and group counseling and maintains a twenty-four (24) hour crisis hotline. This center is LGBTQ+ friendly.
Damien Ministries 2200 Rhode Island Avenue, NE Washington, DC 20018 (202) 526-3020 Hotline: (202) 333-7273 **www.damienministries.org/**	Damien Ministries offers a food bank, emergency services, referrals to services, help with accessing benefits, and spiritual retreats to low-income D.C. residents with HIV/AIDS.

Organization	Information
Deaf-REACH 3722 12th Street, NE Washington, DC 20017 (202) 832-6681 **https://deaf-reach.org/**	Deaf-REACH offers mental health care, independent living skills programs, and residential services to deaf and hard of hearing people who need special services.
District HealthCare Services 2811 Pennsylvania Avenue, SE Washington DC, 20020 (202) 894-6811 **www.districthealthcareservices.com**	The mission of District HealthCare Services is to promote the well-being of individuals and families in Washington D.C. by providing accessible, quality human services in a holistic fashion focusing on the body, the mind, and the spirit. District HealthCare offers prevention, early identification and community based treatment services and supports. Their goal is to ensure that quality behavioral health care is available and easily accessible to District residents when they need it and through all stages of life. They recognize that consumers must participate and lead in their own recovery and in the delivery of quality behavioral health services. District HealthCare works to ensure the rights of people with behavioral illness are protected and to encourage and facilitate consumer and family input into all aspects of an individual's treatment and plan for recovery. Services include: • Diagnostic/assessment services and counseling • Medication/Somatic Treatment • Counseling and Psychotherapy • Community Support Services Their goal is to deliver behavioral health services that promotes recovery, respect, cultural and linguistic diversity, and are choice-driven through the Mental Health Rehabilitation Services system for community-based care or MHRS. Adults who need behavioral health services and supports can go to their facility or contact them at (202) 894-6811 to be guided through the process.

Organization	Information
DuPont Clinic 1120 19th Street, NW Washington, DC 20036 (202) 844-2004 https://dupontclinic.com/	DuPont Clinic's obstetrician-gynecologists (OB-GYN) meet the unique and varying needs of each patient seeking private, non-judgmental abortion services. They offer amenities such as specially trained doulas, nursing teams, and aromatherapy in private consultation rooms.
Elaine Ellis Center of Health 1627 Kenilworth Avenue, NE Washington, DC 20019 (202) 803-2340 https://eechealth.com/	The Elaine Ellis Center of Health offers flu shots, screenings, physicals, substance abuse treatment, obstetrics and gynecological services, laboratory services, and behavioral and mental health services.
Family and Medical Counseling Service 2041 Martin Luther King, Jr. Avenue, SE Suites 200, 206, 230, 300, 303, 311, LL3 Washington, DC 20020 (202) 889-7900 www.fmcsinc.org/	Family and Medical Counseling Service offers medical services, substance abuse counseling, individual, group, and family therapy, primary care, case management, and STD and HIV/AIDS testing to low-income D.C. residents. You will need proof of income and proof of residence to qualify.
Family Solutions 650 Pennsylvania Avenue, SE Suite 330 Washington, DC 20003 (202) 864-4184 https://familysolutionsusa.com/office-locations/washington-d-c/	Family Solutions supports its clients with crisis intervention that is available twenty-four (24) hours a day, seven (7) days per week. It also supports them with case management, psychiatric medication, medication management, rehabilitation services, and outpatient treatment.

Organization	Information
Friendship Place 4713 Wisconsin Avenue, NW Washington, DC 20016 (202) 364-1419 **https://friendshipplace.org/**	Friendship Place offers drop-in medical and psychiatric appointments with no insurance or ID needed.
Georgetown University Law Center Health Justice Alliance 600 New Jersey Avenue, NW Suite 340 Washington, DC 20001 (202) 662-9000 **www.law.georgetown.edu/health-justice-alliance/**	This legal clinic at Georgetown University Law Center helps families in legal disputes regarding their healthcare.
Global Resources and Supports Behavioral Health Services Clinic 2001 Bunker Hill Road, NE Washington, DC 20018 (301) 585-3616 **www.globalrs.org/**	Global Resources and Supports empowers clients with individual and group counseling, bereavement counseling, diagnostic assessment, behavioral support, sex therapy, and substance abuse counseling.
Helping Individual Prostitutes Survive (HIPS) 906 H Street, NE Washington, DC 20002 (202) 232-8150 **https://www.hips.org/**	Helping Individual Prostitutes Survive (HIPS) supports clients with syringe access and disposal, safer sex materials, harm reduction counseling, connections to care, a primary care clinic, behavioral health services, an infectious disease clinic, behavioral health services support groups, and substance abuse treatment. They also offer a drop in center with access to showers, meals, laundry, computers, needle exchange and Medicated Assisted Treatment (MAT).

Organization	Information
Hillcrest Children and Family Center Northwest Office 915 Rhode Island Avenue, NW Washington, DC 20001 Southeast Office 3029 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 232-6100 **http://hillcrest-dc.org/**	Hillcrest Children and Family Center uplifts its clients with family, group, and individual therapy, psychiatric evaluations, anger and stress management counseling, substance abuse treatment, and community support services to treat behavioral, emotional, and psychological challenges.
Holy Health Care Services 6210 North Capital Street, NW Suite B Washington, DC 20011 (202) 722-0404 **www.holyhealthcareservices.org/**	Holy Health Care Services offers individual, family, and group therapy, trauma-based therapy, and behavioral needs assessments, among other services. It also operates a Free Standing Mental Health Clinic and functions as a Core Service Agency. Substance abuse management, psychiatric services, group support, and other supports are available to those with behavioral health needs.
Inner City Family Services 2307 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 525-4855 **www.innercityfamilyservices.com/**	Inner City Family Services offers individual counseling, family counseling, crisis intervention, medication management, diagnostic assessments, and community support, among other services.
Integrated Health Resources 617 Rhode Island Avenue, NE Washington, DC 20002 (202) 844-3150 **www.ihrclinic.com/**	Clients with Integrated Health Resources receive access to crisis intervention and stabilization, intensive in-home therapy and day treatment, traditional mental health and behavioral health treatment, and other social supports.

Organization	Information
Kinara Health and Home Care Services 7603 Georgia Avenue, NW Suite 301 Washington, DC 20012 (202) 506-5529 **https://kinarahcs.com/**	Kinara Health and Home Care Services is a Core Service Agency. It supports its clients with diagnostic assessments, medication and somatic treatment, psychotherapy and counseling, and community support services.
La Clinica Del Pueblo 2831 15th Street, NW Washington, DC 20009 (202) 462-4788 **www.lcdp.org/**	La Clinica Del Pueblo supports clients with primary medical care, insurance management and support, mental health treatment, substance abuse treatment, and HIV/AIDS testing. These services are available to those without insurance on a sliding-scale basis. La Clinica del Pueblo will serve clients regardless of their ability to pay. Please note that services vary depending on location.
Legal Aid Society of the District of Columbia Main Office 1331 H Street, NW Suite 350 Washington, DC 20005 Southeast Office 2041 Martin Luther King, Jr., Avenue, SE Suite 201 Washington, DC 20020 (202) 628-1161 **www.legalaiddc.org/**	The Legal Aid Society of the District of Columbia helps clients access their public benefits and address legal issues related to food stamps, TANF, healthcare, unemployment insurance, and other matters through direct representation in administrative appeals.

Organization	Information
Legal Counsel for the Elderly 601 E Street, NW Washington, DC 20049 (202) 434-2120 **www.aarp.org/legal-counsel-for-elderly/**	The Legal Counsel for the Elderly ensures that its clients have access to public benefits and their entitlements. It also works to protect its clients from healthcare fraud, errors, and abuse. All D.C. residents who are at least sixty (60) years of age can contact the Legal Hotline for free legal advice, assistance, and referrals.
Life Care, Inc. 1427 Good Hope Road, SE Washington, DC 20020 (202) 836-4841 **www.lifecare.com/**	As a Core Service Agency, Life Care, Inc. provides diagnostic and assessment services, medication and somatic treatment, counseling and psychotherapy, and community support. It also operates a Free Standing Mental Health Clinic that provides outpatient, community-based treatment. Life Care, Inc. also sponsors a twenty-four (24) hour, seven (7) day per week integrated treatment program to those with more severe mental health issues.
Life Enhancement Services 1818 New York Avenue, NE Washington, DC 20002 (202) 269-2404 **www.lifeenhancementservices.org**	Counseling, diagnostic assessments, and medication management allow clients of Life Enhancement Services to manage their emotional, behavioral, and psychological challenges and modify their behaviors. Life Enhancement Services' "Transition to Independence Process" is designed to promote client independence.
Life Stride, Inc. 3005 Bladensburg Road, NE Washington, DC 20018 (202) 635-2320 **https://lesdc.org/**	Life Stride, Inc. therapy sessions are aimed at helping clients dealing with depression, anxiety, trauma, and post-traumatic stress disorder (PTSD), and relationship complications.

Organization	Information
LinkU **https://linkudmv.org** (intended for consumers to search on their own) **https://staff.linkudmv.org/login** (intended for those working on behalf of consumers)	LinkU is a free online resource and referral guide for D.C., Maryland, and Virginia, available to the public and community-based organizations (CBOs). LinkU connects people to verified social and medical care providers in their communities. This is especially useful to returning citizens in search for housing, healthcare, food, employment services, and other support services to successfully reintegrate back into society. As an added benefit, CBOs who support returning citizens can become "LinkU staff members", which grants the agency access to additional features.
Love Your Life Healthcare, Inc. (LYLE) 333 Hawaii Avenue, NE Washington, DC 20011 (202) 232-4270 **www.lylehealthcare.com/**	LYLE Healthcare supports clients with psychiatric services, medication management, counseling, behavior support, alcohol and substance abuse intervention, and other services.

Organization	Information
Mary's Center Adams Morgan 2333 Ontario Road, NW Washington, DC 20009 Fort Totten 100 Gallatin Street, NE Washington, DC 20011 Adams Morgan 3912 Georgia Avenue, NW Washington, DC 20011 (202) 483-8196 Appointment Line: 1 (844) 796-2797 Bernice Fonteneau Senior Wellness Center 3531 Georgia Avenue, NW Washington, DC 20010 Hattie Holmes Senior Wellness Center 324 Kennedy Street, NW Washington, DC 20011 (202) 291-6170 **www.maryscenter.org/**	As a Core Services Agency, Mary's Center clients receive diagnostic assessments, treatment planning, individual and family therapy, medication evaluation and management, community support, and case management. Mary's Center also offers what it terms "Trauma Focused Cognitive Behavior Therapy," "Motivational Interviewing," and "Solutions Focused Counseling" and substance abuse treatment. It also operates as a "D.C. Health Home" to provide a continuum of care for clients. Clients can access dental, pediatric, primary, and mental health care. Please note that the Bernice Fonteneau Senior Wellness Center and the Hattie Holmes Senior Wellness Center are for D.C. residents aged 60 and older only. Those without insurance may receive services on a sliding-scale payment arrangement depending on their income.

Organization	Information
MBI Health Services 4130 Hunt Place, NE Washington, DC 20019 (202) 388-4300 4017 Minnesota Avenue, NE Washington, DC 20019 (202) 388-9202 2041 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 547-8450 MBI Home Health Agency 1221 Taylor Street, NW Washington, DC 20011 Office: (202) 207-0760 After Hours: (202) 766-5040 **www.mbihs.com/**	MBI Health Services maintains a Free Standing Health Clinic and functions as a Core Services Agency. Among other services, its Free Standing Health Clinic offers trauma-based therapy, behavior modification, anger management, medication management, and trauma groups. As a Core Services Agency, it helps clients with counseling, psychotherapy, life skills and coping strategies, crisis intervention, and substance abuse, among other support.
McClendon Center CORE Service Agency 1338 North Capitol Street, NW Washington, DC 20002 (202) 745-0073 Day Program and Administrative Offices 1313 New York Avenue, NW 5th Floor Washington, DC 20005 (202) 737-6191 **https://mcclendoncenter.org/**	As a CORE Services Agency, the McClendon Center provides its clients with intake assessments, medication management, community support, and counseling. The McClendon Center also sponsors The Day Program, which is supported by a Licensed Independent Clinical Social Worker, a Licensed Professional Counselor, a Registered Nurse, an Art Therapist, a Certified Addictions Counselor, Peer Specialists, and other professionals. Its morning program features clinical skills building and substance abuse recovery. Its afternoon program includes rebuilding and recovering and trauma recovery.

Organization	Information
MedStar Georgetown University Hospital, Department of Psychiatry 2115 Wisconsin Avenue, NW Suite 200 Washington, DC 20007 (202) 944-5500 3800 Reservoir Road, NW Main Hospital Building 5th Floor Washington, DC 20007 (202) 444-3960 **www.medstargeorgetown.org/our-services/psychiatry/**	MedStar Georgetown University Hospital employs a team of psychiatrists, case managers, psychologists, social workers, clinical counselors, and psychiatric nurses to provide clients with counseling, symptom management, and therapy.
MedStar Washington Hospital Center Inpatient Programs at MedStar Washington Hospital Center 110 Irving Street, NW 2nd Floor of the East Building Washington, DC 20010 Outpatient Programs at Trinity Square Outpatient Programs 216 Michigan Avenue, NE 2nd Floor Washington, DC 20017 (202) 877-5767 **www.medstarwashington.org/**	Clients can access inpatient and outpatient services, day treatment and services, and Core Service Agency services, including diagnostic assessments, medication management, community support, and counseling. The MedStar Washington Hospital Center also treats adults for substance abuse and psychiatric conditions.

Organization	Information
N Street Village 1333 N Street, NW Washington, DC 20005 (202) 939-2076 **www.nstreetvillage.org/**	N Street Village empowers homeless and low-income women with primary health care, dental care, individual therapy, psychiatric services, support groups, and referrals, among other supports.
Narcotics Anonymous: Chesapeake and Potomac Region 1 (800) 543-4670 **www.cprna.org/**	Narcotics Anonymous: Chesapeake and Potomac Region can help direct you to the best Narcotics Anonymous group near you.
National Alliance on Mental Illness DC (NAMI DC) 422 8th Street, SE Washington, DC 20003 (202) 546-0646 **www.namidc.org/**	NAMI DC hosts "Family to Family," which is a free educational program for the family, friends, and significant others of people living with behavioral challenges. It also operates the NAMI DC Helpline, which is accessible to those seeking support and referrals.
National Health Law Program 1444 I Street, NW Suite 1105 Washington, DC 20005 **www.healthlaw.org**	The National Health Law Program's services offer advocacy and direct support to legal service programs, community-based organizations, private bar, and providers seeking assistance on health care issues that affect uninsured or underinsured low-income people (i.e., healthcare, managed care, Medicaid, language access, reproductive health rights, and civil rights).

Organization	Information
Neighborhood Legal Services Program (NLSP) Main Office 64 New York Avenue, NE Washington, DC 20002 Far Northeast 4609 Polk Street, NE Washington, DC 20019 Southeast 2412 Minnesota Avenue, SE Washington, DC 20020 (202) 832-6577 **http://nlsp.org/**	The Neighborhood Legal Services Program provides legal representation to clients to assist them in cases involving the denial or termination of benefits, such as Medicare, Medicaid, Social Security, and other health and public benefits and in obtaining or preserving benefits.
Neighbors' Consejo 6323 Georgia Avenue, NW Suite 206 Washington, DC 20011 2041 Martin Luther King, Jr. Avenue, SE Suite 244 Washington, DC 20020 (202) 234-6855 **http://neighborsc.org/en/home/**	The licensed clinicians of Neighbors' Consejo provide clients with diagnostic assessments, medication/somatic treatment, individual therapy, individual and group counseling, and community support.
New Hope Health Services 2759 Martin Luther King, Jr. Avenue, SE Suite 301 Washington, DC 20032	New Hope Health Services supports its clients with diagnostic, treatment, and prescriptive services to overcome their mental and behavioral health issues.

Organization	Information
New Living Health Care Services 7600 Georgia Avenue, NW Suite 403 Washington, DC 20012 (202) 827-9961 **www.nhh-services.com/**	As a Core Service Agency, New Living Health Care Services provides diagnostic assessment, medication and somatic treatment, counseling, and community support services.
Office of Rehabilitation and Development (ORD) for the Public Defender Service for the District of Columbia; "15-30-Life Support Group" 633 Indiana Avenue Washington, DC 20004 (202) 824-2349 **www.pdsdc.org**	**15-30-Life Support Group** is a bi-monthly group co-facilitated by social worker Betsy Biben and Yusef Rabb, who returned home after 26 years in prison. They have open discussions about reentry – family, friends, and partner relationships, social mores (customs, norms, behaviors acceptable to society), D.C. life now, skill challenges, victims and their families, changes in D.C., nightmares and other sleep difficulties, managing feelings, including loss and past anger, leaving many others behind, transportation, and much more.
Partners in Drug Abuse Rehabilitation Counseling (PIDARC) 2112 F Street, NW Suite 102 Washington, DC 20037 (202) 296-4455 **https://pidarcdc.org/**	The Foundation for Contemporary Mental Health provides clients with outpatient Medication Assisted Treatment (MAT). MAT combines therapy and medication to treat those with substance use disorders. FCMH does this through its operation of three outpatient programs for area residents.

Organization	Information
Pilgrim Rest Baptist Therapeutic Services, Inc. 4611 Sheriff Road, NE Washington, DC 20019 (202) 396-8283 **https://pilgrimrestbaptistdc.org/outreach/**	Pilgrim Rest Baptist Therapeutic Services, Inc. supports its clients through drug and alcohol treatment and recovery programs.
Planned Parenthood of Metropolitan Washington, DC - Carol Whitehill Moses Center 1225 4th Street, NW Washington, DC 20002 (202) 347-8512 **www.plannedparenthood.org/**	Planned Parenthood offers birth control, abortion services, STD and HIV/AIDS testing, reproductive healthcare services, and women's health services on a sliding scale basis.
Prestige Healthcare Resources 143 Kennedy Street, NW Suite 1 Washington, DC 20011 (866) 693-5225 **https://prestigehealthcareresources.com/**	Clients with Prestige Healthcare Resources can receive diagnostic assessments, medication and somatic treatment, counseling and psychotherapy, and community support. It also operates a Free Standing Mental Health Clinic that offers, among other services, interactive psychotherapy, medication management, and behavior modification.
Preventive Measures, Inc. 2759 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 563-7632 On-Call Services: (202) 758-8441 **www.preventivemeasures.org/**	Preventive Measures supports clients with diagnostic assessments, psychiatric evaluations, medication evaluations, individual and group therapy, community support services, life skills training, anger management sessions, counseling, and drug and alcohol intervention and education.

Organization	Information
PSI Family Services, Inc. 770 M Street, SE Washington, DC 20003 (202) 547-3870 **www.psifamilyofservices.com/**	As a Core Services Agency, PSI offers diagnostic and psychiatric assessments, medication/somatic treatment, individual, group, and family counseling, and community support services. Its outpatient services include psychiatric assessments, diagnostic assessments, individual, group, and family therapy, psychopharmacological treatment, and medication monitoring. PSI also sponsors a Rehabilitation Day Services Program, which uses curricula to improve clients' health outcomes, and a Life Skills Program meant to promote independent living.
Psychiatric Institute of Washington (PIW) 4228 Wisconsin Avenue, NW Washington, DC 20016 (202) 885-5600 **https://psychinstitute.com/**	PIW offers short-term in-patient services to clients with psychiatric disorders, an in-patient detoxification program, and trauma services. Its Day Center provides trauma interventions, mindfulness sessions, and art therapy.
Recovery Café DC Mailing Address 1640 Columbia Road, NW Washington, DC 20009 Program Address 2419 Minnesota Avenue, SE Washington, DC 20020 (202) 937-6179 **https://recoverycafedc.org/**	Recovery Café is a healing, transformative recovery community for all who have been traumatized by addiction and other mental health challenges, homelessness, and incarceration. They believe that regardless of past trauma, addictive behaviors or mistakes made, everyone deserves a chance to "get back up and try again." Their program is designed to help people maintain recovery, quality of life, and build resiliency. Their program components include: Recovery Circles, School for Recovery, and Spiritual Development and Employment Assistance They teach and model ways for people to manage mental health, maintain sobriety, and build community.

Organization	Information
Regional Addiction Prevention (RAP) Central Facility The Calvin Rolark Center 1949 4th Street, NE Washington, DC 20002 Administrative Office Chancellor Williams Learning Center 1957 4th Street, NE Washington, DC 20002 (202) 462-7500 **www.rapinc.org/**	Regional Addiction Prevention offers (RAP) substance abuse treatment using the therapeutic community modality. In addition, it offers outpatient case management support, like group counseling, and primary medical care, like laboratory tests and physical examinations, to clients with HIV/AIDS.
Samaritan Inns 2523 14th Street, NW Washington, DC 20009 (202) 667-8831 **www.samaritaninns.org/**	Samaritan Inns supports a twenty-eight (28) day residential treatment plan and a long-term residential recovery program to empower men and women confronting homelessness and addiction.
So Others Might Eat (SOME) 71 O Street, NW Washington, DC 20001 (202) 797-8806 x1054 **www.some.org/**	Therapists at So Others Might Eat provide walk-in counseling sessions and psychiatric services. SOME also provides medical, dental, vision care, and substance abuse counseling.

Organization	Information
Sexual Minority Youth Assistance League (SMYAL) 410 7th Street, SE Washington, DC 20003 (202) 546-5940 **https://smyal.org/**	SMYAL (Supporting and Mentoring Youth Advocates and Leaders) supports and empowers lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth in the Washington, D.C., metropolitan region. SMYAL creates opportunities for LGBTQ youth to build self-confidence, develop critical life skills, and engage their peers and community through service and advocacy. Their sexual health services include: condom distribution, STI screening, HIV testing, and PrEP and PEP referrals.
Spring Leaf Solutions 6323 Georgia Avenue, NW Suite 105 Washington, DC 20011 (202) 525-3954 **https://springleafsolutions.com/**	Spring Leaf Solutions offers mental health assessments, medication management, individual and group counseling, and community support. It also empowers its clients with therapy to help them overcome depression, anxiety, trauma, post-traumatic stress disorder (PTSD), and relationship challenges.
The Assessment and Referral Center (ARC) 75 P Street, NE Washington, DC 20002 (202) 727-8473 **https://dbh.dc.gov/page/apra**	The Assessment and Referral Center provides assessments and referrals to those struggling with substance use disorders.

Organization	Information
The DC Health and Wellness Center 77 P Street, NE Washington, DC 20002 (202) 741-7692 **https://dchealth.dc.gov/dc-health-and-wellness-center**	Clients can visit The DC Health and Wellness Center for health screenings, STD testing and treatment, access to pre-exposure prophylaxis (PrEP), post-exposure prophylaxis PEP, sexual health and reproductive health services, pregnancy services, and other supports.
The George Washington University Hospital: Department of Psychiatry and Behavioral Sciences 2120 L Street, NW Suite 600 Washington, DC 20037 (202) 741-2900 **https://smhs.gwu.edu/psychiatry/**	The Department of Psychiatry and Behavioral Sciences supports clients with psychiatric, psychological, and neuropsychological evaluations. It also offers individual, couples, family, or group psychotherapy and pharmacotherapy.
The George Washington University Law School Health Rights Law Clinic 2000 G Street, NW Washington, DC 20052 (202) 994-7463 **www.law.gwu.edu/health-rights-law-clinic**	This free legal clinic is staffed by law students supervised by a licensed attorney. Students assist their clients in accessing medical care, understanding their public benefits, and securing forgiveness of their medical debt.

Organization	Information
The Georgetown Family Center Clinic of the Bowen Center for the Study of the Family 4400 MacArthur Boulevard, NW Washington, DC 20007 (202) 965-4400 **https://thebowencenter.org/**	Individuals struggling with anxiety, depression, physical illness, marital discord, and behavioral problems, among other challenges, can seek psychotherapy with the Family Center Clinic.
Public Defender Service for the District of Columbia (PDS), Mental Health Division (MHD) 633 Indiana Avenue, NW Washington, DC 20004 (202) 824-2860 **www.pdsdc.org/about-us/legal-services/mental-health-division**	The Mental Health Division of the Public Defender Service for the District of Columbia provides representation in involuntary civil commitment cases. MHD lawyers are initially appointed when a person is detained in a mental hospital upon allegations that the person is a danger to self or others as a result of mental illness. MHD lawyers also represent people in post-commitment reviews and outpatient revocation hearings, and involuntary commitment proceedings of people found incompetent to stand trial because of mental illness or mental retardation, and in matters relating to persons found not guilty by reason of insanity in D.C. Superior Court or United States District Court for the District of Columbia.
The Women's Center 1025 Vermont Avenue, NW Suite 310 Washington, DC 20005 (202) 293-4580 **https://thewomenscenter.org/**	The Women's Center offers individual, couples, and family counseling along with support and group therapy sessions. Victims of domestic abuse can turn to The Women's Center for therapy, emotional support and counseling, crisis intervention, and support groups.

Organization	Information
The Women's Collective 1818 New York Avenue, NE Suite 229 Washington, DC (202) 483-7003 **www.thewellproject.org/partners/womens-collective**	The Women's Collective provides testing, case management, support therapy, emergency assistance, and support groups to women and girls living with HIV.
Unity Health Care See the "Federally Qualified Health Centers and Look-Alikes" Chart for a full list of locations and addresses. (202) 469-4699 **www.unityhealthcare.org/**	Unity Health Care empowers clients with behavioral health care, dental care, family planning, family medical care, HIV/AIDS treatment, Medication Assisted Treatment (MAT), obstetrics and gynecological care, psychiatric care, pediatric care, pharmaceutical access, and other care. Please note that services vary depending on the clinic.
University Legal Services (ULS); Disability Rights D.C. (DRDC); D.C. Jail and Prison Advocacy Project (JPAP) 220 I Street, NE Suite 130 Washington, DC 20002 (202) 547-0198 **www.uls-dc.org/**	University Legal Services works with those with serious mental illness. It assists these clients in accessing community support and public benefits and exercising greater personal autonomy. University Legal Services represents clients in legal disputes.
Us Helping Us, People Into Living, Inc. 3636 Georgia Avenue, NW Washington, DC 20010 (202) 446-1100 **www.ushelpingus.org/**	Us Helping Us offers medical case management, PrEP case management, safe spaces for discussions on a variety of personal topics, social and support groups, and therapy sessions. Us Helping Us supports clients who are HIV-positive and members of the LGBTQ+ community with these services.

Organization	Information
Volunteers of America Chesapeake (VOAC) 508 Kennedy Street, NW 2nd Floor Washington, DC 20001 (202) 836-8641 **www.voachesapeake.org/washington-dc-programs-staff**	Volunteers of America Chesapeake supports its clients with treatment planning, medication management, counseling and psychotherapy, crisis interventions, and intakes, diagnostics, and assessments. Additional services may be found at its Free Standing Mental Health Clinic and Behavioral Health Day Rehabilitation Services. VOAC also functions as a "DC Health Home."
Washington Area Intergroup Association 4530 Connecticut Avenue, NW Suite 111 Washington, DC 20008 (202) 966-9115 **https://aa-dc.org/**	The Washington Area Intergroup Association can direct you to an Alcoholics Anonymous (AA) group near you.
Wendt Center for Loss and Healing 4201 Connecticut Avenue, NW Suite 300 Washington, DC 20008 (202) 624-0010 2041 Martin Luther King, Jr. Avenue, SE Suite 234, Washington, DC 20020 (202) 610-0066 **www.wendtcenter.org/**	The Wendt Center supports survivors of domestic violence with crisis intervention and counseling in an individual and group format. The Wendt Center also offers individual, family, couples, and group counseling to those who have experienced trauma.

Organization	Information
Whitman-Walker Health Whitman-Walker at 1525 1525 14th Street, NW Washington, DC 20005 (202) 745-7000 Max Robinson Center 2301 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 797-3567 **www.whitman-walker.org/**	Whitman-Walker Health provides primary, mental health, reproductive, dental, and vision care. It also offers an array of services aimed at supporting LGBTQ+ individuals, including healthcare services specific to the needs of transgender individuals. Whitman-Walker Health supports clients with STI and HIV/AIDS testing and legal services. Walk-in insurance navigation help is available as is a health insurance hotline (202) 745- 6151.
Woodley House by Crossing Place Crossing Place 2731 Connecticut Avenue, NW Washington, DC 20008 (202) 830-3517 **https://woodleyhouse.org/residential-care/crossing-place/**	Volunteers of America Chesapeake supports its clients with treatment planning, medication management, counseling and psychotherapy, crisis interventions, and intakes, diagnostics, and assessments. Additional services may be found at its Free Standing Mental Health Clinic and Behavioral Health Day Rehabilitation Services. VOAC also functions as a "DC Health Home."

12

HOUSING

HOUSING

12

This chapter will provide information on D.C. shelters, transitional housing, long-term housing, and community service providers that can help you identify housing options.

Finding safe, stable, and affordable housing is important for successful reentry. If you are currently incarcerated, soon to be released, or living with a D.C. criminal record, consider all of your housing options, even if an option is not your first choice. When you have a safe place to lay your head at night, whether it's on a family member's couch, in a shelter, renting a single room, sharing an apartment with a roommate, or living on your own, it will provide you with a foundation for employment, access to medical care and treatment, public benefits, an address to receive your mail, and decrease your chance of being rearrested. Because D.C. has a tough housing market, you will need to be thoughtful and creative when exploring affordable options.

THINGS TO DO AND CONSIDER

- ☐ 12.1. Know Your Legal Rights When Looking for Housing
- ☐ 12.2. Identify Housing Options Prior to Release from Incarceration
- ☐ 12.3. Learn About Types of D.C. Housing
- ☐ 12.4. Learn About Specialized Housing for Unique Needs
- ☐ 12.5. Learn About D.C. Public and Subsidized Housing Programs
- ☐ 12.6. Learn About Renting a Home
- ☐ 12.7. Learn About Buying a Home
- ☐ 12.8. Learn About Utility Assistance and Internet Services
- ☐ 12.9. Seek Legal Help for Housing-Related Issues
- ☐ 12.10. Directory of Resources

12.1 KNOW YOUR LEGAL RIGHTS WHEN LOOKING FOR HOUSING

Under the Fair Criminal Screening for Housing Act of 2016, also called "Ban the Box for Housing," housing providers cannot discriminate against you for having a criminal record. The law does not apply to homes with three (3) units or fewer. It also does not apply when a D.C. or federal law requires a housing provider to check an applicant's criminal record. Landlords are required to tell you their screening criteria prior to taking your application fee.

Except in the two cases mentioned above, housing providers may not ask about your criminal background on the housing application or during an interview. They may ask after they have made you a conditional offer of housing. **Housing providers may only consider pending accusations or criminal offenses for certain offenses that have occurred within in the past seven (7) years**.

They can only withdraw their offer if they have a "substantial, legitimate, non-discriminatory" reason for doing so – basically, they need a good reason before denying you.

In deciding whether there is a legitimate or good reason to deny an applicant, they must consider and weigh the following six (6) factors:

1. The nature and severity of the criminal offense;
2. The age of the applicant at the time of the offense;
3. The amount of time that has passed since the offense;
4. Any information given by the applicant or on the applicant's behalf to show rehabilitation and good conduct since the offense occurred;
5. How much the criminal offense, if it reoccurred, would negatively impact the safety of other tenants or the property; and
6. Whether the criminal offense occurred on or was connected to property that the applicant rented or leased.

If your conditional offer is withdrawn, the housing provider must provide you with written notice of the withdrawal that includes the reason(s) for the withdrawal and advises you of your right to file a complaint with the Office of Human Rights (OHR). After receiving notice, you have twenty (20) days to request a free copy of all of the information that the housing provider used to consider your application, including your criminal records.

If you believe you have been the victim of housing discrimination, you have one (1) year to submit a complaint to the D.C. Office of Human Rights. You may also seek legal assistance from one of the legal providers listed in the directory at the end of this chapter.

Under federal and local fair housing laws, housing providers cannot discriminate based on your:

- Race
- Familial status
- Color
- Presence of children
- Religion
- Personal appearance
- National Origin
- Matriculation (enrollment in school)
- Sex
- Place of business
- Disability
- Source of income (such as if you receive SSI or a housing voucher)
- Age
- Gender identity and expression
- Political affiliation
- Status as a victim of domestic violence

12.2 IDENTIFY HOUSING OPTIONS PRIOR TO RELEASE FROM INCARCERATION

Whether you are being released from the Federal Bureau of Prisons (BOP) or the D.C. Department of Corrections (DOC/D.C. Jail), there are several steps you can take to identify housing options in preparation for your release.

CONNECT WITH FAMILY AND FRIENDS PRIOR TO RELEASE

Consider family and friends as the first place to start when thinking about housing after release. This may be a great option for affordable housing that allows you to save money and get on your feet. Contact them before you are released by writing them a letter, emailing them, or calling them to determine whether you can stay with them upon release. Offer to contribute to their household by sharing any income you may have, doing chores around the house, or helping them with errands. You will need to evaluate if your family or friends can be supportive of you and the positive goals you set for yourself. If you will be on probation, parole, or supervised release you may need to seek permission from your Community Supervision Officer (CSO) before living with certain people. If you are unable to live with family or friends, you have other options below.

"You've got to swallow your pride and cry out to these organizations for assistance. Cry out, not for the wrong reasons, but for the right ones. That's what these programs are set up for. It might not be what you want, but it is what's available. **You've got to learn to set your pride aside and cry for help. It's out there, but you got to extend yourself.** You can't say I'm not living in no shelter home, you have to go through the transition until you can move into an apartment. You have to crawl then you have to walk and then you can start running."

— Quinton Tabron

PRE-RELEASE TRANSFER FROM THE FEDERAL BUREAU OF PRISON (BOP) TO A HALFWAY HOUSE OR HOME CONFINEMENT

If you are being released from the BOP consider applying for a pre-release transfer to a halfway house or home confinement. Placement in a halfway house (also known as a "Residential Re-entry Center" or "RRC") can help you adjust and prepare for life after release by providing you with immediate shelter, assistance with job searches, access to medical care, and a stable transition to independence. You can be considered for a halfway house placement up to twelve (12) months before your sentence is over. But most people do not move to a halfway house until they have less than six (6) months left on their sentence due to space. You can be considered for home confinement six (6) months from your release date or with 10% of your sentence remaining, whichever is less. In emergency situations, such as the 2020 COVID-19 global pandemic, you may be considered a lot sooner. Ask your case manager. Not everyone is accepted for halfway house or home confinement placement as several factors are considered. Learn more about halfway house and home confinement placement in Chapter One: Preparing for Release from the Federal Bureau of Prisons (BOP).

> "I must attest to the known fact that housing is a major issue here in the District. For us transitioning it's an immediate need of dire urgency. I needed to secure that first and foremost. Housing is a sturdy foundation to build upon. After finding housing with the help of Jubilee Reentry Housing, I was able to pursue other opportunities on the road to regaining my life back. **Without stable, safe, and secure housing, transitioning is that much more difficult.** That vital first step in transitioning can be what propels an individual or hinders them."
>
> *— Obebe English (from Obebe's longer story)*

CONNECT WITH COMMUNITY RESOURCE PROVIDERS AT THE D.C. DEPARTMENT OF CORRECTIONS (DOC/D.C. JAIL)

If you are being released from the D.C. Jail, work with the Reentry Unit and your case manager before you are released to identify housing options. Your case manager will also connect you to the READY (Resources to Empower and Develop You) Center for your other reentry needs. The READY Center helps people being released within thirty (30) days from the D.C. jail by sharing information about available D.C. resources. The READY Center can link you to services for public benefits, behavioral health services, ID and transportation cards, and other community resources. It is located on the grounds of the D.C. Jail. The READY Center also provides reentry resource services to people within forty-five (45) days of release from the BOP. Upon release, you can also go to the Mayor's Office for Returning Citizen Affairs (MORCA) located at 2100 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020 to work with a case manager to help you identify housing options. If you will be on probation, parole, or supervised release, you should work with your Community Supervision Officer (CSO) at the Court Services and Offender Supervision Agency (CSOSA) to identify housing options for you.

12.3 LEARN ABOUT TYPES OF D.C. HOUSING

There are different housing options available in D.C. depending on your needs and housing availability. Some options, such as shelters, make it easy for you to have a place to sleep for the night. Some family shelters require you to prove your D.C. residency but many single shelters do not. Others, first make eligibility determinations and require you to go through an intake process. Many D.C. housing providers participate in D.C.'s Coordinated Assessment and Housing Placement (CAHP) system, also known as Coordinated Entry System (CES), which guides service providers on how to prioritize the housing and social service needs of individuals and families. Many providers will first use a pre-screen assessment known as VI-SPDAT (Vulnerability Index-Service Prioritization

Decision Assistance Tool) before matching you with the housing option that best meets your needs. Familiarize yourself with the different kinds of housing options below. Housing options are also provided in the resource directory at the end of this chapter.

TYPES OF D.C. HOUSING OPTIONS	
Day Programs & Drop-in Centers	Consider Day Programs and Drop-in Centers if you need a place to spend your day. These programs may offer self-laundry, showers, meals, medical services, recreation activities, educational opportunities, housing assessments, housing location assistance, job counseling and referrals, as well as telephone, Internet, and mail services. Learn more at: **https://dhs.dc.gov/page/day-services-centers**
Shelter (Individual)	D.C. is a right to shelter city during hypothermic (extreme cold weather) weather, meaning the city has to shelter you if the weather is or predicted to be below 32 degrees. During higher temperatures, the city usually has shelter beds available, but it is not guaranteed. If you are an individual without children, you can call the D.C. Shelter Hotline at (202) 399-7093 and learn about which emergency shelters have availability and what time you should arrive to secure a place in line for intake. Many shelters house men and women separately and usually provide a bed, laundry, showers, and social service referrals. Transgender individuals have the right to stay in a shelter that matches their gender identity. Some offer meals and medical care. Length of stay is usually 16 hours (5 p.m. to 9 a.m.) except during periods of hypothermia (extreme cold) or hyperthermia (extreme heat). Space will be provided on a first come, first served basis. **https://dhs.dc.gov/page/shelter**

TYPES OF D.C. HOUSING OPTIONS	
Shelter (Family)	Families seeking emergency shelter should go to the Virginia Williams Family Resource Center (VWFRC) at 920 Rhode Island Avenue, NE or call the D.C. Shelter Hotline at (202) 399-7093. All family shelters provide twenty-four (24) hour accommodations, beds and meals. Some provide social service referrals, laundry equipment, child care, and job training resources. Families have a right to shelter when it is below freezing outside, but even when it isn't freezing, all families without a safe place to go are supposed to be placed in a shelter. **https://dhs.dc.gov/page/family-year-around-temporary-shelter**
Transitional (Individual)	Transitional housing provides temporary housing for individuals for up to twenty-four (24) months while receiving case management services with the goal of securing permanent housing; some provide job training, education, counseling, and life skills training. **https://dhs.dc.gov/page/single-adults-transitional-shelterhousing**
Transitional (Family)	Transitional housing for families provides temporary housing for families up to twenty-four (24) months while receiving case management services with the goal of securing permanent housing, some provide job training, education, counseling, and life skills training. **https://dhs.dc.gov/page/family-transitional-housing**
Single Room Occupancy (SRO)	Single Room Occupancy supplies housing to one (1) or two (2) people in individual rooms. They may include kitchens and bathrooms.

TYPES OF D.C. HOUSING OPTIONS	
Supportive Housing	Supportive housing provides homeless and disabled individuals and families affordable housing that is linked to supportive services, such as case management. **https://dhs.dc.gov/page/transitional-supportive-housing**
Public Housing	Public housing is government-provided housing at low rent for families and individuals. Public Housing is administered by the D.C. Housing Authority located at 1113 North Capitol Street, NE, Washington, D.C. 20002. Unfortunately, the D.C. Housing Authority waitlist for public housing is currently closed as of The Navigator's publication.
Affordable Housing	Affordable housing provides housing for people with low income. The rent or mortgage amount does not exceed a specific percentage of income.
Private Housing	You may want to rent an apartment, a room, or a house. Many people search online for housing options. You can search for apartments through several websites or by going to an organization like Housing Counseling Services, Inc. or Bread for the City for assistance. You should also ask people you trust about housing. If you are currently living with a relative or friend, ask them for suggestions. Here is a sample list of websites where you can begin your search for available affordable housing: **www.dchousingsearch.org** **www.apartments.com/washington-dc/low-income** **https://dchousing.org** **www.zillow.com** **https://washingtondc.craigslist.org/**

12.4 LEARN ABOUT SPECIALIZED HOUSING FOR UNIQUE NEEDS

Some organizations in D.C. provide assistance with identifying housing services for people with unique needs such as folks returning home from prison, people dealing with substance misuse or mental health challenges, people living with HIV or AIDS, folks who identify as LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, and more), people fleeing domestic violence or human trafficking, and people who need housing for their family. Engaging service providers that focus on your unique needs is a good place to start to learn more about the housing process and to identify options personalized to you. Some organizations are highlighted in the sections below and others are included in the directory at the end of this chapter.

HOUSING OPTIONS FOR PEOPLE RETURNING HOME FROM INCARCERATION

JUBILEE HOUSING RE-ENTRY TRANSITIONAL HOUSING PROGRAM

Jubilee Housing provides a limited amount of housing to men and women who are D.C. residents and have been incarcerated within the past year. People who are invited to participate in their program receive transitional housing for up to a year while obtaining employment, maintaining sobriety, and working towards financial independence to transition into long-term housing. General requirements include: eligibility to work, at least thirty (30) days of sobriety, compliance with any medication, willingness to participate in recovery support groups if necessary, willingness to participate in community living, and willingness to work with a case manager. Contact Jubilee Housing at (202) 299-1240 or email **reentryintake@jubileehousing.org** to find out if you're eligible for their program and if they have any available housing. You may be placed on their waiting list.

Their main office is located at 1640 Columbia Road, NW, Washington, DC 20009. **www.jubileehousing.org**.

COMMUNITY FAMILY LIFE SERVICES' (CFLS) WOMEN'S REENTRY INITIATIVE

The Women's Reentry Initiative at CFLS provides housing and intensive case management for women with children and single women who have been released from prison or jail in the past 90 days or are waiting to be released within the next four (4) months. They offer wrap-around programs such as access to emergency services, parenting programs and employment services. Reentry case managers also work with women in the community as well as while they are housed at the D.C. Department of Correction's (DOC) Correctional Treatment Facility (CTF), Fairview Halfway House, and the Bureau of Prisons (BOP) to provide release planning and to help them navigate services. Contact CFLS at (202) 347-0520 or go to **www.cflsdc.org** to learn more about their services. They are located at 305 E Street, NW, Washington, D.C. 20001.

PHILEMON MISSION

The Philemon Mission is a transitional facility that provides temporary housing, comprehensive support services, and community intervention to people returning to D.C. from incarceration, and under-served D.C. citizens and their families in need of comprehensive care. They are located at 247-251 Valley Avenue, SE, Washington, D.C. 20032. Call (202) 750-6339 or go to **www.philemonmission.org** to learn more about their intake process.

MEN'S REENTRY HOUSING PILOT PROGRAM

In 2020, the District of Columbia created a Men's Reentry Housing Pilot program, based on a housing first model, which will

serve up to fifty (50) D.C. men who were homeless before incarceration or who are homeless after long-term incarceration. This program will be administered by Catholic Charities and the University Legal Services' (ULS) Disability Rights D.C. (DRDC), D.C. Jail and Prison Advocacy Project (JPAP) in partnership with The Nehemiah Project (TNPDC). Learn more about each organization's eligibility criteria in the Transitional, Permanent, & Single Room Occupancy section of the Directory of Resources at the end of this chapter.

MAYOR'S OFFICE OF RETURNING CITIZEN AFFAIRS (MORCA)

MORCA provides case management services, including referrals for housing, to men and women who live in D.C. and have returned home from incarceration.

It is located at 2100 Martin Luther King Jr Avenue, SE, Suite 100, Washington, D.C. 20020. Call (202) 715-7670 or go to **www.orca.dc.gov** to learn more about their services.

THRIVE DC

Thrive DC's New Directions Re-entry Program helps men and women who have been recently incarcerated in jail or prison. They provide case management services, including referrals for housing, sobriety maintenance, employment assistance, and life skills education. They also provide meals, toiletries, and clothing. Thrive DC is located at 1525 Newton Street, NW Suite G1, Washington, D.C 20010. Call (202) 737-9311 or go to **www.thrivedc.org** to learn more about their services.

REENTRY HOUSING INITIATIVE

The National Reentry Network for Returning Citizens and SOME (So Others Might Eat) have partnered to provide housing to returning citizens. Applicants must provide proof of residency and identification and be drug and alcohol free. Residents will be provided with housing and comprehensive case management.

HOUSING OPTIONS FOR PEOPLE EXPERIENCING SUBSTANCE USE DISORDER

D.C. DEPARTMENT OF BEHAVIORAL HEALTH (DBH) ASSESSMENT AND REFERRAL CENTER (ARC)

Some housing programs require you to first be connected with a Core Service

Agency (CSA) that will provide you with treatment and counseling to assist you with your substance use and recovery. If you are not already connected to a CSA, the ARC will provide you with an assessment and referrals to CSAs. They provide same day assessments, which allows their staff to identify and refer you to the appropriate program to meet your needs. You do not need an appointment to receive services at the ARC, which is open from 7 a.m. to 6 p.m., located at 75 P Street, NE, Washington, D.C. 20002 at the intersection of P Street and Florida Avenue.

THE REGIONAL ADDICTION PREVENTION INC. (RAP)

RAP provides drug and alcohol treatment in a therapeutic residential community. They also have an emergency housing program which provides a limited number of beds for single, adult men for a period of four to six weeks. They provide on site case management and will connect you to medical providers and public benefits. They are located at the Calvin Rolark Center at 1949 4th Street NE, Washington, D.C. 20002. You can reach RAP intake staff at (202) 462-7500 to learn more about their services.

CATHOLIC CHARITIES

Catholic Charities offers several different housing programs for adults and families who are trying to recover from substance abuse or mental health challenges or who are homeless. Some of their programs can provide you with immediate help and others will require a referral from a social worker or from a D.C. government agency. If you need immediate housing, they provide shelter every night of the year for single adult men and women. These shelters provide a bed, a hot meal, bathrooms, a place to shower, and access to a case manger. They also offer housing placement into rapid-rehousing, transitional housing, permanent supportive housing, and single room occupancy options (SRO). Learn more about the programs they offer at **www.catholiccharitiesdc.org/housinghelp** or by calling (202) 772-4300.

HOUSING OPTIONS FOR PEOPLE WITH BEHAVIORAL (MENTAL) HEALTH CHALLENGES

D.C. DEPARTMENT OF BEHAVIORAL HEALTH CLINIC (DBH)

If you have a behavioral or mental health challenge and are in need of housing, you have to first be connected with a Core Service Agency (CSA). DBH's health clinic will assess and refer you to a CSA that best meets your needs even if you do not have insurance. DBH also provides behavioral health services and support. The clinic is often called "35 K Street." You can walk into the clinic and be seen on the same day. They are located at 35 K Street, NE, Washington, D.C. 20002. Call (202) 442-4202 to learn more about their services.

"When I found the apartment that I live in now, the application asked if I had ever been convicted of a felony. I almost didn't fill out the application, because I knew the owner would not want me in one of her buildings. **I told the truth on the application and attached a short letter explaining my situation. I told the owner that I knew she would be taking a chance on me, but I would not let her down**. We had a phone conversation about it and I even told her that she should Google the news stories about me to make sure I was telling her the truth. I have now lived in that location for more than 6 years and have become the owner's go-to person for building maintenance. I even got the job of mowing the lawn and hauling the trash. The owner and I have an incredibly close relationship."

— Anonymous (from the 'Making a Comeback' story)

PATHWAYS TO HOUSING

Pathways to Housing serves single men and women who are chronically homeless and who have physical, behavioral, or mental health challenges. It is a housing first organization, which means that they do not require you to meet conditions before helping you to find permanent housing. They do not accept direct referrals for their services. Instead, they participate in D.C.'s Coordinated Assessment and Housing Placement (CAHP) system which prioritizes housing for people based on need. To get a CAHP assessment for their services, you can go to the Downtown Day Services Center, Miriam's Kitchen, N Street Village, Friendship Place, Georgetown Ministry, Community for Creative Non-Violence (CCNV)'s Unity Clinic, So Others May Eat (SOME), Capitol Hill Group Ministry, or D.C. Department of Human Services. Information on these organizations is provided in the directory at the end of this chapter. They are located at 828 Evarts Street, NE, Washington, DC 20018. Call (202) 529-2972 to learn more about their services.

COMMUNITY CONNECTIONS

Community Connections provides housing and coordination for behavioral health and primary care services for men and women coping with mental illness, addiction, and the aftermath of trauma and abuse. Onsite case managers will assist you with identifying housing options specific to your needs. They are located at 801 Pennsylvania Ave SE, #201, Washington, D.C. 20003. Call (202) 546-1512 to learn more about their services.

HOUSING OPTIONS FOR FAMILIES

VIRGINIA WILLIAMS FAMILY RESOURCE CENTER (VWFRC)

If you encounter challenges securing housing for you and your minor or dependent children, seek assistance through the Virginia Williams Family Resource Center (VWFRC). VWFRC is the central resource for all families in D.C. experiencing homelessness or who are at risk of homelessness. They provide access to emergency rental assistance, housing resources, temporary shelter, and community resources. They will also help you apply for food stamps, Medicaid, and child care subsidies. They are located at

920 Rhode Island Avenue, NE, Washington, D.C. 20018. You can contact VWFRC at (202) 526-0017. You call also call the Shelter Hotline at (202) 399-7093 if you're in need of emergency shelter. However, families are heavily encouraged to go to VWFRC in person.

HOUSING OPTIONS FOR PEOPLE LIVING WITH HIV/AIDS

HOUSING COUNSELING SERVICES, INC.

Housing Counseling Services, Inc. manages the Metropolitan Housing Access Program (MHAP), the centralized source for housing services and information for people living with HIV/AIDS. MHAP offers financial assistance, housing programs, and housing information and referral services for eligible D.C. residents.

Financial assistance is offered through the Emergency Financial Assistance (EFA) Program, the Short Term Rental, Mortgage, and Utility (STRMU) Program, and the Bridges Fund Program. Financial assistance can be provided to help you with housing related costs, including delinquent rent, mortgage and utility/telephone bills as well as first month's rent, security deposit, and moving costs. Additionally, financial assistance can be provided for emergency

food, emergency hygiene, and emergency medication costs. They are located at 2410 17th Street, NW, Washington, D.C. 20009 and can be reached at (202) 667-2681.

To access additional resources for people living with HIV/AIDS go to **https://dchealth.dc.gov/page/hiv-services-district-columbia** and put in your zip code and "HIV or AIDS services" in the search bar.

HOUSING OPTIONS FOR THE LGBTQIA+ COMMUNITY

HIPS

If you identify within the LGBTQIA+ spectrum, consider contacting HIPS, a harm reduction community based organization that offers a safe, non-judgmental drop-in center with onsite case managers to help you navigate housing resources across D.C. HIPS requires an appointment for case management needs. Call HIPS directly at (202) 232-8150 to schedule an appointment. HIPS is located at 906 H Street, NE, Washington, D.C. 20002.

CASA RUBY

Casa Ruby is a multicultural, bilingual organization that provides food, shelter, immigration, and health-related services to transgender, genderqueer, gender non-conforming, gay, lesbian, and bisexual individuals. They offer a free shelter at night and during weather emergencies, seven (7) days a week, twenty-four (24) hours a day. If you are between the ages of eighteen (18) to twenty-four (24), they offer housing support services and a short-term living program for three (3) to six (6) months and a transitional living program for up to eighteen (18) months. Casa Ruby is located at 7530 Georgia Avenue, NW, Washington, D.C. 20012 and you can contact them at (202) 355-5155.

> "You've got to be determined. There were times I got frustrated running around trying to obtain things. **You need a strong person to lean on**. You need a good support system."
>
> *— Michael Plummer*

SMYAL (SUPPORTING AND MENTORING YOUTH ADVOCATES AND LEADERS) YOUTH HOUSE

The SMYAL Youth House is a transitional living program for LGBTQIA+ youth between the ages of eighteen (18) to twenty-four (24). The housing program provides safe and stable shelter, food, case management services, crisis intervention, and community support for its residents. They provide weekly case management to help people meet their individual goals. To enter the program, you must go through their intake interview. To be considered for the program, please contact the Youth House office at (202) 567-3166. SMYAL is located at 410 7th Street, SE, Washington, D.C. 20003.

12.5 LEARN ABOUT D.C. PUBLIC AND SUBSIDIZED HOUSING PROGRAMS

The D.C. Housing Authority (DCHA) provides housing to very low-income families, seniors, and people with disabilities. Tenants in public housing pay approximately thirty percent (30%) of their monthly income toward rent, and the rest is paid by the DCHA. Unfortunately, the waiting list for D.C. public housing and housing vouchers is currently closed and they are not accepting new applications. If it reopens, DCHA will make an announcement on its website. No applications have been accepted since 2013. If you applied before the list closed, you can check your application status online at DCHA, by phone, or in person. It can take many years for an applicant's name to be selected. DCHA is located at 1133 North Capitol Street, NE, Washington, D.C. 20002. Call (202) 535-1000 or go to **www.dchousing.org** to learn more about D.C. housing options. Remember, there are also many community service organizations listed at the end of this chapter that will help you explore other housing options in D.C.

DCHA SUBSIDIZED HOUSING PROGRAMS:

D.C. PUBLIC HOUSING

D.C. owns and manages various multi-unit apartment and townhome communities located throughout the city that provide homes at reduced rents to very low-income families, seniors and persons with disabilities. There are income requirements for public housing and priority is given to those who are in greatest need. Tenants pay thirty percent (30%) of their income as rent. You can find a list of properties here: **www.dchousing.org/topic.aspx?topid=3**.

HOUSING CHOICE VOUCHER TENANT-BASED PROGRAM (HCVP)

The Housing Choice Voucher Program (HCVP), sometimes called Section 8, provides rental assistance, or subsidies, to eligible families or individuals who find their own housing (single-family homes, townhouses and apartments) as long it meets the requirements of the program. This is a "tenant-based" voucher because the "tenant" keeps the voucher when they move, even out of state. Participants pay a portion of the rent based on a percentage of the family's income (on average about thirty percent [30%]), and DCHA pays the rest of the rent directly to the landlord. Households experiencing homelessness often get priority. So if you are on the waitlist, make sure to update your application if you become homeless. Go to **www.dchousing.org** to learn more.

HOUSING CHOICE VOUCHER MODERATE REHABILITATION-PROJECT BASED VOUCHERS (FORMERLY KNOWN AS THE "SECTION 8 MODERATE REHABILITATION PROGRAM")

The Housing Choice Voucher Moderate Rehabilitation Program includes apartment communities throughout D.C. that are managed by individual landlords. The assistance provided is called "Project-Based" or "Unit-Based." This means that when the tenant moves, the voucher stays with the unit, rather than moving with the tenant.

Unlike the Housing Choice Voucher Program (HCVP), this voucher cannot be transferred to another unit or location if you move. Go to **www.dchousing.org** to learn more.

LOCAL RENT SUBSIDY PROGRAM (LRSP)

The Local Rent Supplement Program (LRSP) is a similar program to the Housing Choice Voucher Program (HCVP) that is funded by the District of Columbia rather than the federal government. Tenants in both HCVP and LRSP pay approximately thirty percent (30%) of their monthly income toward rent, and the rest is paid by the D.C. Housing Authority. Tenants with these vouchers cannot move out of D.C. If you are on the waitlist, make sure to update your application if you become homeless. Go to **www.dchousing.org** to learn more.

IMPACT OF CRIMINAL CONVICTION ON PUBLIC HOUSING: HCVP AND LRSP

The D.C. Housing Authority considers certain criminal convictions when applicants are selected from the waiting list for public housing; specifically, HCVP or LRSP.

1. DCHA will deny people who are subject to a lifetime registration requirement as a sex offender from receiving, a HCVP voucher, public housing, or a LRSP voucher. There are many D.C. organizations working to increase access to housing for people with sex offense convictions.
2. DCHA will deny access to public housing, HCVP, and LRSP to people who have been convicted of manufacturing or producing methamphetamine in federally subsidized housing.

3. DCHA will deny access to public housing, HCVP, and LRSP to people who have been evicted from federally subsidized housing for drug-related criminal activity in the past three (3) years.

4. DCHA **might** deny people if they have been convicted of certain crimes in the seven (7) years before they are selected from the waitlist.

12.6 LEARN ABOUT RENTING A HOME

UNDERSTAND YOUR RIGHTS AND RESPONSIBILITIES AS A TENANT

When you become a tenant, you take on certain responsibilities in exchange for certain rights. The main things that you are responsible for are: paying your rent (the amount you pay to live in the property) on time, paying your utilities, respecting any house rules or rental agreements, and looking after the property as if it were your own.

Your landlord also has responsibilities. They must maintain your property, return your deposit in full, or provide a justifiable excuse for any deductions. They cannot evict you without a court order or remove your property, change your locks, turn off your heat, water, or other services or do anything else to force you out. Additionally, your landlord should not interfere with your mail, be verbally or physically abusive, or neglect the property.

Housing Counseling Services, Inc. provides one-on-one counseling, trainings, workshops, and services that can help you understand and protect your rights as a tenant, resolve conflicts with landlords and management companies, avoid displacement, improve your housing conditions, and answer your housing-related questions. You can contact them at (202) 667-7006 to schedule an appointment. They are located at 2410 17th Street, NW, Suite #100, Washington, D.C. 20009.

RENTAL APPLICATION

To rent a place to live, you usually need to complete an application with the apartment complex or landlord. Frequently, you will have to pay an application fee. Before you pay an application fee, most landlords must tell you what information

they consider when deciding whether to rent to an applicant, including criminal history guidelines. A landlord is not allowed to ask about, or consider, an arrest that did not result in a conviction. At this stage, the landlord may not ask you about a pending case or conviction. The rental application will ask you to provide personal identifying information like your name, current address, level of income, source of income, bank account information, and any debts you owe. Sometimes, the apartment manager or landlord will request a copy of your credit report to see if you have a history of paying for things on time.

Only after your application is accepted and you are offered the rental unit may the landlord ask you about pending criminal cases and convictions from the past seven (7) years for certain criminal offenses, including crimes involving violence or property damage.

RENTAL LEASE AGREEMENT

If you are approved, you may be asked to sign a lease for the housing. The lease is a binding contract or agreement between you and the company or person renting you the housing. Read the lease carefully because by signing it, you agree to all of the terms, such as whether you will reside in the dwelling for a year or on a month-to-month basis. If you break a lease before your contract is up, you could lose your security deposit or even be taken to court to compensate the landlord for the remainder of the lease. Only sign the lease when you understand and agree to all of the terms. The landlord is required to give you a signed copy of the lease. Keep your copy of the lease in a safe place for the entire time that you are a tenant in the home.

SECURITY DEPOSIT

The landlord may require you to pay a one-time security deposit, which is the term used for the money you pay before moving in. The security deposit is used to pay for any damage to the rental unit caused by the tenant. In D.C., landlords are required to pay interest on security deposits and must return the security deposit to the tenant within forty-five (45) days of the tenant leaving the rental unit. The landlord must give a reason for any reduction in the security deposit amount returned.

Your landlord will let you know how much the security deposit is, but it cannot be more than one month's rent. If you need help paying the security deposit, you can apply for the Emergency Rental Assistance Program (ERAP) discussed in the following section on ERAP.

Some landlords are also willing to accept payments for the security deposit in installments.

> "I can't really explain how I did it. The old adage is put one foot in front of the other. **I literally took it one day, one week, and one year at a time.**"
>
> *— Calvin Bright*

RENTAL UNIT WALK-THROUGH

You may be asked to "walk through" the apartment to ensure that you are not held responsible for any damages that existed BEFORE you moved in. You should take pictures of the condition of the rental prior to moving in as evidence of its original condition. The security deposit will be held by the apartment manager or landlord until you move out. If there is any damage to the place you are living, the landlord may use your security deposit to pay for the repairs or for unpaid rent. Otherwise, your deposit must be returned to you — with interest — within forty-five (45) days of you moving out of the apartment.

RENTERS INSURANCE

It is recommended that you obtain private rental insurance for your belongings in your apartment in case of fire, theft, damage, or other events outside of your control. Some landlords may require you to obtain rental insurance. Insurance may only cover your belongings up to a certain amount. The policy may also include liability coverage for damages caused by negligence. For instance if you accidentally leave the kitchen sink on and it overflows into your neighbor's apartment, you could be covered by liability insurance.

There are affordable insurance policies that cost as little as ten to fifteen ($10 - $15) dollars a month. Contact insurance companies to learn more about purchasing renter's insurance.

UNDERSTAND HOW TO LEAVE A RENTAL AGREEMENT AND END YOUR LEASE

If you wish to move prior to the end of your lease you are still legally bound by the terms of the lease unless the landlord agrees to cancel the financial obligations that you agreed to when you signed the lease.

"I knew I was going to need a place to live, but there were no family members that I could rely on. It was challenging searching for a place to live with no resource guides to rental communities, no phone numbers for rental properties, and no rental references to recommend me even if I could find a rental unit. Humility and a surreal image of homelessness flared in my mind. I knew that I would have to either go to a shelter or sleep on the streets. Neither option was attractive, but this was my reality. I began writing to different programs to attain shelter. I heard back from several programs and a date and time was set up for interviews. I spoke with my case manager at the D.C. Jail and she **helped me secure a place to live temporarily upon my release**."

— Diane Carter Bryant (from Diane's longer story)

Check out your lease agreement to see the terms of the lease to determine your rights to terminate the lease early. In many cases, you may be able to work out an agreement with your landlord. If you need assistance, call a housing resource or legal organization listed in the directory at the end of this chapter.

AFFORDABLE DWELLING UNITS AND INCLUSIONARY ZONING RENTAL LOTTERY

This program, run by the D.C. Department of Housing and Community Development (DHCD), helps D.C. residents rent or buy places when they cannot afford to pay market-rate (also known as the "going rate" or what most people pay). Inclusionary zoning requires large housing providers to set aside a number of "affordable dwelling units" for people whose income is below a certain level. To be considered for a unit you must register for D.C.'s Inclusionary Zoning lottery. The DHCD conducts lotteries to select eligible households. The DHCD then notifies selected households through email. Many more people apply than the number of units available. You can apply for the Inclusionary Zoning ("IZ") lottery through the DHCD. Call (202) 442-7200 to find out more information. They are located at 1800 Martin Luther King, Jr. Avenue, SE, Washington, D.C. 20020. You can also learn more about the program at Housing Counseling Services by calling (202) 667-7006.

EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP)

The ERAP program, run by the D.C. Department of Human Service (DHS), helps income-eligible D.C. residents facing housing emergencies. They provide money for overdue rent for qualified households facing eviction (including late costs and court fees). They also provide security deposits and first month's rent for residents moving into new apartments. The amount ERAP pays will be based on the household's income and available resources. Payments can only be used once per year for each eligible household. The list of organizations that provide ERAP assistance can be found here: **https://dhs.dc.gov/service/emergency-rental-assistance-program**.

12.7 LEARN ABOUT BUYING A HOME

Many people with criminal records, and even those who have served time, get their lives back on track and eventually buy a home. To buy a home, you will usually need to apply for and be approved by a bank or lending institution for a home mortgage. Many lenders will consider your employment history and your credit history. You can learn more about mortgages and credit in Chapter 15: Finances. Some lenders may run a criminal background check but not all lenders do. Lenders have different policies on how they may consider criminal history. There are many steps you can take to put yourself in the best position to get a mortgage. There are several organizations in D.C. that will help you explore home-buying options.

Organizations that can help you learn more about the steps necessary to purchase a home:

- AARP Legal Counsel for the Elderly
- Capital Area Asset Builders
- Central American Resource Center
- D.C. Department of Housing and Community Development (DHCD)
- Department of Employment Services (DOES)
- Greater Washington Urban League
- Housing Counseling Services, Inc.
- Housing Finance Agency
- Latino Economic Development Center
- Lydia's House, Inc.
- Manna, Inc.
- Marshall Heights Community Development Organization
- Neighborhood Assistance Corporation of America (NACA)
- MiCasa
- United Planning Organization (UPO)
- University Legal Services, Inc.

12.8 LEARN ABOUT UTILITY ASSISTANCE AND INTERNET SERVICES

UNDERSTAND UTILITIES

When you are researching housing, you should check if the rent includes utilities (i.e. water, electricity, gas, garbage and parking fees, etc.). Landlords will often cover the water and garbage fees but not gas and electric. If you are responsible for any utilities, you may need to contact the utility company to have the bill put in your name. Be sure to budget in these costs when you are considering what you will be able to afford and remember that utility bills are often higher in the winter when you need to use more heat. Learn more about budgeting in Chapter 15: Finance.

UTILITY ASSISTANCE

No matter how well you budget, sometimes unexpected expenses or life occurrences make it difficult to pay your utilities. If you receive a late payment notice, you may want to call your utility provider, likely Pepco and/or Washington Gas, to arrange a payment plan or see if you can extend your payment date. If you receive a service disconnection notice, you might need to look into assistance programs to help you pay your bills.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

LIHEAP provides assistance between $250 and $1,500 as a one-time benefit to eligible households to pay their energy bills. You can apply for LIHEAP by going to **https://doee.dc.gov/liheap** or by calling 311. You can also visit an in-person location for assistance, but you must set an appointment beforehand. You can also learn more about LIHEAP in Chapter 10: Public Benefits.

DEPARTMENT OF ENERGY AND ENVIRONMENT (DOEE) UTILITY DISCOUNT PROGRAM

DOEE offers financial assistance, discounts, and energy efficiency programs to help D.C. residents with their utility bills. Appointments or online applications are required to apply for energy assistance with DOEE. You can call 311 to learn more and schedule an appointment.

WASHINGTON AREA FUEL FUND (WAFF) AND WAFF WASHINGTON GAS MERGER FUNDERS PROGRAM

Washington Gas and The Salvation Army created WAFF to help families in need pay their heating bills. The program helps families during the winter months if they do not qualify for or have already exhausted their government energy assistance. This includes households that have experienced an unforeseen financial crisis brought on by an accident, medical problem, or loss of income. You can apply for Washington Gas's Washington Area Fuel Fund through the Salvation Army.

INTERNET SERVICES

Access to the Internet will give you access to many of the services mentioned in this chapter and throughout the book. It also provides you access to entertainment such as shows and movies. Many people are able to save money on cable TV by having access to the Internet.

Free Internet services are available at D.C. Public Libraries and at D.C. Recreation Centers. At the public libraries, you can apply for a library card which will allow you to borrow books, magazines, and movies and Television shows on CDs. With your library card you will also be able to use a computer to access the Internet on a first come first use basis. Most libraries limit your time on the Internet.

Some drop-in and day programs also provide free Internet use. Several cable companies also offer low-cost Internet options. You can also access free Internet service, known as Wi-Fi, at many malls, restaurants, and coffee shops.

To learn more about the Internet, read Chapter 5: Important Tools for Reentry Success.

12.9 SEEK LEGAL HELP FOR HOUSING-RELATED ISSUES

You may have a housing issue that would be best handled by an attorney. You should consider the following:

- Are you behind in paying your rent and unlikely to catch up?
- Is your landlord refusing to fix essential things in your housing?
- Have you received an eviction notice?
- Have you lost your job and you want to leave your rental before the end of your lease?
- Have you been denied housing because of an arrest or conviction?

Organizations that can provide housing-related legal assistance:

- Bread for the City
- Legal Aid Society of the District of Columbia
- Washington Legal Clinic for the Homeless
- Legal Counsel for the Elderly
- Rising for Justice
- Christian Legal Aid of D.C.
- Neighborhood Legal Services Program (NLSP

"So! You are on your way home from the DC Department of Corrections. Welcome home! This is the place that you have promised yourself you will never, ever return to! You are now asking yourself, 'How do I structure my return back into the community? Am I properly equipped to beat the statistics of recidivism?'

The planning process should begin the day you are sentenced.

You may want to ask yourself, "How can I improve the quality of my life? How do I navigate a system that has been set up for me to fail?" Win or lose, it all depends upon mindset.

This is my story. It may be similar to yours. I considered myself a failure for years. I got involved with a fast crowd at the beginning of high school. We would meet out on the yard just before classes started and we would consume as much alcohol as our bodies permitted. We were so cool drinking alcohol and smoking cigarettes, or so I thought at the time. We would race back into the halls of our school when we heard the first bell ring, which meant we should have been sitting in our homeroom assigned seats and not disrupting the kids who were already seated.

For me, alcohol was the gateway drug. I began drinking at the age of 13. I began smoking marijuana at the age of 16. Marijuana led to heroin by the age of 17, right after I was kicked out of school. When I finally looked up, I realized my life was spinning out of control. I'd become a recidivism statistic. I was coined a 'career criminal.'

I now look back and can see I was a follower because I had no leadership skills. I did not possess these skills simply because I had not been taught. Whatever my friends said we were doing each day, I just followed along with the plan.

The last time I stood in front of a judge, I was 54 years old. The last charge I faced, I made up my mind. I knew when I stepped back to the bullpen with my last prison sentence that I was done with this lifestyle.

I developed an attitude for change. I found it extremely challenging to make change while residing in a place with no resources to help me. I decided to change my life and my way of living, although I had no tools to work with except 'determination.'

I started the process of change when I decided to never return to prison. I asked myself what the first step to initiate that decision looked like. The substance abuse disorder was the first problem I had to deal with. I started by going to NA meetings inside of DC Jail and made connections with the people that would bring NA meetings inside. I collected their names, phone numbers and a list of NA meetings that took place outside of DCDC in the DMV area.

I knew I was going to need a place to live, but there were no family members that I could rely on. It was challenging searching for a place to live with no resource guides to rental communities, no phone numbers for rental properties, and no rental references to recommend me even if I could find a rental unit. Humility and a surreal image of homelessness flared in my mind. I knew that I would have to either go to a shelter or sleep on the streets. Neither option was attractive, but this was my reality. I began writing to different programs to attain shelter. I heard back from several programs and a date and time was set up for interviews. I spoke with my case manager at the DC Jail and she helped me secure a place to live temporarily upon my release.

I thought about transportation to get back and forth to different programs and social service organizations to help me get employment documentation such as birth certificates, non- drivers ID, and food stamps. I ran into several returning citizens once I returned to the community, and they gave me vital information on where to obtain Metro tokens to get around and food to eat.

I asked many questions in prison and once I returned into the community. I always remembered who and what I wanted to become. Now life is like a dream come true. I'm able to put my qualifications and experience to use while I work at a nonprofit that allows me to provide direct service to my community.

— Diane Carter-Bry

12.10 DIRECTORY OF RESOURCES

Organization	Information
DAY PROGRAMS/DROP-IN CENTERS	
Adams Place Day Center 2210 Adams Place, NE Washington, DC 20018 (202) 832-8317 **https://dhs.dc.gov/page/day-services-centers**	Adams Place provides a safe and dignified place for individuals experiencing homelessness to go during the day to take care of everyday needs and access long-term services and supports. The Day Center provides access to: lunch, shower and laundry facilities, housing assessments, career planning, case management, and other on-site services offered by partner agencies. It is next to the Adams Place Shelter and near the NY Avenue Shelter. It is open Monday through Friday. Call for hours of operation.
Adas Israel Senior Fellowship 2850 Quebec Street, NW Washington, DC 20008 (202) 362-4433 **www.adasisrael.org**	Adas Israel Senior Fellowship serves Kosher lunches to seniors (65+) and anyone in need. Suggested donation: $4, though you will not be denied if you're unable to make a donation. They provide social services, educational services, health and fitness, flu shots, field trips, and referrals. Activities include weekly art, dance, and body movement. Please call to confirm hours. The nearest Metro station: Cleveland Park, Metro bus L2.

Organization	Information
Bethany Women's Center (N Street Village) 1333 N Street, NW Washington, DC 20005 (202) 939-2076 **www.nstreetvillage.org**	Bethany Women's Center is a drop-in center that offers women safe relief from the streets, support for basic needs, and access to resources and opportunities to help them move out of homelessness. It is handicap accessible. The nearest Metro station: McPherson Square, Metro bus: 52 & 54.
Deaf-Reach, Inc. Northeast Office 3722 12th Street, NE Washington, DC 20017 (202) 832-6681 Southeast Office 1649 Good Hope Road, SE Washington, DC 20020 (202) 610-5859 **Deaf-reach.org**	Deaf Reach, Inc. is a non-profit agency committed to maximizing the self-sufficiency of deaf and hard of hearing people who need special services. Deaf-Reach programs focus on the specific needs of those who are experiencing behavioral health concerns, are developmentally disabled or socially and economically disadvantaged. They offer the Deaf Horizons Day Program. Services include housing placement assistance, counseling, life skills training, information and referrals to community services, and socialization activities. The nearest Metro station: Brookland-CUA.

Organization	Information
Downtown Day Services Center 313 New York Avenue, NW Washington, DC 20005 (202) 383-8810 **www.downtowndc.org/program/the-center/**	The Downtown Day Services Center ("The Center") offers services to individuals experiencing homelessness. The Center utilizes a housing-first model. The Center offers on-site support for individuals experiencing homelessness by providing a multitude of services including: food and beverages, showers, laundry, computer access, housing services, non-driver identification, healthcare, disability application assistance, employment assistance, case management, vital records, legal services, and social activities/entertainment. Call for hours of operation. It is located one block from the Metro Center subway station on the blue, orange, red and silver lines, two blocks from the McPherson Square Metro station, and is accessible from bus routes 42, G8, S2, S4, and X2.
The Father McKenna Center 900 North Capitol Street, NW Washington, DC 20001 (202) 842-1112 **www.fathermckennacenter.org/**	The Father McKenna Center's Day Program is a structured, low barrier to entry program for men that welcomes over 100 guests into the Center each day to meet their immediate needs while providing case management and other support. The services they offer include: showers, laundry, meals, support groups, counseling, and referrals for mental and physical health assessments. They also offer a food pantry, hypothermia program, and an immersion service learning program. It is located on the ground level of St. Aloysius Church.

Organization	Information
Friendship Place 4713 Wisconsin Avenue, NW Washington, DC 20016 (202) 364-1419 **www.friendshipplace.org**	Friendship Place is a housing service provider for people experiencing homelessness in the D.C. region. They offer a drop-in Welcome Center to support people with basic needs such as food, personal hygiene supplies, clothing, access to free medical and mental health services, and referrals to community based services and resources. All participants are offered supportive case management. The Welcome Center also helps people access vital documents (Birth Certificates, Identification, social security cards) apply for benefits (SNAP/ Food Stamps, Medicaid, SSI/SSDI) and search for employment. They also offer personal mail distribution and phone access services.
Georgetown Ministry Center 1041 Wisconsin Avenue, NW Washington, DC 20007 (202) 338-8301 **www.georgetownministrycenter.org**	Georgetown Ministry Center (GMC) guides chronically homeless individuals towards stability and housing through advocacy for the homeless, aggressive street outreach, and a safe and welcoming environment where everyone is treated with respect. They operate a Clubhouse Drop-In Center every day where people can feel welcome. Services include: coffee and sandwiches, showers and laundry, computers, phone and mail, medical and psychiatric services, case management, and social and fun programs. The nearest Metro bus: 32, 34, 36 & 38B and DC Circulator.

Organization	Information
Isaiah House (SOME) 75 Hanover Place, NW Washington, DC 20001 (202) 797-8806 **www.some.org/services/social-services/mental-health-services**	So Others Might Eat (SOME) Isaiah House offers a day program for men and women who were experiencing both homelessness and severe and persistent mental illness. The program has three components: drop-in services like showers, laundry, phone access, and more; psychosocial support through group work, social activities, and positive interactions with staff and peers; and membership, where established participants work closely with staff to plan activities and perform administrative duties. Some of the services offered at Isaiah House include animal therapy, field trips, healthy cooking workshops, anger management, women/men's groups, bingo, advocacy, and meditation. The nearest Metro bus: P6, & 90.
Miriam's Kitchen 2401 Virginia Avenue, NW Washington, DC 20037 (202) 452-8926 **miriamskitchen.org**	Miriam's Kitchen serves breakfast and dinner every weekday. Professional chefs and volunteers serve healthy meals made from scratch with fresh ingredients. For many, the path to housing starts with a meal at Miriam's Kitchen. They also provide basic, urgent services to thousands of individuals experiencing homelessness. They help many to increase their income (e.g. applying for disability benefits and social security), improve their health (connecting them to mental/health care appointments), and secure housing.
Sexual Minority Youth Assistance League (SMYAL) Drop-in Center 410 7th Street, SE Washington, DC 20003 (202) 546-5940 **www.smyal.org**	The SYMAL Drop-in Center offers counseling, group services, HIV counseling and testing, art programs and special events for sexual minority youth (ages 13-21), who are lesbian, gay, bisexual, transgender, or questioning their sexuality. The nearest Metro: Eastern Market, Metro bus: 34 & 36.

Organization	Information
Shirley's Place (Everyone Home DC) 1338 G Street, SE Washington, DC 20003 (202) 544-3150 **everyonehomedc.org**	Shirley's Place, Everyone Home DC's drop-in day center, offers people experiencing homelessness a safe and dignified place to spend their day off of the street. They provide access to showers, laundry, restrooms, mail service, phones, computers, lunch, and social service referrals.
The Southeast Community Based Outpatient Clinic (CBOC) Veterans Drop-in Center 820 Chesapeake Street, SE Washington, DC 20032 (202) 745-8685 **www.washingtondc.va.gov/locations/Southeast_Washington_DC.asp**	The Veterans Drop-In Center offers a safe, supportive, and positive social environment for veterans and their families. Services include: case management, employment assistance, clothing and hygiene packets, computer lab, legal assistance, housing counseling/referrals, medical clinic, VA benefits and transportation, VA community clinic, VA benefits and counseling. The nearest Metro stations: Congress Heights, Southern Avenue, Metro bus: M8, M9 & 33.
The Washington DC Veterans Affairs Medical Center's (DCVAMC) Community Resource and Referral Center (CRRC) 1500 Franklin Street, NE Washington, DC 20018 (202) 745-3012 **www.washingtondc.va.gov/locations/Community_Resource_and_Referral_Center_CRRC.asp**	The CRRC is the first of its kind in the Washington D.C. area and is open seven days a week to combat homelessness among Veterans. Although not a shelter, the CRCC provides services such as laundry, showers, social work services, a computer lab, and a host of community services, including medical, mental health, and employment services provided through other D.C. agencies located inside the CRCC. The nearest Metro bus: E2, 83, 86, P6

Organization	Information
ZOE'S DOORS Drop-in Center 900 Rhode Island Avenue, NE Washington, DC 20018 (202) 248-2098 **https://dhs.dc.gov/page/day-services-centers**	ZOE'S DOORS is a drop-in center for District youth ages 24 and under experiencing homelessness and housing instability or simply in need of a safe place to go. The center is open 24 hours a day, seven days a week and operated by DC Doors with support from the D.C. Department of Human Services. They provide hot meals, showers, laundry, computer access, housing services, case management, social activities, and a healthcare clinic. Zoe's Doors also connects youth to supportive services including housing, medical and behavioral health services, education services, workforce development, and employment assistance.
SHELTERS	
D.C. Emergency Homeless Shelter Adult Hotline (UPO Shelter Hotline) (202) 399-7093 Mayor's Call Center 311 **www.upo.org/commwell/**	The D.C. Emergency Hotline maintains an updated list of D.C. shelter beds available for homeless individuals and families. They also provide outreach, transportation, information and referral services. Homeless individuals and/or families who need transportation assistance getting to a shelter or day-program should call this number.
Runaway and Homeless Youth Hotline (202) 547-7777 **www.sashabruce.org**	The Runaway and Homeless Youth Hotline is a 24-hour hotline for runaway/homeless youth, 18 and under, and their families featuring crisis intervention, information, referrals, message delivery, and conference calls.

Organization	Information
801 East Shelter St. Elizabeth's Campus 2700 Martin Luther King Avenue, SE Washington, DC 20032 (202) 561-4014 **www.catholiccharitiesdc.org/housinghelp/801east/**	Catholic Charities' 801 East Men's Shelter is a low-barrier shelter program open to men 18 years and older. It offers a hot dinner, access to case management staff, showers, and approximately 380 beds on a nightly basis. It is open from 7 p.m. to 7 a.m. daily. Shelter hours may be extended due to weather alerts issued by D.C. government. The shelter also provides shuttle service to downtown D.C. to assist clients in getting to and from the shelter. The shelter also serves as a hypothermia emergency shelter during the coldest months of the year, from November to March.
Adams Place 2210 Adams Place, NE Washington, DC 20018 (202) 832-8317 **www.catholiccharitiesdc.org/housinghelp/adamsplace/**	Catholic Charities Adam's Place is a low-barrier shelter for anyone who identifies as a male over the age of 18. It offers a hot dinner, showers and personal toiletries, access to case management staff, showers, and a bed on a nightly basis. It is open 7 p.m. to 7 a.m. daily pending weather alerts issued by D.C. government. Shuttle service to downtown D.C. is provided several times per day to assist clients in getting to and from the shelter. It operates on a first come, first served basis and provides linkages to substance abuse, vocational, and mental health services.
Central Union Mission 65 Massachusetts Avenue, NW Washington, DC 20001 (202) 745-7118 **www.missiondc.org/**	Central Union Mission is a Christ-centered, private social service agency that operates a men's emergency shelter that feeds and shelters 170-200 men per day on a first come, first served basis. It offers comprehensive in-house services, including: medical, dental, and psychiatric care; addiction recovery; veteran's support; spiritual direction; vocational training; education; employment placement; legal support; and social services.

Organization	Information
Community for Creative Non- Violence (CCNV) 425 2nd Street, NW Washington, DC 20001 (202) 393-1909 **www.theccnv.org/**	The Community for Creative Non-Violence, (CCNV), is a non-profit shelter that provides services to homeless men and sometimes women 24-hours a day, 7 days a week. They provide food, shelter, clothing, showers, mail receipt, comprehensive medical, dental, and mental health care, housing assistance, case management, education, employment, and cultural activities.
The Father McKenna Center 19 I Street, NW Washington, DC 20001 (202) 842-1112 **www.fathermckennacenter.org/**	The Father McKenna Center sponsors a Hypothermia/Transition program. It is not a drop-in program. Men must apply for acceptance into the program. Those accepted gather together each night until they find stable housing or reunite with their community. Participants are provided shelter for the night, a shower, a home-cooked evening meal, and time to work on one's personal plan or to socialize. It offers not only physical shelter but also a place of mental and emotional safety that allows each man to focus on moving his life forward.
Georgetown Ministry Center 1041 Wisconsin Avenue, NW Washington, DC 20007 (202) 338-8301 **www.georgetownministrycenter.org/**	The Georgetown Ministry Center serves homeless men and women November through April. Every night congregants prepare a hot, nutritious meal while offering a comfortable, safe haven to appeal to vulnerable guest. They have a very limited capacity of approximately 10 beds.

Organization	Information
Harriet Tubman Women's Shelter (Catholic Charities) 1910 Massachusetts Avenue, SE Building #27 Washington, DC 20003 (202) 795-9966 **www.catholiccharitiesdc.org/harriettubman/**	The Harriet Tubman Women's Shelter is a year-round, low barrier shelter serving up to 175 women each night. The shelter operates 7 days a week, 24 hours a day. Women are accepted on a first come, first served basis. Services include: a bed, lunch, dinner, showers, and personal toiletries. Case management services include housing and services, referrals, and linkages to substance abuse, mental health, medical, employment, and other social services. Day Program services are offered to shelter residents Monday through Friday. Call to confirm times.
Kuehner Place (So Others Might Eat) 1667 Good Hope Road, SE Washington, DC 20020 (202) 797-8806 **www.SOME.org**	So Others Might Eat, "SOME", provides emergency shelter up to 90 days for seniors who have been abused, neglected, financially exploited, or displaced. Services include hot, nutritious meals, access to supportive services, including healthcare, support in obtaining social security and public benefits, and affordable, long-term housing assistance. The shelter is open 24 hours a day, 7 days a week.
My Sister's Place P.O. Box 29596 Washington, DC 20017 Hotline (202) 529-5261	My Sister's Place offers, Sanctuary Plus, a 90-day emergency shelter and safe haven for survivors of domestic violence and their children. It provides residents with counseling, case management, daily coaching, and referrals to successfully transition to permanent housing and independence.
Nativity Shelter for Women 6010 Georgia Avenue, NW Washington, DC 20011 (202) 487-2012 **www.catholiccharitiesdc.org/nativity/**	The Nativity Shelter is a low-barrier shelter for adult women. The program offers a hot meal, shower, and access to a case manager. They can be reached by Metro Bus (S2, S4, 70, 79). Call to confirm times.

Organization	Information
New York Avenue Shelter 1355 New York Avenue, NE Washington, DC 20002 (202) 832-2359 **www.catholiccharitiesdc.org/housinghelp/newyorkave/**	Catholic Charities' New York Avenue Shelter is a low barrier shelter program open to anyone who identifies as a male over the age of 18. It offers a hot dinner, showers and personal toiletries, access to case management staff, showers, and a bed on a nightly basis. They also provide linkages to substance abuse, mental health, medical, employment and other social services. It is open 7 p.m. to 7 a.m. daily pending weather alerts issued by D.C. government. Shuttle service to downtown D.C. is provided several times per day to assist clients in getting to and from work, day programs, and other resources. Residents are accepted on a first come, first served basis.
Open Door Shelter for Women 425 2nd Street, NW Washington, DC 20001 (202) 639-8093 **www.downtowndc.org**	Open Door is a facility for homeless women that provides emergency shelter, food services, and case management.
Patricia Handy, Place for Women 810 5th Street, NW Washington, DC 20001 (202) 733-5378 **www.nstreetvillage.org**	Patricia Handy Place for Women provides shelter for single, adult women or anyone identifying as a woman. Services include a bed, breakfast and dinner, showers, laundry, case management, and linkages and referrals to social services. It is first come, first served and is open from 7 p.m. to 7 a.m.
Regional Addiction Prevention (RAP), Inc. 1949 4th Street, NE Washington, DC 20001 (202) 462-7500 **www.rapinc.org**	RAP's emergency housing program provides a limited number of beds for single adult men for a maximum stay of 4-6 weeks. They provide on site case management, referrals to social services, and linkages to medical providers.

Organization	Information
Sacred Heart Church 3211 Sacred Heart Way, NW Washington, DC 20010 (202) 234-8000 **www.sacredheartdc.org/**	Sacred Heart Church provides a hypothermia shelter during extreme cold weather. They provide free dinners, haircuts, clothing, legal assistance, and employment assistance. Please call for hours of operation.
Sasha Bruce House (202) 546-4900 **www.sashabruce.org/programs/safehomes/sasha-bruce-house/**	Sasha Bruce House is a compassionate alternative to the dangers of the streets for homeless, abandoned, abused, neglected, and runaway children. Sasha Bruce House is open 24 hours a day, serving youth ages 11 to 17. By providing a safe place to stay and intensive counseling services, Sasha Bruce House helps most youth reunite with their families and works to return all young people to stable and safe environments. On-site services include crisis intervention; individual, group, and family counseling; case management, support for shelter graduates, and temporary respite care.
The Virginia Williams Family Resource Center (VWFRC) (Homeless Families) 920 Rhode Island Avenue, NE Washington, DC 20002 (202) 724-3853 **https://dhs.dc.gov/page/homeless-prevention-and-diversion-services**	Families may access emergency housing through the Virginia Williams Family Resource Center (VWFRC), the central intake office for all families in the District of Columbia seeking assistance with housing instability. You will need to bring to intake the following: identification, birth certificates for each family member, proof of income, and proof of D.C. residency if not established. VWFRC offers: emergency rental assistance, housing resources, temporary shelter, community resources, and child care subsidies for TANF recipients. It also assists with TANF, food stamps, and Medicaid application assistance.

Organization	Information
TRANSITIONAL, PERMANENT, & SINGLE ROOM OCCUPANCY HOUSING	
Anacostia Road Apartments (Coalition for the Homeless) 1320-1322 Anacostia Road, SE Washington, DC 20010 (202) 347-8870 **www.dccfh.org**	The Coalition for the Homeless' Anacostia Road Apartments consists of affordable one-bedroom apartments for formerly homeless or at risk individuals and families. It helps at-risk D.C. residents become self-sufficient. Tenants are fully independent, however a resident manager is on site only for those who may need additional support.
Anna Cooper House (SOME) 1338 R Street, NW Washington, DC 20009 (202) 328-6644 **www.SOME.org**	Anna Cooper House is a Single Room Occupancy (SRO) program providing affordable long-term housing. Residents are required to follow house rules, remain clean and sober, and pay their rent on time.
Bethany, Inc. (Good Hope House) 1715 V Street, SE Washington, DC 20020 (202) 678-4084 **www.bethanyinc.org**	Bethany, Inc.'s Good Hope House offers transitional housing for homeless families recovering from life traumas with a special focus on creating a nurturing environment for children. By giving second and third chances, Bethany Inc. focuses on zero to very low income homeless families who do not yet qualify for public and/or permanent housing programs. Services include: spiritual counseling, intensive addiction treatment and counseling, individual and group therapy for adults and children, life skills training, early childhood education, day care services, after-school care, job skills training, employment placement services, tutoring, mentoring, recreational activities, homebuyer's programs, and permanent housing placement assistance.

Organization	Information
Blair House Transitional Rehabilitation Program (Coalition for the Homeless) 635 I Street, NE Washington, DC 20002 (202) 727-2832/33 **www.dccfh.org**	The Blair House Transitional Rehabilitation Program is sponsored by the Coalition for the Homeless. It is a transitional program for homeless men over 18 years old. The program provides comprehensive supportive services to enable men to return to independent living and obtain employment. Accepted participants will be assigned a case manager who will develop an individual service plan (ISP). Supportive services include: employment and housing placement assistance; education and financial management; job readiness; life skills training; and substance abuse counseling and education. Please call for intake hours and requirements.
Calvary Women's Services 1217 Good Hope Road, SE Washington, DC 20020 (202) 678-2341 **www.calvaryservices.org**	Calvary Women's Services provides transitional and permanent housing services for homeless women. They provide women with basic services, nutritious meals, comprehensive case management, and job placement, allowing women to focus on healing, building life skills, and building their futures. Please call for intake hours and requirements.
Casa Ruby 7530 Georgia Avenue, NW Washington, DC 20012 (202) 355-5155 **https://casaruby.org/**	Casa Ruby assists LGBT youth, ages 18-24, fleeing unwanted or dangerous living environments. They assist with various needs, from day programs to shelter for a night, to more stable housing, including subsidized rent for up to 6 months. They also provide case management and referrals.

Organization	Information
Catholic Charities **Welcome Home Reentry Supportive Housing Program** 924 G Street, NW Washington, DC 20001 (202) 772-4300 x040 **www.catholiccharitiesdc.org**	In 2020, the District of Columbia created a Men's Reentry Housing Pilot program, based on a housing first model, which will serve men who were homeless before incarceration or who are homeless after long-term incarceration. The Welcome Home Reentry Supportive Housing Program (WHRSHP) at Catholic Charities was selected to provide reentry housing to men returning to the community from incarceration. With support from the Office of Justice Grants and Victim Services they have been provided an opportunity to expand their existing program to include, a housing-first model serving returning citizens from the District of Columbia, who are chronically homeless, diagnosed with mental illness, co-occurring Substance Use Disorders (SUDs), and intellectual disabilities. Program Eligibility Requirements: • Returning Citizen within one year of release • 18 years or older • Experiencing chronic homelessness • Employable • Eligible for Government Benefits
Chesapeake Street (SOME) 740 Barnaby Street, SE Washington, DC 20032 (202) 797-8806 **www.some.org/about/contact**	SOME's Chesapeake Street location provides housing for families, people in recovery, and women with children. It has several housing units that offer safe, long- term affordable housing for vulnerable D.C. families. Services include case management, credit counseling, life skills, and child care.

Organization	Information
Christ House 1717 Columbia Road, NW Washington, DC 20009 (202) 328-1100 **www.christhouse.org**	Christ House is a medical care facility for homeless men and women with acute illnesses. They accept agency and hospital referrals only. People be ambulatory (able to walk). Most residents are discharged from the hospital. Services include a full-time medical staff, social workers, and case management. There is no maximum stay. Transportation and escorts to doctor appointments are provided.
Coalition for the Homeless 1234 Massachusetts Avenue, NW Washington, DC 20005 (202) 347-8870 **www.dccfh.org**	The Coalition for the Homeless offers transitional rehabilitation homes (4-6 months). Eligible applicants must participate in rehabilitation program. Services include: meals, employment, housing and financial management counseling, and clothing assistance. There is no wheelchair access. People with mental illness must be stabilized on medication or in therapy. Intake can take several days. Placement into the family apartments occur through the Virginia Williams Family Resource Center (202) 724-3853.
Community Family Life Services 305 E Street, NW Washington, DC 20001 (202) 347-0511 **www.cflsdc.org**	Community Family Life Services offers programs for homeless individuals through Single Room Occupancy (SRO) and transitional residences for single men and women. They also cater to women returning from incarceration. Services include: case management, employment counseling, budgeting & money management, substance abuse, health and wellness counseling, and referral to therapy services. Basic eligibility requirements include: D.C. residence, income requirements, and experiencing homelessness/in imminent danger of homelessness. Families must be registered at Virginia Williams Resource Center (202) 526-0017. They offer three housing programs: Milestone Place; Trinity Arms; and Financial Literacy Housing.

Organization	Information
Community of Hope Administrative Offices 4 Atlantic Street, SW Washington, DC 20032 (202) 407-7747 **www.communityofhopedc.org**	Community of Hope seeks to keep homeless families safe through its five transitional apartments for families and supportive services, which include: case management, substance abuse counseling, medical services, spiritual and motivational guidance, children's activities, tutoring and GED preparation, and job employment services.
Covenant House Greater Washington 2001 Mississippi Avenue, SE Washington, DC 20020 (202) 610-9600 **www.covenanthousedc.org**	Covenant House offers emergency and long-term transitional, structured living for individuals 18 to 24 years old, needing assistance moving from crisis to stability and independence. Support services include: post-secondary education, employment counseling, empowerment sessions, and individual therapy.
Crossing Place (Woodley House) 2731 Connecticut Avenue, NW Washington, DC 20008 (202) 830-3517 **www.woodleyhouse.org**	Located in Woodley Park, Crossing Place is an eight-bed emergency shelter and crisis stabilization for people experiencing acute mental illness. It is one of only two private crisis homes in Washington, D.C. It provides a therapeutic atmosphere to support clients' stabilization and recovery. Crossing Place offers short-term (2-14 days) intensive support services at approximately one-third the cost of hospitalization. Crossing Place is staffed 24 hours a day, seven days a week with professional residential crisis specialists who work with the Department of Behavioral Health (DBH), medical and psychiatric providers, and case managers to support residents.

Organization	Information
Dorothy Day Catholic Worker Community House 503 Rock Creek Church Road, NW Washington, DC 20010 (202) 882-9649 **www.catholicworker.org/**	The Dorothy Day Catholic Worker Community House offers housing to a limited number of homeless women with children. Meals and laundry are provided. Mothers must either work (at least 20 hours), be in school, or receive income. Call for more information about their acceptance criteria.
Downtown Cluster of Congregations 1313 New York Avenue, NW Washington, DC 20005 (202) 347-7014 **www.downtowncluster.org**	The Downtown Cluster of Congregations represents a group of Christian churches who work together to provide emergency housing referrals and case management assistance to people experiencing homelessness. They provide food, clothing, shelter, and healthcare referrals. Outreach workers help reconnect homeless people with their families, escape addiction, regain physical and mental well-being, and find jobs and housing.
East of the River Clergy- Police Community Partnership (ERCPCP) 4115 First Street, SE Washington, DC 20032 (202) 373-5767 **www.ercpcp.org**	ERCPCP offers transitional housing, including for those returning from incarceration. Services include: case management, life skills education; financial management; and job search assistance.
Emery Work Bed Program (Coalition for the Homeless) 1725 Lincoln Road, NE Washington, DC 20002 (202) 635-1041 **www.dccfh.org**	The Coalition for the Homeless Emery Work Bed Program, operated by the Department of Human Services (DHS), is tailored to homeless men who are employed or in job training. They provide transitional housing for three (3) to six (6) months. They assist men in sustaining employment and moving into permanent housing. Participants receive case management.

Organization	Information
Everyone Home DC 412 2nd Street, NE 3rd Floor Washington, DC 20002 (202) 544-0631 **www.everyonehomedc.org**	Everyone Home DC provides permanent housing and supportive services for families who live in scattered site apartments throughout D.C. and pay a portion of their income towards their monthly rent. Families receive subsidized housing, intensive case management, regular home visits, and workshops. Referrals to the program are coordinated by The Community Partnership for the Prevention of Homelessness. Please seek more information through the Virginia Williams Family Resource Center (920 Rhode Island Avenue, NE, Washington, D.C. 20018 (202) 526-0017).
Families Forward Transitional Housing Program 422 C Street, NE Suite B Washington, DC 20003 (202) 639-9760 **www.transitionalhousing.org/li/dc-families_forward_transitional_housing_program**	Families Forward offers transitional housing for homeless families. Services include: case management, employment assistance, computer training, and social service referrals. Families must first be assessed by the Virginia Williams Resource Center (202) 526-0017.
Freddie House PO Box 3192 Washington, DC 20010 (202) 525-1203	Freddie House is an emergency safe house shelter for women and children who are victims of domestic violence. Services include: case management, intake assessment, individual and group counseling. Applicants must be registered with the Crime Victims Compensation Program or Survivors and Advocates for Empowerment (S.A.F.E.) and have a Temporary Protection Order (TPO) to be accepted into the program.

Organization	Information
Freedom House (SOME) Freedom House (SOME) 2125 18th Street, SE Washington, DC 20020 (202) 797-8806 **www.some.org**	SOME's Freedom House provides permanent housing for formerly homeless single men and women. They provide single rooms, common social areas, and shared bathrooms. Eligible applicants must contribute and participate in house meetings.
Gift of Peace, Missionaries of Charity 2800 Otis Street, NE Washington, DC 20018 (202) 269-3313 **https://service.catholic.edu/service-opportunities/weekly-service-opportunities/aging-and-disability/missionaries-of-charity.html**	Missionaries of Charity offers a 24-hour residence for homeless and indigent people diagnosed with a chronic or terminal condition, including AIDS, who require home care and family or government assistance is unavailable.
Harvest House (SOME) 1307 First Street, NW Washington, DC 20001 (202) 328-0802 **www.some.org**	SOME's Harvest House provides transitional housing for homeless women recovering from addictions. Meals are provided. For more information contact Harvest House.

Organization	Information
Homes for Hope, Inc. 3009 G Street, SE Washington, DC 20020 (202) 582-1970 **www.homesforhopeinc.org**	The Homes for Hope 24-month program is based on a four-step principle to successfully re-acclimate clients into society who have been chronically homeless through an educational program with a heavy emphasis on life skills and job preparation as well as ongoing primary health care. Services include: case- management, support groups, life skills, and financial management. Eligible participants must be transitioning from a residential or transitional rehabilitation program.
Holly House (Woodley House, Inc.) 7624 13th Street, NW Washington, DC 20012 (202) 830-3512 **www.woodleyhouse.org**	Holly House offers a residential home and a permanent supportive living environment for people who are mentally ill. Residents work, volunteer, and participate in community activities and receive 24-hour supervision. Applicants must receive SSDI or SSI and be connected with a Core Service Agency (CSA). Eligible residents receive benefits through the Department of Behavioral Health (DBH).
Hope and a Home 1236 Columbia Road, NW Washington, DC 20009 (202) 387-7091 **www.hopeandahome.org**	Hope and a Home offers a transitional, independent housing program for homeless families through 2-, 3-, and 4-bedroom apartments. Families may reside in its program for up to three years – longer than most D.C. area housing programs. This longer stay makes it possible for children to become established in good schools and parents to build strong community relationships. Services include: case management, life skills, family workshops, and housing counseling services. Referrals through Virginia Williams Center only (202) 526-0017.

Organization	Information
Housing Counseling Services, Inc. (HIV/AIDS Metropolitan Housing Access Program) 2410 17th Street, NW Washington, DC 20009 (202) 667-7006 www.housingetc.org/	Housing Counseling Services administers the Metropolitan Housing Access Program (MHAP). MHAP serves as the centralized source for housing services and housing information for people living with HIV/AIDS (PLWHA) in the District of Columbia. MHAP services include: housing counseling, training and advocacy, credit repair, budgeting, landlord/tenant issue support, mortgage delinquency, pre-purchase counseling, reverse mortgages, cooperative or condominium living, and home purchase workshops. It is accessible to Spanish, English, and Chinese speakers.
House of Ruth 5 Thomas Circle, NW Washington, DC 20005 (202) 667-7001 houseofruth.org	House of Ruth provides transitional and permanent housing and supportive services to women survivors of domestic violence and their children. They assist with overcoming domestic violence/trauma, drug and alcohol dependency, and mental health issues. Case managers and staff are on site around the clock to assist and ensure safety, while creating a warm, nurturing environment.
Hyacinth's Place 1060 Bladensburg Road, NE Washington, DC 20002 (202) 618-3345 www.hyacinths.org	Hyacinth's Place is a 15-unit studio style permanent, affordable housing program with comprehensive therapeutic and social re-integration services. The transitional housing for homeless or at-risk of homelessness, is available for unattached women with a mental health diagnosis. Services include: case management, life skills education, therapeutic culinary arts, gardening, and pet therapy. Eligible residents provide one-third of their income for rent, and one-third to be kept in escrow. Referrals for occupancy are required from a social service agency (no walk-ins).

Organization	Information
Jeremiah House (SOME) 2 18th Street, SE Washington, DC 20003 (202) 543-4901 **www.some.org**	Jeremiah House is a Single Room Occupancy (SRO) program providing affordable long-term housing. Residents are required to follow house rules, remain clean and sober and pay their rent on time. The rent is set at 30% of income. Services include: case management, social interaction, and financial planning. Each room is furnished with basic necessities.
Jordan House (SOME) 1509 North Capitol Street, NE Washington, DC 20002 (202) 292-4491 **www.some.org**	Jordan House is a short-term, 14-day residential program for D.C. residents experiencing a psychiatric crisis. Jordan House provides an alternative to psychiatric hospitalization. Individuals can be homeless or housed. Jordan House is voluntary placement only with 24-hour staff, on-call access to a psychiatrist, mental health counselors, and a limited case management. Referrals are accepted through Access HelpLine, SOME, or a mental health agency.
Jubilee Reentry Housing Initiative Women's Reentry House 1640 Columbia Road, NW 2nd Floor Washington, DC 20009 Men's Reentry House 1474 Columbia Road, NW Washington, DC 20009 (202) 299-1240 **www.jubileehousing.org/reentry**	Jubilee Reentry Housing believes when a person returns home from incarceration, they deserve access to all the resources that will help them succeed in the community, including a safe, welcoming home to return to each day. They provide supportive transitional reentry housing and wrap-around services, including case management, for men and women who are looking to rebuild their lives in a supportive, drug and alcohol-free environment. Jubilee operates two reentry homes for men and women.

Organization	Information
La Casa Transitional Rehabilitation Program (Coalition for the Homeless) 1131 Spring Road, NW Washington, DC 20010 (202) 882-1237 **www.dccfh.org**	La Casa Transitional Rehabilitation Program (TRP) provides transitional housing for English and Spanish speaking homeless men over 18 to help them achieve self-sufficiency. The program assists men in finding employment and moving into permanent housing. Services include: bilingual staff, case management, employment assistance, GED preparation, permanent housing assistance, life skills training, immigration referrals, and substance abuse counseling.
Latin American Youth Center (LAYC) 1419 Columbia Road, NW Washington, DC 20009 (202) 319-2225 **www.layc-dc.org**	LAYC's Transitional Living programs provide housing to homeless or unstably housed youth between the ages of 18 and 24 for up to 18 months. Youth live in furnished apartments with or without a roommate. Program staff are on-call 24/7 and are stationed in the apartment buildings during the day. Residents receive life skills workshops, case management, and group recreational activities as well as access to all LAYC services and programs. LAYC's Transitional Living program sites are located in various apartment buildings in Washington, D.C.
Mary House 1005 Bunker Hill Road, NE Washington, DC 20017 (202) 780-5137	Mary House is a community-based transitional organization that provides housing and support services to at-risk immigrant and refugee families. They seek to provide a stable and nurturing environment for vulnerable families and to provide support programs aimed at building their independence and self-sufficiency. Eligibility is decided on a case by case basis. They serve intergenerational families, single mothers, two-parent households, and pregnant women. Mary House case workers work with families to obtain the medical care, education, legal representation, and employment that best suits their needs.

Organization	Information
McKenna House 1501 Park Road, NW Washington, DC 20010 (202) 319-2121 **www.catholiccharitiesdc.org/mckennahouse**	McKenna House is a 24-hour access, Single Room Occupancy (SRO) housing program available for single males, serving as the last step for adults who are transitioning from homelessness to independent living. Referrals are accepted from social workers, case managers at emergency shelters, and transitional housing programs with documentation of substance abuse treatment and completion.
My Sister's Place 1436 U Street, NW Suite 303 Washington, DC 20009 (202) 529-5261 **www.mysistersplacedc.org**	My Sister's Place offers RISE (Reaching Independence through Survivor Empowerment), an innovative transitional-to- permanent housing program which helps families fleeing from domestic violence move from crisis and homelessness to safety and stability. They provide case management and supportive resources.
Missionaries of Charity, Queen of Peace 3310 Wheeler Road, SE Washington, DC 20005 (202) 562-6890 **www.mysistersplacedc.org**	Missionaries of Charity serves as a haven for pregnant women and their child(ren) under 3 years old.

Organization	Information
Mt. Carmel House 471 G Place, NW Washington, DC 20001 (202) 289-6315 **www.catholiccharitiesdc.org**	Mt. Carmel House is a permanent supportive housing program for women recovering from homelessness. Each resident has her own bedroom and works closely with the in-house case management team. An onsite Job Center with computers, printers and internet allows residents, with guidance from staff, to search for and secure employment. Workshops ranging from financial literacy to basic education to substance abuse are held regularly. Founded in 1980, Mt. Carmel House has 21 individual rooms and a full kitchen, as well as a private outdoor garden.
The National Reentry Network & SOME (So Others Might Eat) Reentry Housing Initiative The National Reentry Network for Returning Citizens 3227 Dubois Place, SE Washington, DC 20019 (202) 584–1000 **https://thenationalreentrynetwork.org/** So Others Might Eat (SOME) 71 O Street, NW Washington, DC 20001 (202) 797-8806 **www.some.org/**	The National Reentry Network for Returning Citizens and SOME (So Others Might Eat) have partnered to provide housing to returning citizens. Applicants must provide proof of residency and identification and be drug and alcohol free. Residents will be provided with housing and comprehensive case management.

Organization	Information
The Nehemiah Project 508 58th Street, NE Washington, DC 20019 https://nehemiahprojectdc.org/	The Nehemiah Project's (TNPDC) mission is to provide assistance to returning citizens, veterans, and those in recovery to obtain the treatment and support necessary to lead a healthy and productive life. They provide a safe and structured living environment, access to health care and social services, and link returning citizens to opportunities that can lead to a return to individual dignity and self-sufficiency—free from the depravity of homelessness, addiction and alcoholism, and active mental health disorders. The Nehemiah Project provides multiple housing solutions for homeless, justice-involved D.C. residents. Their goal is to reduce recidivism, homelessness, and the costs associated with multiple system and service use among D.C.'s returning citizens. The TNPDC design is an innovative reentry housing partnership model which focuses on establishing supportive housing for individuals at risk of housing instability. **Men's Reentry Housing Pilot Program** The Nehemiah Project also partners with University Legal Service' (ULS) Disability Rights D.C. (DRDC), D.C. Jail and Prison Advocacy Project (JPAP) to provide housing through the Office of Victim Services and Justice Grants (OVSJG) funded D.C. Men's Reentry Housing Pilot Program. The pilot program will combine JPAP's reentry services and The Nehemiah Project's bridge housing with wraparound services, with a goal toward residents securing permanent housing. **ULS Men's Reentry Housing Pilot Eligibility criteria:** • Must be a JPAP client (D.C. resident; documented diagnosis of serious mental illness or intellectual disability; and currently incarcerated or within 12 months of release from jail, prison, or halfway house/ RRC (residential reentry center). • Must be currently and chronically homeless, without safe and stable housing options. • Must have a Qualifying Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) Assessment Score or Clinician Approval. • Must agree to follow the Men's Reentry Housing Pilot Handbook. • JPAP will not accept referrals directly into the housing pilot for individuals they have not worked with before.

Organization	Information
New Endeavors for Women (NEW) 611 N Street, NW Washington, DC 20001 (202) 682-5825 **www.nebw.org**	New Endeavors for Women (NEW) offers transitional and permanent supportive housing for single women and women with children in several housing programs. They provide case management, individual treatment programs, and assistance with medical and mental health care, legal services, employment, personal finances, time management, and goal setting. They have several locations throughout Washington, D.C. Call for more information.
New Beginning Temporary Shelter 1448 Park Road, NW Washington, DC 20010 (202) 332-1505 **www.nccf-cares.org/family-services/**	The New Beginning Temporary Family Shelter provides temporary shelter and comprehensive supportive services to homeless families so they will gain stabilization, self-sufficiency, and stable, permanent housing. Services include: food, clothing, individual, group, and family counseling, intensive case management, parent education, life skills training, ABE/GED instruction, and access to community resources, housing assistance, and bi-lingual translators upon request.
New Journeys II (New Endeavors by Women) 908 8th Street, NE Washington, DC 20003 (202) 847-0211 **www.nebw.org/**	New Journeys is an open-ended permanent supportive housing program that offers structure and support in a dorm-style setting for six women aged 55 and older, most of whom have chronic illness and have been without stable housing for many years. Senior residents receive comprehensive case management and activities specifically designed to enhance and promote an active and healthy lifestyle.
New Pathways (House of Ruth) 700 6th Street, NE Washington, DC 20002 (202) 722-6305 ext. 206 **www.houseofruth.org/tag/new-pathways/**	House of Ruth offers comprehensive services and housing for women and children. Their services range from supportive housing for families and single women in crisis, to therapeutic, developmental daycare for homeless children, and free counseling services to anyone who has been a victim of domestic violence.

Organization	Information
Northwest Center 2702 Ontario Road, NW Washington, DC 20009 (202) 483-7008 **www.northwestcenter.org**	The Northwest Center's maternity home provides transitional, supportive housing to pregnant women – usually homeless or in danger of becoming homeless – between the ages of 18 – 30 and any children they have. Residents enter the program during any stage of pregnancy and may stay in the program for up to 18 months. Their services include pregnancy testing, parenting classes, formula for long-term clients, counseling, material assistance, and emergency diapers.
Oxford Houses 1010 Wayne Avenue Silver Spring, MD 20910 (301) 587-2916 **www.oxfordhouse.org**	Oxford House includes self-supporting, autonomous, self-governing recovery houses for drug and alcohol addiction. There are almost 30 oxford houses in D.C. The number of residents may range from six to fifteen. There are houses for men and women and some house accept women with children. Residents must be sober and drug-free, non-disruptive, and pay an affordable amount for rent. Call or check the Oxford House website for a list of houses and vacancies in D.C. or other parts of the country.
Park Road Transitional Program 1318 Park Road, NW Washington, DC 20010 (202) 328-9680 **www.dccfh.org**	Park Road Transitional Program provides housing for a limited amount of homeless men who are in transition from a substance abuse treatment program, emergency shelter, or other crisis situation. A social worker assists residents with obtaining and remaining in permanent housing, developing life skills, managing stress, stabilizing recovery from substance abuse and finding and maintaining employment.

Organization	Information
Partner Arms II (Housing Up) 4506 Georgia Avenue, NW Washington, DC 20011 (202) 722-6305 ext. 206 **www.housingup.org**	Partner Arms II, a three-story multifamily apartment building on Georgia Avenue, NW, is one of Housing Up's oldest properties. Constructed in 1924 and acquired by Housing Up in 2001, Partner Arms II has operated as transitional housing for formerly homeless families until its recent renovation. Now, Partner Arms II will provide 12 units of permanent supportive housing (PSH) to formerly homeless families.
Partner Arms III (Housing Up) 342 37th Street, SE Washington, DC 20018 (202) 291-5535 ex 305 **www.housingup.org**	Partner Arms III provides 13 units of transitional housing to homeless families. As affordable housing has become increasingly scarce in the District, Housing Up has recognized the importance of permanent housing as the most effective way to end chronic family homelessness. They plan to convert current transitional housing property to permanent supportive housing.
Pathways to Housing 828 Evarts Street, NE Washington, DC 20018 (202) 529-2972 **www.pathwaystohousingdc.org**	Pathways to Housing offers transitional case management and assistance for homeless individuals living with major mental illness. Their "Housing First" model arranges independent housing then assists with case management and referrals to promote community integration. Applicants must be able to demonstrate homelessness, mental illness, and income. Services include ACT crisis assessment: intervention, medication prescription, administration and monitoring, case management and supportive therapy, psychosocial rehabilitation and skill development. Referrals considered from all sources.

Organization	Information
Philemon Mission 247-251 Valley Avenue, SE Washington, DC 20032 (202) 750-6339 **www.philemonmission.org**	The Philemon Mission is a transitional facility that provides temporary housing, comprehensive support services, and community intervention to people returning to D.C. from incarceration, and under-served D.C. citizens and their families in need of comprehensive care. Call to learn more about their intake process.
Public Housing and Housing Vouchers District of Columbia Housing Authority 1133 North Capitol Street, NE Washington, DC 20002 (202) 535-1000 **www.dchousing.org**	Public Housing and Housing Vouchers provides housing and vouchers to low income families. Anyone can apply but the following preference groups exist: homeless, unit unfit for habitation, unit code violations, involuntarily displaced, inaccessibility of unit, rent burdened, working family, elderly, and disabled.
Rock Creek Church Road SRO (Catholic Charities) 624 Rock Creek Church Road, NW Washington, DC 20010 (202) 319-2121 **www.catholiccharitiesdc.org**	Rock Creek Church Road Single Room Occupancy (SRO) focuses on helping formerly homeless women over the age of 25 complete their recovery from homelessness by providing long-term housing support while residents secure meaningful employment and prepare to live independently. Referrals are accepted from social workers, case managers at emergency shelters and transitional housing programs with six months documentation of substance abuse treatment and completion.

Organization	Information
Samaritan Inns 2523 14th Street, NW Washington, DC 20009 (202) 667-8831 Lazarus House 2532 14th Street, NW Washington, DC 20010 Tabitha's House 5020 Colorado Avenue, NW Washington, DC 20011 Elijah House 1316 Euclid Street, NW Washington, DC 20009 **www.samaritaninns.org**	Samaritan Inns provides transitional housing in a comprehensive program that teaches self-sufficiency and life skills to meet the needs of individuals and families experiencing homelessness. They help willing people gain dignity and independence in housing. Residents must attend Alcohol Anonymous (AA) and Narcotics Anonymous (NA) meetings daily, and learn job retention and life skills. Residents then graduate to independent living programs through single resident occupancy's, where they continue to receive case management support. Residents must work or receive regular income.
Sasha Bruce Transitional Living Program 5032 D Street, SE Washington, DC 20019 (202) 675-9385 **www.sashabruce.org**	The Sasha Bruce Transitional Living Program (TLP) provides supervised apartment living for older youth ages 18 to 24 whose family problems prevent them from living at home. Residents may be self-referred or referred through the D.C. Department of Human Services. TLP residents may live in Sasha Bruce managed apartments for up to12 months, receiving counseling, support services, and life skills needed to live independently. TLP requires residents to be enrolled in school, work part-time, and save portions of their income. Some residents are required contribute to their rent. The TLP staff provides counseling, life skills training, career guidance, job referrals, and aftercare counseling to assist TLP graduates in living successfully on their own.

Organization	Information
Shalom House (SOME) 1876 4th Street, NE Washington, DC 20002 (202) 832-3451 **www.some.org**	Shalom House is a Single Room Occupancy (SRO) program providing affordable long-term housing. Residents are required to follow house rules, remain clean and sober, and pay their rent on time. The rent is set at 30% of the resident's income. Shalom House has the capacity to house up to 94 clients. For more information contact Shalom House or visit the SOME website.
Sherman Avenue (Coalition for the Homeless) 2822-2824 Sherman Avenue, NW Washington, DC 20001 (202) 347-8870 **https://dccfh.org/programs/permanent-housing/permanent-housing-for-men/**	Sherman Avenue provides transitional housing to formerly homeless men who have demonstrated that they are ready for independent living and are prepared to assume responsibility for their lives. Each building has single rooms for rent with a common kitchen, bathroom, living room, and dining area. Tenants form a partnership with the Coalition to remain alcohol and drug free during their tenancy. Most of the tenants eventually move on and find traditional one or two bedroom apartments.
Sexual Minority Youth Assistance League (SMYAL) Youth Houses 1876 4th Street, NE Washington, DC 20002 (202) 546-5940 **www.smyal.org**	The SMYAL Youth Houses accommodate 26 residents in a transitional living program for youth ages 18-24. The Youth Housing program provides safe and stable shelter, food, case management services, crisis intervention, and community support for its residents. Residents meet weekly with case managers to collaboratively work on their individualized service plans. The Youth Housing program offers monthly life skills courses and community engagement opportunities including nutrition and cooking classes, financial literacy, healthy relationships and communication, self defense classes, and resume workshops. Entry into the program is a part of the District of Columbia coordinated entry system for homeless people. Anyone interested in entering the program will need to have an intake interview.

Organization	Information
SOME (So Others Might Eat) 71 O Street, NW Washington, DC 20001 (202) 797-8806 **www.some.org**	SOME offers safe and dignified affordable apartments for individuals and families experiencing homelessness and/or poverty in D.C. They have multiple locations throughout the city. SOME's housing programs combine safe, affordable, long-term housing with supportive services that help adults and children reach their full potential and empower them to lead increasingly independent lives. Many of their locations are included in this directory but it may not be a complete list. Call, visit, or go to their website for more information.
Sinai Assisted Housing Foundation 3100 Military Road, NW Washington, DC 20015 (202) 986-4701 **www.sinaihouse.org**	Sinai Assisted Housing Foundation offers transitional housing for homeless families. Residents are able to live at Sinai House for two years, while working to achieve stability and independence. We provide a wide range of social services to the residents to support them in this transitional phase. The program sets financial, educational and employment goals for each member of the family and helps them to achieve these goals.

Organization	Information
The Webster House (Coalition for the Homeless) 4236 14th Street, NW Washington, DC 20011 (202) 722-4544 **www.dccfh.org**	Webster House provides transitional housing to formerly homeless men. Supportive services include case management, employment and housing placement assistance, financial management counseling, substance abuse counseling, and clothing assistance.
Thrive DC 1525 Newton Street, NW Suite G1 Washington, DC 20010 (202) 737-9311 **www.thrivedc.org**	Thrive D.C.'s New Directions Re-entry Program helps men and women who have been recently incarcerated in jail or prison. They provide case management services, including referrals for housing, sobriety maintenance, employment assistance, and life skills education. They also provide meals, toiletries, and clothing.

Organization	Information
University Legal Services (ULS); Disability Rights D.C. (DRDC); D.C. Jail and Prison Advocacy Project (JPAP) 220 I Street, NE Suite 130 Washington, DC 20002 Intake Coordinator (202) 547-4747 x135 **www.uls-dc.org/protection-and-advocacy-program/programs/dc-jail-and-prison-advocacy-project/**	The D.C. Jail and Prison Advocacy Project (JPAP) is a project within Disability Rights D.C. (DRDC) under University Legal Services (ULS). Their team assists formerly incarcerated residents of D.C. who are diagnosed with psychiatric or intellectual disabilities by advocating for them during their reentry. They use an evidence-based, client-centered approach to reentry for individuals with serious mental illness, intellectual disabilities, traumatic brain injuries, and co-occurring substance use disorders. The clients they serve have significant histories of trauma, poverty, victimization, criminal system involvement, and more. **D.C. Jail and Prison Advocacy Project (JPAP) Eligibility Criteria** • D.C. Resident. • Currently incarcerated or in DOC or BOP custody at a halfway house/RRC (residential reentry center) or under home confinement, preferably at three to six (3-6) months prior to release. • Documented diagnosis of serious mental illness or intellectual disability. **ULS Men's Reentry Housing Pilot Program** In 2020, the District of Columbia created a Men's Reentry Housing Pilot program, based on a housing first model, which will serve men who were homeless before incarceration or who are homeless after long-term incarceration. The Disability Rights D.C. Jail and Prison Advocacy Project (JPAP) has been selected to run the ULS Men's Reentry Housing Pilot. With the support of the Office of Victim Services and Justice Grants (OVSJG), this housing-first model will fill a critical housing gap for chronically homeless D.C. returning citizens diagnosed with mental illness, intellectual disabilities, and co-occurring substance use disorders (SUDs). JPAP is partnering with The Nehemiah Project DC (TNPDC), whose primary mission is to provide reentry housing. **ULS Men's Reentry Housing Pilot Eligibility Criteria:** • Must be a JPAP client (see eligibility criteria above). • Must be currently incarcerated, in DOC or BOP custody, or within 12 months of release. • Must be currently and chronically homeless, without safe and stable housing options. • Must have a Qualifying Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) Assessment Score or Clinician Approval. • Must agree to follow the Men's Reentry Housing Pilot Handbook. • JPAP will not accept referrals directly into the housing pilot for individuals they have not worked with before.

Organization	Information
D.C. HOUSING ASSISTANCE ORGANIZATIONS AND LEGAL PROVIDERS	
Bread for the City Southeast Center 1640 Good Hope Road, SE Washington DC 20020 (202) 561-8587 Northwest Center 1525 7th Street, NW Washington, DC 20001 **Legal Clinic:** (202) 386-7616 **https://breadforthecity.org/legal/**	Bread for the City's Legal Clinic provides advice and representation to tenants in landlord-tenant and subsidized housing cases. They provide same-day advice and representation to people facing eviction or loss of a housing subsidy.
Capital Area Asset Builders 1100 H Street, NW Washington, DC 20005 (202) 419-1440 **www.caab.org**	Capital Area Asset Builders offers free assistance with accessing credit report and disputing inaccuracies. The organization has multiple programs including the DC Opportunity Accounts Program, which assists low-to-moderate-income D.C. residents to save money for buying a home, launching or expanding a small business, paying for post-secondary education, and other key long-term asset building initiatives.

Organization	Information
Christian Legal Aid of the District of Columbia Central Union Mission 65 Massachusetts Avenue, NW Washington, DC 20001 DC Dream Center 2826 Q Street, SE Washington, DC 20020 Main Office 907 Maryland Avenue, NE Washington, DC 20002 (202)-710-0592 **www.christianlegalaid-dc.org**	Christian Legal Aid of the District of Columbia sponsors free legal aid clinics that provide help in housing law. Please call for intake hours. They also partner with community organizations and churches to provide monthly workshops. Contact their office for more information on locations and hours.
D.C. Housing Finance Agency 815 Florida Avenue, NW Washington, DC 20001 (202) 777-1600 **www.dchfa.org/homeownership/available-programs/homesaver/**	The D.C. Housing Finance Agency offers two mortgage assistance programs through its **HomeSaver Program**. The **Mortgage Payment Assistance Program** offers mortgage payment assistance for up to 24 months and/or up to $60,000 for unemployed and underemployed borrowers with a qualifying hardship. The **Restore Assistance Program** offers a one-time payment, up to $60,000, to "catch-up" on delinquent property-related expenses such as property taxes, mortgage payments, homeowner association fees, condo fees, hazard insurance, legal fees, etc. Applicants must be able to sustain future payments going forward.

Organization	Information
D.C. Department of Housing and Community Development (DHCD) 1800 Martin Luther King Jr. Avenue, SE Washington, DC 20020 Phone: (202) 442-7200 **www.dhcd.dc.gov**	Through a partner network of Community Based Organizations (CBOs), DHCD provides counseling services and training to tenants, potential homeowners, and current homeowners. Specific topics include foreclosure prevention or mitigation, credit counseling, home/budget management, homebuyers clubs and relocation, applying for program assistance, managing the home purchase process, homeowner training, apartment locating, and other services that assist residents with housing needs. Renter assistance is also provided to aid tenants in understanding their rights and responsibilities, including issues such as potential displacement, rental/eviction counseling and ongoing apartment management. Workshops are offered by their CBO partners on a regular basis throughout the month and one-on-one counseling is available by appointment.
DHCD NETWORK OF COMMUNITY BASED ORGANIZATIONS	
AARP Legal Counsel for the Elderly **www.aarp.org/legal-counsel-for-elderly**	601 E Street, NW Washington, DC 20049 (202) 434-2120
Central American Resource Center **http://carecendc.org**	1460 Columbia Road, NW #C1 Washington, DC 20009 (202) 328-9799
Greater Washington Urban League **www.gwul.org**	2901 14th Street, NW Washington, DC 20009 (202) 265-8200

Organization	Information
Housing Counseling Services, Inc. http://housingetc.org	2410 17th Street, NW Washington, DC 20009 (202) 667-7006
Latino Economic Development Center www.ledcmetro.org	1401 Columbia Road, NW Unit C-1 Washington, DC 20009 (202) 588-5102
Lydia's House, Inc. www.lh4us.org	4101 Martin Luther King Jr. Avenue, SW Washington, DC 20032 (202) 373-1050
Manna, Inc. www.mannadc.org	6856 Eastern Avenue, NW Washington, DC 20012 (202) 832-1845
Marshall Heights Community Development Organization https://mhcdo.org	3939 Benning Road, NE Washington, DC 20019 (202) 396-1200
MiCasa https://micasa-inc.org	6230 3rd Street, NW Washington, DC 20011 (202) 722-7423
United Planning Organization (UPO) www.upo.org/housing-counseling	301 Rhode Island Avenue, NW Washington, DC 20001 (202) 238-4600
University Legal Services, Inc. www.uls-dc.org/housing-counseling-programs/about-hcp	1800 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 889-2196 3939 Benning Road, NE Washington, DC 20019 (202) 527-7070 (202) 547-4747

Organization	Information
DC Housing Authority (DCHA) 1133 North Capitol Street, NE Washington, DC 20002 202-535-1000 **www.dchousing.org**	The District of Columbia Housing Authority (DCHA) provides assistance to help these families obtain safe, quality and affordable housing through three types of programs: Public Housing Program, Housing Choice Voucher Program ("section 8") and the Moderate Rehabilitation Program.
D.C. Housing Finance Agency (DCHFA) 815 Florida Avenue, NW Washington, DC 20001 (202) 777-1600 **www.dchfa.org**	To advance the District of Columbia's housing priorities, DCHFA invests in affordable housing and neighborhood development, which provides pathways for D.C. residents to transform their lives. DCHFA's Single Family Programs division manages all of the Agency's homeownership programs with the goal of expanding and retaining homeownership opportunities in the District through the DC Open Doors mortgage loan programs, down payment assistance loans, the Mortgage Credit Certificate program, the co-administration of the Home Purchase Assistance Program, the Reverse Mortgage Insurance and Tax Payment Program (ReMIT), and DC4ME PLUS.

Organization	Information
The District of Columbia Office of Human Rights (OHR) 441 4th Street, NW Suite 570 North Washington, DC 20001 (202) 727-4559 **www.ohr.dc.gov**	The District of Columbia Office of Human Rights (OHR) investigates and resolves housing discrimination complaints.
Housing Counseling Services (HCS) 2410 17th Street, NW Suite #100 Washington, DC 20009 (202) 667-7006 Rental Assistance Hotline: (202) 667-7339 **www.housingetc.org**	Housing Counseling Services provides comprehensive housing counseling, training, advocacy, technical assistance and housing opportunities for low- and moderate-income home buyers, home owners, and tenants to help them achieve successful living in healthy, safe, and affordable homes. The goal of HCS is to prevent homelessness and increase sustainable housing opportunities by providing the skills, self-esteem and empowerment necessary within families and communities.

Organization	Information
Legal Aid Society of the District of Columbia 1331 H Street, NW Suite 350 Washington, DC 20005 (202) 628-1161 **www.legalaiddc.org/**	Keeping families in safe, affordable housing is at the core of Legal Aid Society's housing law practice. Their housing law attorneys understand the importance of people getting effective and timely relief in matters such as eviction, housing code violations, the termination of housing subsidies, and the preservation of affordable housing. They represent clients in eviction cases in the Landlord and Tenant Branch of D.C. Superior Court and in administrative hearings to preserve housing subsidies and challenge unlawful rent increases. Legal Aid housing law attorneys also assist clients living in deplorable housing conditions by representing them in affirmative suits to obtain repairs. They also work with tenant associations to exercise their rights under the Tenant Opportunity to Purchase Act (TOPA) and to protect their rights under the District's rent control law.
Legal Counsel for the Elderly (LCE) 601 E Street, NW Washington, DC 20049 (202) 434-2120 **www.aarp.org/legal-counsel-for-elderly/**	Legal Counsel for the Elderly's (LCE) attorneys and social workers are committed to bridging the justice gap for vulnerable D.C. elders. They fight to prevent evictions and foreclosures; obtain Social Security, Medicaid and Veterans benefits that are due to their clients; advocate for nursing home residents, prepare wills and powers of attorney, and much more. They will see clients in their office or in client's homes and neighborhoods. LCE's mission is to help D.C's elders live with dignity and the assurance that they are not alone.

Organization	Information
LinkU **https://linkudmv.org** (intended for consumers to search on their own) **https://staff.linkudmv.org/login** (intended for those working on behalf of consumers)	LinkU is a free online resource and referral guide for D.C., Maryland, and Virginia, available to the public and community-based organizations (CBOs). LinkU connects people to verified social and medical care providers in their communities. This is especially useful to returning citizens in search for housing, healthcare, food, transportation, employment services, and other support services to successfully reintegrate back into society. As an added benefit, CBOs who support returning citizens can become "LinkU staff members," which grants the agency access to additional features.
Neighborhood Assistance Corporation of America (NACA) 7731 Alaska Avenue, NW Washington, DC 20012 (202) 328-6333 **www.naca.com**	Neighborhood Assistance Corporation of America ("NACA") is a non-profit, community advocacy and homeownership organization. NACA's primary goal is to build strong, healthy, neighborhoods in urban and rural areas nationwide through affordable homeownership. NACA has made the dream of homeownership a reality for thousands of working people by counseling them honestly and effectively, enabling even those with poor credit to purchase a home or modify their predatory loan with far better terms than those provided even in the prime market.

Organization	Information
Neighborhood Legal Services Program (NLSP) Headquarters 64 New York Avenue, NE Washington, DC 20002 (202) 832-6577 Far Northeast Office 4609 Polk Street, NE Washington, DC 20019 (202) 832-6577 Southeast Office 2412 Minnesota Avenue, SE Washington, DC 20020 (202) 832-6577 **www.nlsp.org**	To get legal help from the Neighborhood Legal Services Program (NLSP), you must first talk to an NLSP intake specialist, who will check your eligibility. Please call for their intake hours and to speak to a specialist. 202-832-NLSP (6577). NLSP provides services for tenants all across D.C. They will consider handling the following types of housing problems for people who meet their income guidelines: SERVICES FOR TENANTS • Housing Discrimination, including but not limited to: – Denials based on criminal record – Denials based on source of income • Termination of a housing subsidy or voucher • Eviction defense – Assistance for tenants facing wrongful eviction – Including if the house is in foreclosure, being sold by the owner, or sold at a tax sale • Poor housing conditions, including but not limited to: – lack of heat, air conditioning, water or electricity – bad plumbing – rodents, roaches, bugs or other infestations • Requests for transfer vouchers, including for reasonable accommodations for disabilities • Failure to return a security deposit • Incorrect rent or utility allowance calculations • Wrongful utility disconnections • Tenant groups that seek to correct problems affecting many residents including: – Violations of the Tenant Opportunity to Purchase Act – Poor conditions – Threatened destruction or sale of a multi-family property Please call them if you have a problem with conditions in your housing or if you are afraid you may lose your housing for any reason. If they cannot assist you, they will try to help you find an organization that can.

Organization	Information
Rising for Justice (formerly D.C. Law Students in Court) 901 4th Street, NW Suite 6000 Washington, DC 20001 (202) 638-4798 **www.risingforjustice.org**	Rising for Justice's Eviction Defense Services provides civil legal assistance for individuals facing eviction in D.C. They serve people from their office inside D.C. Superior's Landlord-Tenant Court. They are open for intake every hour the court is in session. They seek to combat housing insecurity and keep families in their homes by defending against wrongful evictions and empowering residents who live in unsafe living conditions.
Washington Legal Clinic for the Homeless 1200 U Street, NW Washington, DC 20009 (202) 328-5500 **www.legalclinic.org/**	The mission of the Washington Legal Clinic for the Homeless is to use the law to make justice a reality for people who struggle with homelessness and poverty. They combine community lawyering and advocacy to achieve their clients' goals. Expert staff and a network of volunteer attorneys provide low barrier, comprehensive legal services at intake sites throughout the D.C., to help people access housing, shelter, and life-saving services.

Organization	Information
EMERGENCY FOOD/SOUP KITCHENS/FOOD PANTRIES	
19th Street Baptist Church 4606 16th Street, NW Washington, DC 20011 (202) 829-2773 **www.everyblessing.org**	Emergency food baskets with non-perishables items and occasionally fresh meat are available for pick-up at the 19th Street Baptist Church during limited hours on Wednesday and Fridays. Individuals must provide a referral from a social services agency and a photo ID to pick-up food baskets. Please call the phone number listed to verify pick-up hours.
6th Presbyterian Church 5413 16th Street, NW Washington, DC 20011 (202) 723-5377 **www.sixthpresbyterian.org**	Emergency food bags are available for pick-up at the 6th Presbyterian Church during limited hours on the 2nd and 4th Wednesday of every month. Individuals can only receive food bags twice. Individuals can pick-up food for another person by calling the phone number listed and presenting their ID before food distribution. Please call the phone number listed to verify pick-up hours.

Organization	Information
Access Housing, Inc. (Southeast Veteran's Center and Chesapeake House) 820 Chesapeake Street, SE Washington, DC 20032 (202) 561-8387 840 Chesapeake Street, SE Washington, DC 20032 (202) 561-2333 **https://accesshousingincdc.wordpress.com/**	Access Housing, Inc. provides food, employment assistance, case management, clothing, hygiene packets, housing counseling, transportation services, barber services, medical services, and computer access to veterans. Please call the phone number listed to verify service hours.
Allen Chapel AME 2439 Ainger Place, SE Washington, DC 20020 (202) 889-7296 **http://acamec.org/ministries/allen-food-pantry/**	Food is available for pick-up at Allen Chapel Food Pantry during limited hours. Bagged lunches for seniors and children are available for pick-up during limited hours on the weekend. The food pantry also provides clothes distribution, nutrition classes, and blood pressure checks. Please call the phone number listed to verify pick-up and service hours.
Ambassador Baptist Church 1412 Minnesota Avenue, SE Washington, DC 20020 (202) 678-1993	Food and clothes are available for pick-up at the Ambassador Baptist Church (ABC) during limited hours on every Saturday and 4th Thursday of the month. ABC also offers spiritual counseling and employment services. Individuals must provide a referral from a social services agency, picture ID and completed intake form (name, number of people in household and proof of income) to receive USDA commodities. Please call the phone number listed to verify pick-up and service hours.

Organization	Information
Amour House (Scripture Church Community Life Center) 1331 9th Street, NW Washington, DC 20001 (202) 483-9400	Food bags with non-perishable items, fresh meat and can vegetables are available for pick-up at Amour House during limited hours Tuesday through Friday. Amour House also offers employment and career development services including but not limited to computer training, GED tutoring, resume writing, and interview training. Please call the phone number listed to verify pick-up and service hours.
Anacostia Network Food Pantry (St. Philip's Evangelist Episcopal) 2001 14th Street, SE Washington, DC 20020 (202) 678-4300 **https://episcopalchurch.org/parish/st-philips-episcopal-church-washington-dc**	Food is available for pick-up at St. Philip's Evangelist Episcopal Food Pantry during limited hours. Bagged lunches for seniors and children are available for pick-up during limited hours on the weekend. The food pantry also provides clothes distribution, nutrition classes, and blood pressure checks. Please call the phone number listed to verify pick-up and service hours.
Antioch Baptist Church of Deanwood 1105 50th Street, NE Washington, DC 20019 (202) 388-7770 **www.antiochabc.org**	Emergency food is available for pick-up at Antioch Baptist Church of Deanwood by appointment only on weekdays. Food services are primarily available for residents of Ward 7. Individuals who live outside of Ward 7 will be accommodated on a case-by-case basis. Individuals must provide a referral from a social services agency, and proof of D.C. residency to receive food services. Please call the phone number listed to make an appointment for food pick-up.

Organization	Information
A.P. Shaw Food/Clothes Pantry (Brighter Day Ministries) 3209 5th Street, SE Washington, DC 20032 (202) 889-3660 **www.brighterdaydc.org/contact**	Emergency food and clothing are available for pick-up at A.P. Shaw Food/Clothes Pantry during limited hours on Tuesday, Wednesday and Thursday. Individuals must provide a form of ID and proof of D.C. residency to receive food services. A referral from a social services agency is preferred but not required to receive food services. Brighter Family Life Center also offers substance abuse and adult literacy programs. Please call the phone number listed to verify pick-up hours and to inquire about these programs.
Assumption Parish Outreach Roman Catholic Church 3401 Martin Luther King, Jr Avenue, SE Washington, DC 20020 (202) 561-5941 **https://assumptiondc.org/outreach/**	Groceries are available for pick-up at Assumption Parish Outreach during limited hours on Monday, Wednesday and Friday. Clothing is available for pick-up behind the church at 220 Highview Street, SE during limited hours on Wednesdays. Individuals must provide a form of ID and proof of D.C. residency to receive food and clothing services. Assumption Parish also helps individuals obtain driver's licenses and birth certificates on a limited basis. Please call the phone number listed to verify pick-up and service hours.
Berean Baptist Church 924 Madison Street, NW Washington, DC 20001 (202) 829-8454	Emergency food and clothing are available for pick-up at Berean Baptist Church during limited hours on Friday. Please call the phone number listed to verify pick-up hours.

Organization	Information
Bread for the City 1525 7th Street, NW Washington, DC 20005 (202) 265-2400 1640 Good Hope Road, SE Washington, DC 20020 (202) 561-8587 **www.breadforthecity.org**	3-day emergency non-perishable food bags with occasional fresh meats, vegetables and fruits are available for pick-up at Bread for the City once a month. Food supplies are limited to residents living in NW, SE or SW with dependents under 18, and seniors 60 years and older, and/or work disabled. Clothing is available for pick-up at the SE center during limited hours on Tuesday through Thursday. Please call the phone number listed to verify pick-up hours.
Capital Area Food Bank 4900 Puerto Rico Avenue, NE Washington, DC 20017 (202) 644-9800 **www.capitalareafoodbank.org/**	The Capital Area Food Bank is the anchor of the hunger relief effort in the D.C. region. They directly distribute food to children, seniors and families and partner with over 450 non-profit organizations to provide 30 million meals to almost a half million area residents.
Calvary Food Bank (Crowder Owens) 600 W Street, NE Washington, DC 20002 (202) 635-9053 **www.gmcnation.org/**	Emergency food is available for pick-up at Calvary Food Bank during limited hours on Tuesday, Wednesday and Thursday. Families and senior citizens must provide a referral from a social service agency to receive food services. Clothes are available for pick-up during limited hours on weekdays. A Women, Infants and Children (WIC) Nutrition program is available to interested individuals by appointment only. Please call the phone number listed to verify pick-up and service hours.

Organization	Information
Charlie's Place (St. Margaret's Episcopal Church) 61830 Connecticut Avenue, NW Washington, DC 20009 (202) 232-2995 **www.charliesplacedc.org**	Hot breakfast is served at Charlie's Place during limited hours on Tuesday through Saturday. Charlie's Place also provides case management on Tuesday through Saturday; clothes distribution on Tuesday and Thursday; toiletry distribution on Tuesday through Saturday; barbering services on Wednesday and Friday; medical services on Wednesday; and mail service daily. Individuals are not required to provide a referral from a social service agency to receive services. Please call the phone number listed to verify pick-up and service hours.
Church of the Pilgrims 61830 Connecticut Avenue, NW Washington, DC 20009 (202) 387-6612 **www.churchofthepilgrims.org**	Light lunch is served at Church of Pilgrims during limited hours on Sunday. Please call the phone number listed to verify meal times.
Commodity Supplemental Food Program (Grocery Plus) 5601 East Capitol Street, SE Washington, DC 20019 (202) 645-6087 **www.capitalareafoodbank.org/what-we-do/direct-food-distribution-programs/commodity-supplemental-food-program/**	Supplemental groceries such as bread, fruit, cheese, eggs, potatoes, etc. are available for pick-up at Commodity Supplemental Food Program. Food supplies are limited to individuals 60 years and older, D.C. residents, and low-income individuals. Individuals are eligible to receive groceries one time each month, and must provide a photo ID to receive food services. Please call the phone number listed to verify pick-up hours.

Organization	Information
Community Family Life Services 305 E Street, NW Washington, DC 20001 (202) 347-0511 **www.cflsdc.org/drop-in-center**	Food bags are available for pick-up at Community Family Life Services (CFLS) during limited hours on Tuesday. Women's clothing is available for pick-up during limited hours on Wednesday and Thursday. Men's clothing is available for pick-up during limited hours on Friday. Please call the phone number listed to verify pick-up and service hours.
Covenant Baptist Church UCC 3845 South Capitol Street, SW Washington, DC 20032 (202) 562-5576 **www.covenantdc.org**	Food is available for pick-up at Covenant Baptist Church during limited hours on Thursday. Individuals must provide a proof of D.C. residency to receive food services. The church also provides counseling, pastoral care and crisis intervention services. Please call the phone number listed to verify pick-up and service hours.
DC Health Produce Plus Program 2000 P Street, NW Suite 240 Washington, DC 20036 (202) 601-9200 **www.dcgreens.org/customers**	During the months of June through September, Produce Plus provides eligible D.C. residents with money every week to purchase fresh, local produce at participating farmer's markets in the DMV area. Individuals must provide proof of D.C. residence, and an ID card from any of the following services: SNAP, Medicaid, TANF, Medicare, QMB, WIC, the Senior Farmer's Market Nutrition Program, or SSI Disability to participate in the program. Please visit the website listed to verify the locations of participating farmer's markets.

Organization	Information
The Family Place 3309 16th Street, NW Washington, DC 20010 (202) 265-0149 **www.thefamilyplacedc.org**	Lunch is served at The Family Place (Mt. Pleasant) during limited hours Monday through Thursday. They also provide emergency diapers, baby furnishings and equipment, clothing on weekdays; ESL and computer classes Monday through Thursday; family literacy classes Monday through Thursday; prenatal classes on Wednesday; domestic violence counseling on Tuesday; and nutrition classes on Monday and Friday. Childcare is provided for children of participants attending classes. Please call the phone number listed to verify meal hours and to inquire about classes.
Foggy Bottom Food Pantry 1920 G Street, NW Washington, DC 20006 (202) 331-1495 **www.theunitedchurch.org/new-events/2019/2/9/foggy-bottom-food-pantry-le83x**	The Foggy Bottom Food Pantry provides fresh produce, meats, bread, cereal, and snacks and is staffed entirely by community volunteers. Individuals should bring a photo ID showing their current Washington, D.C. address. Please call the phone number listed to verify pick-up hours.
Food and Friends 219 Riggs Road, NE Washington, DC 20011 (202) 269-2277	Food and Friends offers home-delivered meals, groceries, and nutrition counseling to homebound people living with HIV/AIDS, Cancer, and other serious illnesses.

Organization	Information
Food Center of Ward 7 (Peace Lutheran Church) 4929 Ames Street, NE Washington, DC 20019 (202) 398-5504 **www.foodandfriends.org**	Emergency food is available for pick-up at Food Center of Ward 7 during limited hours Monday through Thursday. Food supplies are available to Ward 7 residents only. Individuals must provide a referral from a social service agency, a photo ID, proof of income, and proof of D.C. residency to receive food services. Please call the phone number listed to verify pick-up hours.
Helping Hands Food Distribution Ministry (First Rising Mt. Zion Baptist Church) 1602 N Street, NW Washington, DC 20001 (202) 289-4480 **www.firstrising.org/community-outreach/helping-hands.html**	Food and clothing is available for pick-up at Helping Hands Food Distribution Ministry during limited hours every Tuesday. Food supplies are limited to elderly, homeless, disabled, and low-income residents of D.C. Individuals must provide proof of income to receive food services. Please call the phone number listed to verify pick-up hours.
Hughes Memorial United Methodist Church 25 53rd Street, NE Washington, DC 20019 (202) 398-3411 **www.hughesmemorial.org**	Food is available for pick-up at Hughes Memorial United Methodist Church during limited hours on Friday. Clothes are available for pick-up during limited hours on the 2nd Saturday of every month except July and August. SHARE Program offers baskets of groceries every month. Individuals must sign-up for food and clothing services, and provide a photo ID and proof of D.C. residency. Please call the phone number listed to verify pick-up hours.

Organization	Information
Immaculate Conception Church 1315 8th Street, NW Washington, DC 20001 (202) 332-8888 **www.immaculateconceptionchurchdc.org**	Emergency non-perishable food is available for pick up at Immaculate Conception Church during limited hours on Monday, Tuesday, Thursday and Friday. Individuals must provide a proof of residence within a 20-block radius of the church. Please call the phone number listed to verify pick-up hours.
Israel Baptist Church Crisis Intervention Center 1251 Saratoga Avenue, NE Washington, DC 20018 (202) 269-0288 **www.israelbaptistchurch.org**	Food including canned goods and packaged goods are available for pick-up at Israel Baptist Church Crisis Intervention Center during limited hours. Clothes, rental, and utility assistance are available during limited hours on Tuesday, Wednesday and Thursday. Please call the phone number listed to verify pick-up and service hours.
Johenning Temple of Praise 1700 Southern Avenue, SE Washington, DC 20032 (202) 561-0100 **www.thetempleofpraise.org**	Food pantry pick-up is available at Johenning Temple of Praise for Ward 8 residents during limited hours on weekdays. Please call the phone number listed to verify pick-up hours.
Loaves and Fishes (St. Stephen and the Incarnation Episcopal Church) 1525 Newton Street, NW Washington, DC 20009 (202) 232-0900 **http://loavesandfishesdc.org**	The Loaves and Fishes program at St. Stephen's Church offers free hot lunches every weekend on the lower level of their church building. Please call to verify meal hours.

Organization	Information
Lutheran Church of the Reformation 212 East Capitol Street, NE Washington, DC 20003 (202) 543-4200 **www.reformationdc.org**	Food bags (non-perishables and packaged goods) are available every other month. Individuals must provide a current D.C. I.D. The church also hosts Alcohol Anonymous (AA) meetings Sunday through Thursday and Narcotics Anonymous (NA) meetings on Monday and Thursday. Please call the phone number listed to verify pick-up and meeting hours.
Martha's Table Headquarters at the Commons 2375 Elvans Road, SE Washington, DC 20020 (202) 328-6608 **www.marthastable.org**	Martha's Table provides no-cost weekday markets at both of their locations. All are welcome to shop for fresh produce and pantry items at these markets once per month. Please call the phone number listed to verify pick-up hours.
Martha's Table at the Maycroft 1474 Columbia Road, NW Washington, DC 20009 (202) 328-6608 **www.marthastable.org**	Martha's Table provides no-cost weekday markets at both of their locations. All are welcome to shop for fresh produce and pantry items at these markets once per month. Please call the phone number listed to verify pick-up hours.

Organization	Information
McKendree Simms Brookland United Methodist Church Community Outreach House 2411 Lawrence Street, NE Washington, DC 20018 (202) 526-3685	The McKendree Simms Brookland United Methodist Church Community Outreach House provides free hot meals and an emergency food pantry to residents of Ward 5. Please call the phone number listed to verify pick-up and meal hours.
McKenna's Wagon Rotating locations downtown (202) 328-6608 **www.marthastable.org**	McKenna's Wagon provides free, healthy food at two downtown locations to D.C. residents undergoing economic hardship or housing instability. The service is provided daily. Please call the phone number listed to verify pick-up hours.
Marshall Heights Meadow Green Community Center 3939 Benning Road, NE Washington, DC 20019 (202) 396-1200 **www.mhcdo.org**	The Marshall Heights Community Development Organization offers low-income seniors 55 and older free groceries at the Meadow Green Community Center. Please call the phone number listed to verify pick-up hours.
Miriam's Kitchen 2401 Virginia Avenue, NW Washington, DC 20037 (202) 452-8926 **www.miriamskitchen.org**	Miriam's Kitchen serves free breakfast and dinner daily out of the basement of Western Presbyterian Church. Please call the phone number listed to verify meal hours.

Organization	Information
Missionaries of Charity Soup Kitchen 3310 Wheeler Road, SE Washington, DC 20032 (202) 562-6890	The Missionaries of Charity provides a daily free breakfast through their soup kitchen. Please call the phone number listed to verify meal hours.
National City Christian Church 5 Thomas Circle, NW Washington, DC 20005 (202) 232-0323 **www.nationalcitycc.org**	National City Christian Church provides a limited food pantry on Wednesdays. Please call the phone number listed to verify pick-up hours.
Newcomer Community Service Center 1628 16th Street, NW Suite 316 Washington, DC 20009 (202) 462-4330	The Newcomer Community Service Center provides a limited food pantry serving staple foods on weekdays. Please call the phone number listed to verify pick-up hours.
Northeastern Presbyterian Church Food Pantry 2112 Varnum Street, NE Washington, DC 20018 (202) 526-1730 **www.nepc-dc.org**	The Northeastern Presbyterian Church provides a food pantry to Ward 5 residents on the third Saturday of each month. Please call the phone number listed to verify pick-up hours and eligibility.

Organization	Information
We Are Family DC 1525 Newton Street, NW Washington, DC 20010 (202) 487-8698 **www.wearefamilydc.org**	We Are Family DC provides seniors with monthly grocery deliveries as well as weekly farmer's market produce deliveries in the summer and fall. Please call the phone number listed to make an appointment and to verify delivery hours and eligibility.
Purity Baptist Church and Urban Center 1325 Maryland Avenue, NE Washington, DC 20002 (202) 397-4333	Purity Baptist Church and Urban Center provides emergency food once a month for Ward 6 families in need. They operate on Monday, Thursday, and Friday. Please call the phone number listed to verify pick-up hours and eligibility.
Ralph Waldo Petey Greene Community Service Center 2907 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 562-3800 **www.upo.org**	The Ralph Waldo Petey Greene Community Service Center provides Ward 8 residents with emergency food and other services Monday through Thursday. Please call the phone number listed to verify pick-up hours and eligibility.
Salvation Army Street Feeding Program Rotating locations downtown (202) 332-5000 ext. 101 **http://salvationarmynca.org/gratepatrol/**	The Salvation Army's Grate Patrol operates every night of the year to provide meals and other materials to homeless and low-income individuals in Washington, D.C. Please call the phone number listed to verify meal and service hours.

Organization	Information
SHARE Food Network Catholic Charities Archdiocese of Washington 3222 Hubbard Road Landover, MD 20785 (301) 864-3115 **www.catholiccharitiesdc.org/share/**	SHARE is a non-profit, community-based organization dedicated to offering healthy, nutritious groceries at a roughly 50 percent discount. SHARE is a great equalizer in a world of great inequality. Everyone is welcome to purchase from them without application, qualification, identification, or documentation. Everyone receives the same, fresh, high-quality food.
St. Columba's Episcopal Church 4201 Albemarle Street, NW Washington, DC 20016 (202) 363-4119 **www.columba.org**	Through their Water Ministry, St. Columba's Episcopal Church provides hot food and other services to those in need. The Water Ministry operates on weekdays with the exception of Wednesdays. Please call the phone number listed to verify meal and service hours.
St. George's Episcopal Church 160 U Street, NW Washington, DC 20001 (202) 387-6421 **www.stgeorgesdc.org**	St. George's Episcopal Church offers free breakfast every other Saturday through their Kwanzaa Kitchen program. Please call the phone number listed to meal hours and reserve a seat.
St. Martin's Social Services 1908 North Capitol Street, NE Washington, DC 20003 (202) 232-1144 **www.stmartinsdc.org**	St. Martin's provides food for D.C. residents both through their partnership with the Capital Area Food Bank and through their SHARE program. The food bank distributes food every Thursday. Please call the phone number listed to verify pick-up hours and eligibility.

Organization	Information
Thrive DC 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311 **www.thrivedc.org**	Thrive DC provides breakfast and dinner on weekdays, as well as an emergency food pantry Monday through Saturday. Please call the phone number listed to verify meal hours and eligibility.
Union Temple Baptist Church Village Keepers Homeless Ministry 1225 W Street, SE Washington, DC 20020 (202) 678-8822 **www.uniontemple.com**	The Union Temple Baptist Church offers feeding programs, and other services to the residents of Wards 6, 7, and 8 on the third Saturday of every month. Please call the phone number listed to verify service hours and eligibility.
Ward Memorial AME Church 241 42nd Street, NE Washington, DC 20019 (202) 398-3899 **www.wardame.org**	Ward Memorial AME Church provides a food pantry every Friday. The church also participates in the Catholic Charities SHARE program. Please call the phone number listed to verify pick-up hours and eligibility.
The Welcome Table: Church of the Epiphany 1317 G Street, NW Washington, DC 20005 (202) 347-2635 **www.epiphanydc.org**	The Church of the Epiphany provides free breakfast on Sundays through their Welcome Table program. Please call the phone number listed to verify meal hours.

13

EMPLOYMENT

EMPLOYMENT

13

This chapter will help you navigate the employment landscape, including the barriers that make obtaining employment challenging. Although this chapter cannot guarantee that you will find employment, it will provide you with general advice and information on how to prepare for and find employment and, once you have it, how to maintain it. At the end of the chapter, you will find a directory that lists all the organizations mentioned within the chapter that may be able to provide you with employment resources and more. With respect to specific programs and services, please see the organizations' websites for more information about eligibility.

Employment empowers you to provide for your needs and those of your family. These needs include housing, healthcare, education, and childcare, which are essential to maintaining healthiness and happiness. Employment may even be a requirement of your period of supervision.

It can also be an important source of personal pride and fulfillment. More importantly, as a source of stability and structure, employment can help you create the life that you want with the financial resources that you need to do so.

BEFORE YOU START

- ☐ Obtain Identification (Learn More in Chapter 6: Identity Records and Personal Documents)
- ☐ Establish an Email Account (Learn More in Chapter 5: Important Tools for Successful Reentry)
- ☐ Obtain Proof of Your Certifications and Diplomas (Learn More in Chapter 6: Identity Records and Personal Documents)
- ☐ Seek Expungement/Record Sealing (Learn More in Chapter 8: Legal Protections for People with Criminal Records)

THINGS TO DO AND CONSIDER

- ☐ 13.1. Prepare for the Job Market
- ☐ 13.2. Prepare to Apply for Jobs
- ☐ 13.3. Consider Alternatives to Traditional Employment
- ☐ 13.4. Prepare to Keep the Position You Have
- ☐ 13.5. Seek Legal Help if You Are Experiencing Employment-Related Issues
- ☐ 13.6 Sample Employers That Have Employed Individuals with Criminal Records
- ☐ 13.7 Online Employment Search Database
- ☐ 13.8 Sample Resumes
- ☐ 13.9 Directory of Resources

13.1 PREPARE FOR THE JOB MARKET

Performing an effective job search is the key to finding meaningful employment. In order to make your job search as productive as possible, you must prepare for the job market beforehand. Effective preparation involves taking practical steps, like obtaining certain documents and understanding your legal rights. It also includes taking advantage of professional development opportunities, like pursuing volunteer opportunities and participating in job readiness programs that help prepare you for employment.

In short, effective preparation can develop your qualifications and increase your confidence to help you put your best foot forward in your applications and interviews. This section will show you how to do it.

GATHER BASIC DOCUMENTS BEFORE APPLYING

Ultimately, you will need proper identification in order to be hired. The identification you present to your employer must both prove your identity and your eligibility to legally work in the United States.

> "I stayed **focused and networked**. I connected with people who believe in second chances and opportunities."
>
> *- Kenneth Baldwin*

The following documents establish both identity and employment eligibility:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- (These cards are commonly referred to as "green cards")
- Employment Authorization Document Card (Form I-766)
- Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record and an endorsement to work

- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A
- Foreign passport containing a Form I-551 stamp or Form I-551 printed notation

The following documents establish identity:

- Driver's License
- Identification card (ID) issued by a federal, state, or local government that contains a photograph or name, date of birth, gender, height, eye color, and address
- School identification card (ID) that includes a photograph
- Voter registration card
- U.S. military card or draft record
- Military dependent's identification card (ID)
- U.S. Coast Guard Merchant Mariner Document (MMD) card
- Native American tribal document
- Driver's license issued by a Canadian government authority

The following documents establish employment eligibility:

- U.S. Social Security account number card that is unrestricted (given to US citizens and permanent residents)
- Consular Report of Birth Abroad (Form FS-240)
- Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
- Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by the Department of Homeland Security (DHS)

More information about these documents may be found at **www.uscis.gov/i-9-central/i-9-central**. You may also find instructions on how to obtain some of these documents in Chapter 6: Identity Documents and Personal Records. Many employers prefer to use direct deposit to pay their employees. So, having proper identification may also be helpful to you in opening a bank account in which to have your pay deposited. If you are interested, more information about opening a bank account can be found in Chapter 15: Finance.

UNDERSTAND YOUR COMMUNITY SUPERVISION REQUIREMENTS FOR EMPLOYMENT

If you are on probation, parole, or supervised release, you should make sure that you understand the conditions of your supervision. Your conditions may impact where you can pursue employment and in which fields or industries. You should make sure to obtain, review, and keep a copy of the certificates outlining your probation, parole, or supervised release conditions for reference.

For more information, please see Chapter 3: Probation, Parole, and Supervised Release. Contact your Community Supervision Officer (CSO) if you have any questions about how to comply with the conditions of your supervision as you search for employment.

OBTAIN COPIES OF YOUR CRIMINAL RECORD

Although employers cannot ask you about your criminal record on your job application, there may be restrictions on the licenses, certifications, or registrations that you can apply for given your criminal record. Certain jobs will require you to have these licenses, certifications, or registrations in order to apply. Also, after you receive a job offer, an employer may ask about your criminal record. You want to be aware of what is on it before they ask you so you are prepared to explain it, if necessary.

Understanding your criminal record will also make your job search more successful. You will be able to focus your time and energy on applying to jobs for which you are eligible to apply.

You can find more information on how to obtain copies of your criminal record, or Record of Arrest and Prosecution (RAP), in the Chapter 6: Identity Documents and Personal Records.

KNOW YOUR LEGAL RIGHTS

OCCUPATIONAL LICENSE PROTECTION

Your criminal record may present some challenges to finding employment. However, you have important legal rights that are meant to reduce some of these challenges. For example, you cannot be banned from obtaining all occupational licenses (e.g. barber or cosmetology license) simply because you have a criminal record. There are laws that determine who is ineligible for certain occupational licenses. For more information, see Chapter 8: Legal Protections for People with Criminal Records.

JOB APPLICATION AND JOB INTERVIEW PROTECTIONS

D.C. has a law called the Fair Criminal Record Screening Amendment Act of 2014, also called "Ban the Box." This law protects people from job discrimination based on their criminal record. The law says that most D.C. employers cannot ask about your criminal background on a job application or during the interview process.

Some employers are exempt from Ban the Box — meaning they can ask about criminal records. Exempt employers include:

- Employers with fewer than eleven (11) employees
- Employers who are hiring people for positions involving the care of children, seniors, or other vulnerable adults
- The federal government
- Other employers designated by law

Employers **not** on this list cannot ask you about your criminal record when you apply for a job. They have to wait until they have made you a conditional job offer. A conditional job offer is a job offer that is dependent on a potential employee

meeting certain requirements, such as a passing a background check, physical examination, or an aptitude (ability) test. If you have received a conditional offer, an employer **can** run a background check and ask questions about your criminal history.

In addition, employers cannot take back a job offer when they learn about your criminal record unless they have a legitimate business reason. Employers must consider these factors:

- The relationship between your offense and the job you are applying for
- The time that has passed since your offense
- The seriousness of the offense and your age at the time
- Other information you bring them (employers must give you a chance to provide information that supports your suitability for the job)

Tip: If an employer has made you a conditional job offer and plans to run a background check, what should you do? It may be a good idea to tell the employer what the background check will show. This gives you a chance to explain how you have grown as a person since your arrest or conviction and why you are qualified for the job. Of course, you should weigh the pros and cons when deciding whether to share this information. It may be a good idea for some employers and not for others.

If a company you applied to violates Ban the Box, you can file a complaint with the D.C. Office of Human Rights. This office will investigate the situation. If it finds that you were discriminated against, it may impose a penalty on the employer and you will get compensation. Unfortunately, there is no other remedy. The employer does not have to give you a job even if it violated the law.

You can learn more here: **https://ohr.dc.gov/page/returningcitizens/applicants**.

CREDIT HISTORY PROTECTION

In D.C. employers are not allowed to ask you about your credit history during the application process. See Chapter 8: Legal Protections for People with Criminal Records for more information.

If you have further questions about your legal rights, contact any of the legal

organizations listed in the directory at the end of the chapter.

If you had your criminal record sealed and you have reason to believe that your employer might have been able to review your record, contact any of the organizations listed below.

Organizations that can provide employment-related legal assistance:

- Catholic Charities' Legal Network
- Christian Legal Aid of the District of Columbia
- Community Defender Division (CDD) – The Public Defender Service for the District of Columbia (PDS) Prisoner & Reentry Legal Services
- Employment Justice Center (EJC)
- General Practice Clinic – The David A. Clarke School of Law at the University of the District of Columbia (UDC)
- Neighborhood Legal Services Program (NLSP), Rising for Justice
- The District of Columbia Office of Human Rights (OHR)
- Washington Lawyers' Committee for Civil Rights and Urban Affairs
- Whitman-Walker Health Legal Services Clinic

GAIN EXPERIENCE AND BUILD YOUR RESUME

Enhancing your skillset can boost your strength as an applicant. Doing so can even help you feel more confident during your interview and improve your success on the job. You will find suggestions below on how to gain experience and build your resume listed below.

PARTICIPATE IN WORKFORCE DEVELOPMENT PROGRAMS

Participating in a workforce development (job readiness) program will allow you to strengthen your skills in a particular field to get you ready for employment. You may especially benefit from a workforce development program if you are interested in construction, automotive repair, or hospitality. There are a number of workforce development programs in D.C. that offer training in a variety of fields. These programs are referenced below and in the Directory of Resources at the end of this chapter. These programs cannot only help you obtain employment, but maintain employment as well.

"When I was released from prison, I hit the ground running. Even though I knew I had no experience in the position I was going for, I knew I had the skills and the gift to operate successfully in the role. I just needed someone to give me the opportunity to work. In addition, I had no knowledge on how to create a resume, how to use the computer to search for a job and apply, or how to prepare for an interview. **I had to learn fast, so when I came home, I contacted some of my connections to see if I could get help**. One of my resources worked at the career center. She told me I needed to come register at the career center, so I would be able to find a job and get additional assistance."

-Tanisha Murden (from Tanisha's longer story)

Organizations that can provide assistance with workforce development programs:

- Academy of Hope
- American Job Centers (sponsored by the Department of Employment Services (DOES))
- Building Futures Construction Pre-Apprenticeship Training Program
- Byte Back, Calvary Women's Services
- Carlos Rosario International Career Center and Public Charter School
- Catholic Charities' Employment Services
- Center Empowerment and Employment Training (CEET)
- Columbia Lighthouse for the Blind, Community College Preparatory Academy (CC Prep)
- Congress Heights Community Training Development Corporation (CHCTDC)
- Covenant House
- D.C. Central Kitchen Culinary Job Training Program
- Department of Employment Services (DOES)
- District of Columbia Infrastructure Academy (DCIA)
- Edgewood/Brookland Family Support Collaborative
- Emery Work Bed Program at the Coalition for the Homeless
- Emery Work Bed Program at the Coalition for the Homeless
- Excel Automotive Industry
- Fatherhood Initiative (sponsored by the District of Columbia Department of Human Services)
- H.O.P.E. Project
- Jobs Have Priority (JHP)
- Living Classroom
- Living Wages
- New Course Restaurant and Catering
- Opportunities Industrialization Center Washington D.C. (OIC/DC)
- Project Empowerment (sponsored by the Department of Employment Services (DOES))
- Samaritan Ministry of Greater Washington
- Senior Community Service Employment Program (SCSEP) (sponsored by the Department of Employment Services (DOES))
- Skyland Workforce Center
- So Others Might Eat (SOME)
- Suited for Change
- The Arc District of Columbia
- The Hope Foundation Reentry Network
- United Planning Organization (UPO)
- Urban Ed, Inc.
- Vocational Opportunities Training and Education/Employment (V.O.T.E.E.) (sponsored by the Court Supervision and Offender Services Agency (CSOSA))
- Vocational Rehabilitation (VR) Services from the Department on Disability Services
- Work Force Development Program at the University of the District of Columbia (UDC) Community College

RETURN TO SCHOOL

Additional education could also boost your likelihood of success in your job search and in the job market. The type or level of education that you pursue will depend on the positions in which you are most interested. If you are interested in an entry-level position, you may want to complete your high school degree or obtain a General Education Development (GED) diploma. Either may be helpful in fields such as construction, mechanical repairs, food service, physical therapy, and real estate. If you are interested in a specialized position, especially in the healthcare and Information Technology (IT) fields, you may want to enroll in a certificate program. These programs, which can often take only a few months to complete, can develop your skills to give you a more competitive advantage in your chosen field. If you are interested in a position in management, you may want to consider pursuing a college degree. A college degree will help boost your success as a job applicant in many fields that you choose to pursue.

You might want to work on your more practical skills. These include your literacy (reading, writing, and math) skills, computer skills, and language skills. Enhancing these skills can improve your likelihood of success in your job search now and your professional goals in the future.

More information about pursuing educational opportunities may be found in Chapter 14: Education.

Organizations that can provide assistance with pursuing educational opportunities:

- Academy of Hope
- Building Futures Construction Pre-Apprenticeship Training Program
- Byte Back
- Carlos Rosario International Career Center and Public Charter School
- Center Empowerment and Employment Training (CEET)
- Congress Heights Community Training Development Corporation (CHCTDC)
- Covenant House
- Department of Employment Services (DOES) American Job Centers
- Edgewood/Brookland Family Support Collaborative
- H.O.P.E. Project
- Living Wages
- Opportunities Industrialization Center Washington D.C. (OIC/DC)
- Samaritan Ministry of Greater Washington, Skyland Workforce Center
- So Others Might Eat (SOME)
- Southeast Ministry
- United Planning Organization (UPO)
- Urban Ed, Inc.
- Vocational Opportunities Training and Education/Employment (V.O.T.E.E.) (sponsored by the Court Supervision and Offender Services Agency (CSOSA))
- Vocational Rehabilitation (VR) Services from the Department on Disability Services
- Work Force Development Program at the University of the District of Columbia (UDC) Community College

EXPLORE VOLUNTEER AND INTERNSHIP OPPORTUNITIES

Volunteering and interning can be just as valuable as full-time employment in terms of gaining meaningful work experience. Volunteering and interning are quite similar. Both involve working for a limited time for an employer with set responsibilities. However, the major difference between the two is that volunteer opportunities are almost always unpaid, while internships may be paid or unpaid.

Volunteering and interning can allow you to build your practical and specialized skills and develop new ones. If you choose to volunteer or intern, you should do so with an employer that specializes in your chosen

field. You should also pursue a position that is related to one you would eventually like to pursue.

Your manager or supervisor can be a resource to you as you search for jobs. They can provide letters of recommendation, referrals to opportunities, and employment advice. Volunteering and interning with an employer may eventually lead to full-time employment with that employer as well.

The easiest way to obtain a volunteer or internship opportunity is to research employers with which you might want to work. Your research might involve reading the employers' websites or calling the employers to ask representatives for more information about their work. A list of employers that are known to be willing to hire people with criminal records and a list of online job search databases may be found at the end of this section. These might be good places to begin your search for volunteering or interning opportunities.

Once you have found a few employers that interest you, look into whether they offer volunteer or internship opportunities. If they do, follow the instructions on how to sign up or apply. If they do not, you may want to ask about shadowing opportunities. You can learn more about volunteer opportunities by calling Serve D.C. – the Mayor's Office on Volunteerism in D.C. government, (202) 727-7925.

Shadowing means following an employee over a period of time while they perform their job responsibilities. You may even have the opportunity to perform some of the tasks yourself. Shadowing will give you a sense of what working in a particular field or position involves. In order to shadow an employee, you will need permission to do so from the employee and the employment organization.

Like volunteering and interning, shadowing can help you gain work experience. It can also help you develop a meaningful relationship with someone who can provide you with a reference or letter of recommendation in the future. Shadowing can also help you determine what field or position you want to pursue if you are still making a decision.

"I've been through dozens of talks about my incarceration in terms of employment. First, I tried to hide my history of incarceration because I was being turned away from so many jobs. However, employers would always find out. **After being coached by my network, I developed a way to communicate more effectively about my incarceration to employers**. Now I usually tell employers that I made unhealthy choices in the past that I'm not proud of that led to my incarceration. I follow up by letting them know things I've done to help with decision-making and highlight any professional and academic accomplishments I've made since being released from prison. This is usually accompanied by extra paperwork and long lists of references to prove that I'm ethically strong, and that I have the emotional intelligence to function in professional settings."

— *Charles Elliot*

CONSIDER AN APPRENTICESHIP OR TRAINING

An apprenticeship is an opportunity to further your education and skills in a trade. Through an apprenticeship, you will be provided with classroom and on-the-job training from licensed professionals in your chosen trade. An apprenticeship can allow you to gain meaningful work experience and develop professional relationships while earning a salary.

An apprenticeship can be a several months or as long as several years, but the time that you will spend as an apprentice will be more than worthwhile. After you have graduated from your apprenticeship, you will be awarded a certificate that will qualify you for employment anywhere in the country. Furthermore, your apprenticeship may be a stepping stone to future employment with the employer that sponsors your apprenticeship.

APPRENTICESHIP D.C.

The Department of Employment Services (DOES) offers an apprenticeship program called Apprenticeship D.C. This program connects D.C. residents to employers through apprenticeship opportunities that meet industry-specific hiring and training standards. The program was launched in 2017 to promote both pre-apprenticeship and registered apprenticeship (RA) work-based learning models. The program assists interested businesses in developing and implementing customized apprenticeship offerings that meet industry specific hiring and training needs.

In order to apply, you generally must be at least sixteen (16) years old, possess a high school or General Education Development (GED) diploma, and have your own form of transportation. Please note that some apprenticeship sponsors may set their own eligibility requirements, including performance on a general aptitude (ability) test.

Call (202) 698-5099 or visit **www.does.dc.gov/service/apprenticeship-dc** for more information.

OCCUPATIONAL SKILLS TRAINING

Participating in an occupational skills training program may also be helpful to enhance your skills, find employment, and maintain employment. Occupational skills training is designed to prepare you for a

job in a particular field by teaching you the skills necessary for the job. Participating in an occupational skills training program may also be helpful to you if you are unsure of the field in which you would like to seek employment.

DOES sponsors an occupational skills training program for eligible participants. Employment specialists are available to guide and counsel you on the training and certification opportunities that might be best for you. Through this program, you may be eligible to participate in:

- Training and certification through the University of the District of Columbia – Community College or other local career schools
- English As a Second Language (ESL) instruction
- Technology and healthcare training
- Sales and customer service training
- General Education Development (GED), Adult High School Diploma, and other education programs
- Apprenticeship programs

Contact an employment specialist with DOES at (202) 724-7000 for more information.

ON-THE-JOB TRAINING PROGRAM

The Department of Employment Services (DOES) On-the-Job Training (OJT) Program allows employers to train, mentor, and hire people for designated positions. You will receive hands-on training to enhance your skills and gain the knowledge required to perform a particular job. The employer is expected to hire you as an employee after you have successfully completed your on-the-job training.

Call (202) 724-7000 or visit **www.does.dc.gov/page/job-training** for more information.

Organizations that can provide assistance with pursuing occupational skills training:

- American Job Centers (sponsored by the Department of Employment Services (DOES))
- Apprenticeship D.C. (sponsored by the Department of Employment Services (DOES))
- Building Futures Construction Pre-Apprenticeship Training Program
- Department of Employment Services (DOES)
- Fatherhood Initiative (sponsored by the District of Columbia Department of Human Services)
- Mayor's Office on Returning Citizen Affairs (MORCA)

CAREER ASSESSMENTS

Before you begin your job search, you will need to decide the field in which you would like to work. You might ask yourself:

- What skills do I have?
- What activities do I enjoy doing?
- What kind of work-life balance do I want?
- What is my ideal wage (paycheck amount) or salary (weekly/monthly/yearly pay)?
- What kinds of employment benefits and incentives would I like to have?

Your answers to these questions will help you choose the work that will be best for you.

D.C. has many reentry service providers who will work with you to identify job prospects and career options that match your interest and skills. Many also host support groups for formerly incarcerated people who have walked in your shoes. Many of your peers will also have ideas on job opportunities and advice for how to identify job options and employers that hire people with criminal records. Learn more about reentry service providers and peer organizations in Appendix I: D.C. Reentry Organizations at the end of this book.

The District of Columbia Public Library (DCPL) may be a resource to you in making a decision. The DCPL maintains an online Job and Career Accelerator designed to

help you explore careers, search for jobs, and find scholarships. A link to this resource may be found at **www.dclibrary.org/jobandcareer**. Please note that you will need a DCPL card to access this tool. More information about accessing the Internet and obtaining a DCPL library card may be found in Chapter 5: Important Tools for Successful Reentry.

Once you have settled on a career, the questions above can also help you determine a career path. You will need to know what educational, work, or training opportunities you will need to pursue in order to prepare for and excel in your chosen career. The sections that follow can help you locate these opportunities.

13.2 PREPARE TO APPLY FOR JOBS

SEARCHING FOR POSITIONS

Once you have thought about what kind of work will be best for you, you should start looking for positions that would allow you to perform that work. You may search for positions by asking friends and family members if they know of any positions that match your skillset. You can also look on the internet and sometimes in your local newspaper for positions.

If you are interested in working for a specific employer, you may visit their locations to ask if they are hiring for positions that you might be interested. You can also search for positions online. A number of popular job search websites are included in the directory at the end of this chapter.

There are organizations across D.C. that can help you search for employment or place you with employers.

Organizations that can provide employment assistance:

- Byte Back
- Calvary Women's Services
- Catholic Charities' Employment Services
- Columbia Lighthouse for the Blind
- Community Family Life Services (CFLS)
  Congress Heights Community Training Development Corporation (CHCTDC)
- Department of Employment Services (DOES)
- Department of Employment Services (DOES) American Job Centers
- District of Columbia Infrastructure Academy (DCIA)
- Edgewood/Brookland Family Support Collaborative
- Jubilee Jobs
- Living Wages
- Mayor's Office on Returning Citizen Affairs (MORCA)
  Opportunities Industrialization Center Washington D.C. (OIC/DC)
- Project Empowerment (sponsored by the Department of Employment Services (DOES))
- Samaritan Ministry of Greater Washington
- Skyland Workforce Center
- So Others Might Eat (SOME)
- The Arc District of Columbia
- The Hope Foundation Reentry Network, Thrive D.C.
- United Planning Organization (UPO)
- Vocational Rehabilitation (VR) Services from the Department on Disability Services
- Voices for a Second Chance

PREPARING A RESUME

Your resume is a document that provides a snapshot of your work experience, skills, and education. It allows potential employers to evaluate whether you will be a strong fit for the employment organization and the position.

CREATING A WORK HISTORY

Before you begin organizing your resume, you should take some time to list all the positions you have held, the length of time you worked at each position, and the companies and organizations where you worked. For each position, you should also write the tasks and projects for which you were responsible.

You should include both paid and unpaid work experiences, including any volunteer work you have performed. Do not be afraid to list the work experience you gained while you were incarcerated as well. List the name of the facility at which you were incarcerated as your employer. We have included four sample resumes (one using job experience gained during incarceration, a standard format resume, a chronological resume, and a combined resume) at the end of this chapter's directory.

"During the interview, they asked if my work experience with the Maryland Department of Safety was at a prison. I was upfront and said yes. I knew I had to take control of the interview and take the focus off the fact that the job was in a prison. I focused on explaining what I did on the job instead. The grocery store hired me as a cashier, and two weeks later, I was promoted to a different position. **I want to encourage everyone that no matter where you come from or what you've done, you have to continuously work on yourself and recognize your worth and what you bring to the table**. We all make mistakes, but don't let what you've done define who you are, where you are going, and what you can do."

- Tanisha Murden (from Tanisha's longer story)

REFERENCES

You might be asked to provide references in your resume, application, or interview. A reference is a person, usually someone who holds a higher-ranking position than you do, who can speak to your strengths and qualifications as an employee.
You should also list the names of the supervisors you have had, especially those with whom you had a good working relationship, the companies or organization where you worked for them, and their contact information.

It will also be a good idea to list any specialized skills you might have. These include language fluency, knowledge of computer programming, etc.

If you cannot remember where you worked for whatever reason, you can download an SSA-7050-F4 form from the Social Security Administration (SSA) online. This form allows you to request earning statements from the SSA, which will tell you how much you earned, when, and from which employers. Your earning statements will double as your employment history. Follow the instructions included on the form on how to return your completed form to the SSA. Please also note that the SSA charges a $91.00 fee to provide you with your earning statements and an additional $34.00 to certify them. Follow the instructions on the form on how to submit payment. For additional information visit **www.ssa.gov/forms/ssa-7050.html**.

Once you have completed the steps explained above, you will be ready to write your resume.

DRAFTING A RESUME

The organization of your resume can be just as powerful in strengthening your candidacy as the experiences you list in it. You do not have to list every experience you have ever had. In fact, you should list the experiences that most closely relate to the position that you are applying for. Your resume might list your experiences in ways that are functional, chronological, or some combination of both.

- **Standard Format:** A standard resume is simply a resume that contains key descriptors like education, work experience, and special skills. This is the resume format that most employers typically see from people applying to work at their business."

- **Chronological:** If you choose to organize your resume chronologically, you will list your experiences, including the employer, your position, your responsibilities, and the dates of your employment, in reverse chronological order. This means you will start with your most recent job and end with your oldest job. This is the most common type of resume.
- **Functional:** This type of resume focuses less on your work history and more on your skills and accomplishments. After your name and contact information, you go straight into your most relevant skills and accomplishments. Your work history is listed with minimal detail at the bottom of the resume. This resume is less common but used when people want to highlight transferable skills, which are skills that can be used at many types of jobs and not just in the types of jobs they have already had.
- **Combination:** If you choose to organize your resume as a combination of functional and chronological, you would list your skills in one section and your work experiences, including the employer, your position, your responsibilities, and the dates of your employment, in chronological order in another section.

As you write your resume, describe your responsibilities using action verbs like "managed," "organized," and "prepared." Use proper grammar and spelling. These features will encourage potential employers to take your resume more seriously.

There are many samples available online that you can use as models for your resume. Regardless of what model or format you use, you should make sure that your resume is well-organized. You should write your resume on a computer. It should be organized as either a Microsoft Word or Portable Document Format (PDF) document. As you write your resume, select appropriate margins, fonts, and font sizes. Use section titles and bullets to highlight information. These organizational details will ensure that your resume is seen as professional, which will ensure that you are seen as professional as well. If this all sounds confusing, there are many D.C. organizations that will help you with your resume.

A few sample resumes are included at the end of this chapter, including one based on experiences gained during incarceration.

Depending on the types of positions in which you are interested, you might want to have multiple versions of your resume. This option makes sense if you have a variety of work experiences on your resume. You would then tailor your different resumes for applications to different positions. For example, you might draft a resume that emphasizes your customer service skills for your application for the doctor's office receptionist position. You might draft another resume that emphasizes your management skills to be included in your application for the hotel manager position. You should still keep a master copy of your resume with all of your experiences.

As you draft your resume, you should be honest above all else. Do not claim to have a work experience or skill that you do not have. If your potential employer discovers that you have lied on your resume, you are likely to not be offered the position.

Organizing a resume can be challenging. It can be difficult to summarize your entire work history and make a persuasive case for your candidacy on one document. You might have questions about which experiences to list and how to describe them. Or, you may have more practical questions about how to best format your resume. Regardless of what your specific questions are, there are organizations throughout D.C. that can help you craft the strongest resume, and cover letter, possible. Some of these organizations are listed at the end of the following subheading. You should also feel free to seek the advice of your family and friends in drafting your resume. It can be helpful to brainstorm ideas with people who know you and are personally invested in your success.

> "You've got a big gap in your resume, so you've got to be honest. **Honesty is the best policy**. I explained my whole situation to my employer. They took it all into consideration and listened to my story and I got the job."
>
> *- Norvelle Nelson*

PREPARING A COVER LETTER

Like a resume, a cover letter provides you with an opportunity to highlight your work experiences. However, you will be able to do so in far more detail. You will explain how your work experiences have prepared you for the responsibilities of the position for which you are applying. For example, if a position calls for a candidate with experience in a fast-paced environment, a person could reference their experience as a restaurant host. Mentioning the details of this experience like the number of customers you served in a day and the number of people you coordinated with or directed will allow you to showcase your ability to work in a fast-paced environment. In the process, it will allow you to highlight your customer service skills and your ability to work well with others too.

Before you start writing, read the job announcement and the description of the position carefully. Doing so will help you understand the position and explain why you are qualified to hold it.

You should also explain why you are interested in the position and the employment organization in your cover letter. To do this, you must research the employer. Browse the company or organization's website, speak to current or former employees, and talk to friends and family members who have had experiences with the company or organization. Doing so will allow you to understand the company or organization's work and values and how both align with your interests.

Use action verbs, proper grammar, and proper spelling throughout your cover letter. Your cover letter should be written in paragraphs, but you should try to avoid long-winded sentences. Do not include bullet points or numbered lists. You should relate your skills and experiences to the responsibilities of the position for which you are applying. Use language from the job listing in your cover letter and research the company you are seeking employment from to understand their mission. A company's mission is commonly found under the "about us" section of their website. From there, you can describe how the company's mission relates to you, making you a good candidate for the position.

As for organization, the same rules that apply for your resume will apply for your cover letter. Your cover letter should be written on a computer and saved as either a Microsoft Word or Portable Document Format (PDF) document. Select appropriate margins, fonts, and font sizes. Again, paying attention to these finer details will make your cover letter, and you, seem more professional.

Above all, do not misrepresent your experiences in your cover letter.

Writing a cover letter can feel challenging or overwhelming, especially if you have limited work experience. However, there are organizations throughout D.C. that are available to help you write both your resume and cover letter. You can use them as a soundboard to organize your thoughts or edit your writing. You should also feel empowered to reach out to friends and family members for help.

Organizations that can assist you with writing your cover letter and resume:

- Byte Back
- Calvary Women's Services
- Catholic Charities' Employment Services
- Community Family Life Services (CFLS)
- Congress Heights Community Training Development Corporation (CHCTDC)
- Covenant House
- District of Columbia Department of Human Resources (DCHR)
- Dress for Success
- Jubilee Jobs
- Living Classroom
- Living Wages
- Mayor's Office on Returning Citizen Affairs (MORCA)
- Skyland Workforce Center
- Thrive D.C.
- United Planning Organization (UPO)
- Voices for a Second Chance

PREPARING FOR AN INTERVIEW

Completing an application is only one part of applying for a job. Participating in an interview is another. Your interview will be your chance to put a voice and a face to your application materials.

Interviews are an opportunity for your employer to learn about your experiences, personality, and your ability to work with others, and your communication skills in order to determine whether you will be a good fit for the position.

A representative of the employment organization to which you have applied, usually a hiring manager or the position

supervisor, will have your contact information from your job application. They will contact you to set a date and time with you for your interview. Your interview will either take place in person, likely at the employer's location, or over the phone, or possibly on the computer. Depending on the employer and the position, you might have multiple interviews.

During your interview, the interviewer will ask you questions about your work experience and qualifications. You should be prepared to answer these questions and ask your own questions. More information about how to prepare for these tasks, and others, is included in the sections that follow.

Please take preparing for an interview seriously. A great interview can be the key to employment. You can find organizations throughout D.C. that can help you prepare for you interview at the end of this section.

RESEARCH THE POSITION

Ideally, you will have researched the position and the employer before completing your application materials. You should do so again to refresh your memory in preparation for your interview. You should research the employer, its work, its culture, and the other positions within the company or organization. Doing so will allow you to get a sense of the kinds of questions that will likely be asked during your interview. Research may involve browsing the employer's website and its social media websites. You may also want to talk to the company or organization's current or former employees.

PREPARE FOR QUESTIONS ABOUT YOUR CRIMINAL RECORD

Remember most employers are not (some are) supposed to ask you about your criminal background during the interview – they can only ask after they have made you a conditional offer (refer back to the legal protections section of this chapter). If you

are eventually asked whether you have a criminal record, you should consider being honest. Employers can still run background checks on you to learn about your criminal history after they have made you a conditional offer. If your employer learns that you have lied after you have been offered a job, your offer may be rescinded.

Do not be discouraged by the possibility of being asked about your criminal record. There are ways to talk about your criminal record honestly and effectively.

You should avoid giving the specifics of the offense for which you were convicted. Instead, you should emphasize what you learned because of your conviction. You might share more about a personal lesson, like the value of remorse or the importance of helping others that helped you improve your character. Consider talking about how your conviction made you realize you needed help to turn your life around. You might reference any counseling, peer support groups, or faith meetings in which you have participated and the positive impact they have had on you. You might also discuss the work, educational, and practical skills that you developed while you were incarcerated. Perhaps you began to learn a trade, enhanced your knowledge of technology, or earned your General Education Development (GED) degree.

Regardless of how exactly you choose to frame your justice involvement, you should explain how the lessons you learned from it make you a strong candidate for the job for which you are applying. Highlighting these lessons will allow you to emphasize where you are going, not where you have been. **Even if you are denied job positions, stay focused on moving forward even if others choose to focus on your past. You don't have to have it all figured out to move forward — you just need to take the next step! Keep searching and keep applying until the right job hires you**.

Please note that all of the previous advice is also applicable if you were only arrested.

If you choose to discuss your criminal record, you may also want to highlight the benefits to employers of hiring individuals like yourself.

The **Work Opportunity Tax Credit (WOTC)** allows employers to save money on their federal income taxes by hiring

individuals with felony convictions within a year of their conviction or release. Employers can claim a tax credit that is equal to between twenty-five (25) and forty (40) percent of the employee's first year of qualified wages, depending on the number of hours the employee worked.

Furthermore, the **Federal Bonding Program** provides fidelity bonds to employers who employ hard-to-place individuals, like those with criminal records, as an incentive to hire them. Fidelity bonds protect employers from theft, forgery, larceny, and embezzlement resulting from employee dishonesty.

PRESENT YOUR BEST SELF TO EMPLOYERS

As you prepare for your interview, be mindful of how you might present yourself to your employer. You might consider practicing how to speak to others positively and confidently. Employers want to hire employees that interact well with customers, partners, and other employees. Positivity and confidence are qualities that can be observed not only through speech, but through facial expressions, body language, and dress as well. When you speak to people in your daily interactions, do your best to keep eye contact, smile, and maintain good posture. Before your interview, you should choose an outfit to wear that projects seriousness and professionalism. The outfit you select should make you feel empowered.

During your interview, you will likely be asked general questions about yourself, your work, the position, and your interpersonal skills. Examples of these types of questions include:

- Can you tell me about yourself?
- What are your passions?
- What are your strengths and weaknesses?
- What motivated you to work in your past job?
- Why did you leave your previous position?
- Where do you see yourself in five (5) years?
- How has your work experience prepared you for this position?
- Why does this position interest you?

- How does this position fit into your career path?
- Do you like working with others?
- What is your communication style?
- Can you describe a time in which you had difficulty working with a co-worker? How did you resolve the issue?

Your interviewer is likely to ask you about recent gaps in your employment history that are greater than six (6) months.

Perhaps you needed to take time to care for a sick relative or you needed time to recover from an illness yourself. Maybe you decided to take charge of childcare while your spouse adjusted to a more demanding job. These are just a few examples. In addition, it is important to acknowledge that being in prison causes a gap in your resume. While this may appear to be a negative part of your experience, you can tell a positive story.

"**As far as employment, it is important for someone to build a work history while they are in prison**. I used my educational achievements and my work history in prison to get the two jobs that I have now. When it came time to apply, I presented to them what I did with my time. I told them I went through rehabilitation in prison. I now work in landscaping and for the Department for Youth Rehabilitation Services (DYRS), helping to support the youth. I am learning right now how to help them apply for public housing."

-Michael Plummer

As mentioned in the earlier section describing how to draft a resume, you could talk about your prison work experience. This will allow you to describe your training and experience that occurred at the institution(s) that prepared you for work in the community. It is your choice whether to share your period of incarceration. Regardless of your specific reason, be prepared to offer a polished explanation for why the gap exists. Your explanation should be honest, but not overly detailed.

If possible, you should emphasize any new skills that you developed during the gap in your employment. Maybe you took time off from your employment to care for a sick relative, but you also took responsibility for their finances or business in their place. You should explain that you experienced balancing a budget, keeping track of finances, engaging in customer service, and leading a team during the gap in your employment. You may have enrolled in vocational or training programs while incarcerated that provided you with experiences and skills that will help you work in the community. Again, honesty is the best policy. You should avoid claiming to have experience that you do not have. Be sure to also highlight any volunteer work you may have performed or educational opportunities you may have pursued during the gap in your employment. These experiences count as valuable work and professional development experience.

Regardless of the specific reason for the gap in your employment, you should try to avoid talking too much about it. Answer your interviewers' questions, but emphasize that the gap in your employment is in the past. When possible, redirect the conversation toward your previous work experiences, volunteer work, and education. Make the case that you are ready and enthusiastic to work. Point to experiences that you do have that show your dedication, competence, and reliability.

PREPARE TO DRESS FOR THE INTERVIEW

Your personal appearance can have just as much of an impact on the success of your interview as your actual answers. It will be the first feature that your interviewer sees, so you should work to make a good impression. Your personal appearance will speak to your professionalism,

self-awareness, and seriousness, all of which are qualities that are ideal in an employee.

You should try to determine the dress code of the employment organization to which you applied in order to select your interview outfit. Regardless, business attire, like suits, dresses, and skirts, is always a safe bet.

Business attire tends to be on the more expensive side. Fortunately, however, there are organizations that offer clothes. You can use these clothes closets to obtain new or gently worn business attire at little to no cost. Employees at these organizations can help you select the right outfit too. These organizations are listed in the "Dressing for Success" subheading in section 13.4. of this chapter.

Your interview outfit should fit your body comfortably. Before your interview, check the clothing you want to wear for stains and defects. These imperfections, especially if they are obvious, may weaken the confidence and competence that you are trying to reflect.

PRACTICE

During your interview, you will want to express yourself as confidently and competently as you can. The key to doing so is to participate in a practice interview. Your practice interview can be as informal as responding aloud to sample interview questions written on a sheet of paper.

It might, however, be more helpful to you to practice your interview with a friend or family member. This person can provide you with meaningful feedback on your presentation and the quality of your answers. Practicing with another person will also give you an opportunity to practice soft skills like keeping eye contact, smiling, maintaining good posture, and demonstrating good manners.

You should try to practice as often as you can before your interview. Perfecting your responses to questions that you know you are likely to receive will help you feel more confident during your interview and appear more confident to your interviewer.

TYPES OF INTERVIEWS:

It might be helpful to know about the different kinds of interviews as you prepare for yours:

- **Screening Interview:** The goal of this interview is to determine if you meet the basic requirements for the job.
- **Panel Interview:** This interview is also called group interviews. Your interviewers may be your potential coworkers. They will likely have a list of questions that they have already prepared. They will likely take turns asking you these questions.

- **Behavioral Interview:** This interview is meant to determine how you would handle real situations that you might face in the position. The questions asked in a behavioral interview are about how you dealt with a situation in the past, which will help the employer see if you could handle a similar situation potentially working for them in the future. For example, an interview question could include, "tell me about a goal you reached and the steps you took to reach it" or, "tell me about a time you faced a conflict and how you resolved it."
- **Audition Interview:** The goal of this interview is to observe how you will perform the responsibilities of the position. The interviewer may ask you to do some tasks required for the job before hiring you.
- **Follow-Up Interviews:** You will be invited for a follow-up interview to further assess your candidacy. You will likely be interviewed by managers or executives.

You may be given some idea of the format of your interview beforehand. Regardless of the specific format, the steps you take to prepare should be the same.

THE DAY BEFORE THE INTERVIEW

There are several things you can do the day before your interview to prepare. You should read over your resume one last time. Not only will this help you catch errors that you may have missed before, but it will ensure that you are able to speak confidently about the work experiences listed on it as well. Print out additional copies (at least three [3]) of your resume to give to your interviewer if needed.

If your interview will occur in person, you should confirm the location and time of the interview. Also, make sure that you have a plan on how to get to the location.

Gather the materials you hope to bring to the interview the night before. Select the outfit you intend to wear the night before, too. This will ensure that you are not looking for things at the last minute. Life can be unpredictable. For example, you may run into unexpected traffic. However, you should do what you can to avoid being late. Try to arrive at least fifteen (15) minutes early to your interview with a pen, a notebook, and the additional copies of your resume. All of the above advice also applies if your interview with an employer will take place online.

DURING THE INTERVIEW

You should put the soft skills that you have been working on into practice during your interview. You should be as polite as possible during your interview. If your interview is in person, you should extend your politeness to everyone you meet, not just your interviewer. You should maintain eye contact, smile, and maintain good posture. These unspoken actions will help you feel and appear professional.

You will likely be a little nervous, but that is ok. Do your best to keep your voice even and avoid fidgeting. If you have practiced, you will be more than prepared to do well.

Listen carefully to your interviewers. Let them finish the questions before you begin to respond. This will allow you to answer the questions that were asked of you. It will also provide you with information on which to base questions.

Your answers should be truthful. As with your resume, if your interviewer learns that you have misrepresented your skills or qualifications you will likely not get the job. If the company or organization learns that you were not honest after you have been hired, you may be fired.

> "The first job I took out of prison, I was sweeping the streets. Even though I had a degree, I knew that there was no job that was beneath me. **I had to take a reality check**. When going into an interview, I had to be honest and I told them I was in prison. At times, when I was sweeping the streets, the elements got to me. It's raining and it's cold. And you ask yourself, is this job actually beneath me? You can't be too proud, you can't walk before you crawl."
>
> *- Michael Plummer*

You will likely have an opportunity to pose your own questions to your interviewer at the end of your interview. Your questions will not only allow you obtain more information about the position and the employer, but will provide you with another chance to show your interest in both as well. Be prepared to ask your interviewer at least three (3) questions. Some questions that you might consider asking include:

- What are you looking for in an ideal candidate?
- What skills should a candidate possess in order to be successful in this position?
- What does a typical day look like?
- What sort of training opportunities will I have?
- How does this position contribute to broader work of the company or organization?

You might also consider asking your interviewer questions about their work and career path:

- What brought you to your current position?
- How long have you been in your current position?
- How did your interest in this field (for example, automotive repair) develop?
- What do you enjoy the most about your position?
- What is the most challenging part of your position?

Before your interview ends, ask about the next steps in the application process. Next steps might include another interview

or a final decision. These next steps will determine what your next steps should be.

AFTER THE INTERVIEW

The day after your interview, you should send a thank you note to your interviewer. Make a draft of your note before you begin writing. Your thank you note should thank your interviewer for taking the time to speak with you. If your interviewers shared specific information with you about the company or organization or themselves, mention that you appreciated that your interviewers shared their insights with you. You should also take the opportunity to make the case once again for why you should be hired. The key to doing so effectively, however, is subtlety. You might consider writing something like, "I was excited to hear about all the different projects possibly available for me to work on. That level of flexibility and independence is exactly what I am looking for in my career."

Your thank you note should also include an offer to provide your interviewer with additional information to help them evaluate your candidacy.

You may choose to send your thank you note by email or regular mail. Collect your interviewer's contact information before you leave the interview.

If you have not heard back from the employment organization within two (2) weeks of your interview, it might be in your best interests to send a follow-up email to your interviewer or the person responsible for hiring at the employment organization. This email should be brief. It should simply explain that you are still interested in the position and that you would like to know if there have been any updates to the status of your application. Your email should again offer to provide additional information about your work experience and qualifications. Thank the person you email at the end.

Depending on the employer, you might want to check up on the status of your application in person at the employer's office. Ask to speak with the person responsible for hiring.

Whether you decide to follow up through email or in person, you should do so conservatively. Reaching out too often will make you seem less like an interested

applicant and more like an annoyance. Annoying your interviewer or the person responsible for hiring at the employment organization may backfire on you.

A representative of the employment organization may reach out to you with an offer for another interview, a final decision, or an update. If you are offered another interview and you are still interested in the position, you should accept the offer as soon as you can. Confirm the date, time, and location of this interview. Prepare for this interview using the same methods you used before.

If you are offered the position, you have a decision to make. You can accept the position, reject the position, or ask for more time. Be mindful that the employment organization may not be able to give you more time to make your decision. Regardless of how you choose to respond, you should do so as soon as possible.

You may be provided with an update. For example, the employment organization may need more time to decide its next steps. If so, thank the representative for contacting you and tell them that you look forward to hearing to from them again with more information. Offer to provide them with more information about your work history and qualifications.

Unfortunately, many employers will not directly notify you to reject you. If you have not heard from a representative of the employment organization at all within a month of your interview, you likely did not get the position.

Do not be discouraged if you do not get the position. The key to successfully obtaining employment is to apply to as many positions as possible. Remember: Every rejection is an opportunity. You were able to improve your writing, sharpen the way that you describe yourself as a candidate, practice your interviewing skills, and build your professional network.

Because of this rejection, you will be a stronger candidate for the next position.

If you would like, you can reach out to your interviewer for feedback on your interview and application. If they agree, take this feedback seriously. It can help you strengthen your candidacy, opening the door to other opportunities in the future.

Organizations that can provide assistance with interviewing skills:

- Byte Back
- Calvary Women's Services
- Community Family Life Services (CFLS)
- Congress Heights Community Training Development Corporation (CHCTDC)
- Covenant House
- District of Columbia Department of Human Resources (DCHR)
- Dress for Success
- Living Classroom
- Living Wages
- Thrive D.C.
- United Planning Organization (UPO)

ACCEPTING THE POSITION

If you are offered the position and you wish to accept it, thank whoever extended the offer to you for the opportunity. Express that you intend to accept the offer as soon as possible. Follow the employer's instructions on how to officially accept the position. You will likely receive these instructions from your interviewer, your supervisor, the hiring manager for the employer, or whoever extended the offer to you. Pay close attention to the deadlines the employer sets by which you must complete certain requirements. Failure to meet these deadlines may result in the termination of your offer.

In order to officially accept the position, you may be required to sign an employment contract, pass a background check, or sign legal documents. You will also likely be required to submit identification documents that show proof of your identity and proof that you are legally allowed to work in the United States.

Contact the employee who extended the offer to you if you have any questions. If you have any questions about legal issues, seek help from a legal services organization that deals with employment issues. These organizations are listed in section 13.5. titled, "Seek Legal Help."

13.3 ALTERNATIVES TO TRADITIONAL EMPLOYMENT

You may decide that traditional, full-time employment is not the best option for you just yet or at all. Fortunately, there are several alternatives to traditional employment that can allow you to make a living and achieve your goals.

APPRENTICESHIPS

You might consider pursuing an apprenticeship. As mentioned in section 13.1. under the subheading, "Gain Experience and Build Your Resume," an apprenticeship can provide you with an opportunity to develop your skills, while benefitting from the guidance and expertise of a mentor. An apprenticeship can also be a great way to prepare for traditional, full-time employment without many of the demands of such employment. Furthermore, many apprenticeships are paid opportunities. You can find more information about the apprenticeship programs available to D.C. residents under "Consider an Apprenticeship or Training" in the above mentioned section. Be aware, however, that apprenticeships are only temporary positions.

TEMPORARY EMPLOYMENT AGENCIES

Speaking of temporary positions, you might consider working for a temporary employment agency. A temporary employment agency can set you up in a temporary position of your choosing. To work with a temporary employment agency, you simply have to apply. Once your application is reviewed, you will likely be connected with an interviewer who will further assess your qualifications. You will start to receive assignments after you are approved by the agency to which you have applied.

Be aware, however, that in order to qualify for certain positions you may have to take assessments to determine your ability to do the tasks required.

Although you will be offered short-term assignments through your temporary employment agency, these assignments can often lead to more permanent work in the same office or industry. Working for a temporary employment agency is also an excellent way to experience different positions and industries. This work can be especially helpful in allowing you to determine the career options that best suit you.

More information about specific temporary employment agencies may be found online. Adecco Staffing, First Class Workforce Solutions, and Help Unlimited Temps, Inc. are known to connect candidates with criminal records to employment. You may

want to begin your search with these organizations.

ENTREPRENEURSHIP

You may decide that you want to start your own business, or become an entrepreneur. Starting your own business is an excellent way to expand your skill set. You will not only get the chance to develop your trade, but you will also learn valuable business skills, like customer service, bookkeeping, budgeting, and management. The path to starting your own business begins much like starting a search for traditional employment. You should think about the activities you enjoy and the skills that you have. From there, you will need to think of a business plan.

Your business plan is simply how you intend to make a profit, which means how you will earn more than you spend. So, you will need to think about your expenses. Your expenses include the materials, property, and employees you will need to create, advertise, and deliver your product. In terms of materials, you can determine these expenses by getting estimates of how much items will cost from their producers. It is in your best interests to have an idea of how much of each material you might want. If you buy in bulk, producers might be willing to give you a discount. As for property, you can explore the area in which you want to establish your business to see if there are any spaces available to purchase or rent. You may want to consider contacting a local real estate agent to help you with your search. You should think about how many employees you will need to produce your product. Once you have a number, you will need to do some research. Federal and local laws determine the minimum amount you are legally required to pay your employees. Federal laws also require you to maintain certain standards of safety and fairness in the workplace you create. There could be legal consequences

if you do not follow these laws. When in doubt, you should always consult with a lawyer. A list of legal aid organizations may be found in section 13.5 titled, "Seek Legal Help if You Are Experiencing Employment-Related Issues."

One of the highest barriers to starting your own business will likely be funding it. If possible, ask your friends and family members if they can help you get started. Give them your word that you will pay them back, possibly with interest, for their loan. Depending on the amount that they lend you, you may want to consider signing a contract, with the guidance of a lawyer, promising to repay the amount possibly with interest.

If this is not an option for you, you may want to consider taking out a loan from a bank. Banks consider the likelihood that a loan will be repaid by a borrower before offering them the loan. Unfortunately, because you have a criminal record, a bank will likely see offering a loan to you as a risk. However, this should not discourage you. If you choose to apply for a loan, be sure to present your business plan, including expected costs, profits, and work timelines, to the bank. Make sure that the bank that you choose to take out a loan is one that you trust. If you have been denied a loan from a bank, you may be eligible for assistance from Life Asset. Life Asset provides microloans to lower-income entrepreneurs interested in starting their own businesses. You can learn more about credit in Chapter 15: Finances.

"**I was very lucky to quickly find a part-time job at a friend's sporting goods store**. I was more worried than the owners were that someone might recognize me and decide not to shop at the store. I told my employers that I was going to have to register as a sex offender in Maryland and that anyone would be able to see where I worked. They said they didn't care."

-Anonymous (from the 'Making a Comeback in D.C.' story)

Fortunately, support from organizations in D.C. is available to you. For example, **Aspire to Entrepreneurship** is an initiative sponsored by the Department of Small and Local Business Development that empowers D.C. residents with criminal records to start their own businesses. Additionally, the **Georgetown Pivot program** is a one-year transition and reentry program that offers a certificate in business and entrepreneurship specifically for formerly incarcerated individuals. Learn more about these programs in the Directory of Resources at the end of this chapter.

Some of the organizations that offer the opportunities mentioned above are included in the list that follows.

Organizations that can offer you entrepreneurship opportunities:

- American Job Centers (sponsored by the Department of Employment Services (DOES))
- Apprenticeship D.C. (sponsored by the Department of Employment Services (DOES))
- Aspire to Entrepreneurship
- Building Futures Construction Pre-Apprenticeship Training Program
- Carlos Rosario International Career Center and Public Charter School
- Catholic Charities' Employment Services
- Center Empowerment and Employment Training (CEET)
- Department of Employment Services (DOES)
- Fatherhood Initiative (sponsored by the District of Columbia Department of Human Services)
- Georgetown Pivot Program
- Jubilee Jobs
- Life Asset
- Opportunities Industrialization Center Washington D.C. (OIC/DC)

13.4 PREPARE TO KEEP THE POSITION YOU HAVE

Now that you have your position, you need to work to be successful in it. Your success in your position depends not only on how well you perform the work that is assigned to you, but also on how well you navigate the workplace. Every employer has its own culture, but this next section will provide you with information on general expectations of workplace professionalism. Taking this information to heart and applying it will help you build a positive reputation.

USING TECHNOLOGY IN THE WORKPLACE

No matter the industry, you will likely communicate with clients, customers, partners, and fellow employees via email and phone. Here are a few things to remember about email etiquette:

- Be aware of the employment organization's email policy
- Read emails thoroughly before you respond to them
- Protect confidential information
- Use the subject line to explain the purpose of the email
- Use appropriate greetings and closings
- Set up an auto-response when you are out of the office
- Do not send negative or gossipy emails

Here are a few things to remember about phone etiquette:

- Answer calls within three rings when possible
- Identify yourself
- Identify your employment organization
- Ask how you can help
- Answer with a smile

Your employer may use specialized computer programs. These computer programs may help your employer track spending, organize customer and client information, pay employees, schedule appointments, and send mass emails, among other functions. Your employer may also use specialized equipment or machinery.

You will likely receive training with respect to the programs and equipment soon after you start your position. Training will likely touch on how to use, maintain, and fix these programs and equipment. It will also likely cover the employment organization's policy surrounding program and equipment use.

If you have more questions after your training, feel free to ask the employee who trained you or another employee with experience. If you are having difficulty mastering a program, you might want to practice using it before or after work hours. Obtain permission from your supervisor before you do so.

Organizations that can provide assistance with general computer skills.

- Academy of Hope
- Byte Back
- Carlos Rosario International Career Center and Public Charter School
- Center Empowerment and Employment Training (CEET)
- Covenant House
- Living Wages
- Samaritan Ministry of Greater Washington
- Skyland Workforce Center

FOLLOW EMPLOYER POLICIES

It is likely that before you officially accept your position, you will be informed of your employer's policies. These policies will likely be laid out in a handbook or packet. Employer policies are the expectations that your employer has for proper employee behavior and the procedures that must be followed in certain situations. Read your employer's policies carefully. It is important that you understand these policies. It is important that you understand these policies because violating them could lead to termination or being fired. In most places your employment will be "at will." This means that an employer can fire you for any reason, except for discriminatory reasons.

Generally, employer policies will cover topics like:

- **Conduct:** Your employer's considerations with respect to things like dress code, romantic relationships between employees, and breaks may fall under the conduct category.
- **Vacation Time, Sick Leave Time, and Other Leave Time:** Your employer will inform you of how much vacation time, sick leave time, and other leave

time you are allowed to have in a given period of time; how much of each may be paid or unpaid; how you must request each; and from whom each must be requested.

- **Family and Medical Leave:** Under the Family and Medical Leave Act, eligible employees working for employers with at least fifty (50) employees are entitled to a maximum of twelve (12) weeks of family leave and twelve (12) weeks of medical leave. Family leave is leave taken to care for a relative. Medical leave is leave taken to recover from a serious illness or injury. Under D.C. law, eligible employees working for employers with at least twenty (20) employees are entitled to a maximum of sixteen (16) weeks of family leave and sixteen (16) weeks of medical leave in any twenty-four (24) month period.
- **Health Benefits:** If your employer offers health insurance, it will inform you of which coverage options are available, at what price, whether coverage extends to your family members, and for how long that coverage lasts.
- **Compensation and Promotions:** Your employer will explain to you how you will be paid. Your employer will also inform you of which criteria must be met before you are eligible for bonuses and promotions.
- **Harassment:** Your employer may require you to follow certain procedures to report harassment in the workplace. Your employer may also set policies that affect what legal consequences you pursue to address harassment claims.
- **Non-Compete and Arbitration Requirements:** Non-compete clauses prevent employees from working for their employer's competitors after they no longer work for their current employer. Arbitration requirements prevent employees from resolving legal disputes with their employers in court. Instead, they are required to work toward a resolution with the help of a third-party mediator. Your employer can choose to fire you if you refuse to agree to these requirements.
- **Social Media and Internet:** Your employer can consider your social media and Internet activity. Employers can use this information in their hiring, and firing, decisions. Your employer can fire you if it believes that your social media and Internet activity is inappropriate. Your employer can also fire you if you do not follow its Internet policies, although it cannot require you to turn over your account

usernames and passwords. Please note, however, that your social media and Internet activity may be protected if it promoted your right to bargain collectively with your coworkers.

- **Safety:** The Occupational Safety and Health Act (OSHA) sets the minimum safety and health standards that employers must meet. Your employer may also have policies surrounding workplace injuries. If you suffer a workplace injury, you may be entitled to workers' compensation, which will make up for your lost income up to a certain period of time or when you are able to return to work. It is illegal for your employer to punish you for seeking workers' compensation.
- **Drug Testing:** Your employer may have a legal right to require you to take drug tests.

If any of your employer's policies are unclear to you, ask your supervisor or the human resources department for more information. If you believe that any of your employer's policies are illegal or if you believe that your employer has inappropriately applied any of its policies to your case, you should seek help from a lawyer. A list of legal aid organizations can be found below.

Organizations that can assist you with questionable employment policies:

- Catholic Charities' Legal Network
- Christian Legal Aid of the District of Columbia
- Community Defender Division (CDD) – The Public Defender Service for the District of Columbia (PDS) Prisoner & Reentry Legal Services
- Employment Justice Center (EJC)
- General Practice Clinic at the David A. Clarke School of Law at the University of the District of Columbia
- Neighborhood Legal Services Program (NLSP)
- The District of Columbia Office of Human Rights (OHR)
- Washington Lawyers' Committee for Civil Rights and Urban Affairs
- Whitman-Walker Health Legal Services Clinic

NAVIGATING CONFLICT IN THE WORKPLACE

If you have challenges with conflict in the workplace and you are unable to resolve them with your colleague or colleagues, you should seek assistance from your supervisor. Your company or organization's human resources department is also available to you for assistance.

Organizations that can help you navigate conflict in the workplace:

- Catholic Charities' Employment Services
- Center Empowerment and Employment Training (CEET)
- Community Family Life Services (CFLS)
- Congress Heights Community Training Development Corporation (CHCTDC)
- Covenant House
- Department of Employment Services (DOES) American Job Centers
- Dress for Success
- Living Classroom
- Living Wages
- Samaritan Ministry of Greater Washington
- Thrive D.C.
- Vocational Rehabilitation (VR) Services from the Department on Disability Services

DRESSING FOR SUCCESS

Just as you aimed to dress to impress during your interview, you should continue to do so once you have the position. Again, your personal appearance can convey self-confidence, dependability, and professionalism. Your personal appearance can also determine how your colleagues treat you or react to you.

You should still maintain a well-groomed look. However, what you wear will depend on where you work and what position you hold. You might wear business attire each day if you have an office position. If the culture of your employment organization is a little more relaxed, you might wear business casual. Business casual usually means no jeans, no shorts, no short dresses or skirts for women, optional ties for men, and a rotation of button-downs, sweaters, or blouses. Business casual dressing is more a list of "don'ts" as opposed to "do's," because every job will be different. Pay attention to the types of clothes the other employees are wearing to help guide you, especially if the employee has worked there for a long time.

Your employer might require you to wear a uniform during your workday. If you are required to wear a uniform, keep it clean and in good condition. Please note that your employer may take a portion of your pay to provide you with a uniform.

Ask your supervisor to inform you of the employer's dress code. When in doubt, it is a good idea to stick to business casual attire.

If you need business or business casual attire, you can find both at clothes closets offered by organizations throughout D.C. Some of these organizations offer new or gently worn options at little to no cost to you. These organizations can also provide you with guidance on which options to select.

Organizations that offer new or gently worn clothing options:

- Bread for the City
- Calvary Women's Services
- Community Family Life Services (CFLS)
- Dress for Success
- Goodwill of Greater Washington Retail Store
- Martha's Outfitters
- So Others Might Eat (SOME)
- Suited for Change
- Voices for a Second Chance

WORKPLACE CULTURE

Each workplace defines its own culture. A workplace's culture is the collection of values and practices that define its personality. Workplace culture is different from workplace policy. Workplace policy must be followed precisely. Your employer may respond to violations of workplace policy by terminating your employment or disciplining you. In some cases, you agree to follow workplace policy when you sign your employment contract, which is a legal document. So, violating workplace policy may expose you to legal consequences as well. Workplace culture, on the other hand, is far more flexible. Activities like holiday parties, Wednesday potlucks (shared meals), game nights, cookouts, charity events, and business casual Fridays may make up a workplace's culture. However, participating in these activities is optional.

Ideally, you will have gotten a sense of your workplace's culture during your employment search or during your interview. Following the culture of your workplace can help you feel more at ease while you work. As a result, you might be able to produce better work and form stronger connections with your coworkers.

If some part of the culture of your workplace makes you feel uncomfortable, however, you do not need to follow it. Remember: You **never** have to stay in a work environment in which you feel disrespected or uncomfortable.

There are a number of simple things that you can do to navigate the culture at your workplace.

First, ask questions. You should feel free to ask your coworkers and your supervisor about the traditions and norms that make up your workplace's culture. The answers to these questions will help you more easily adjust to your new work environment. The sooner you understand your workplace's culture, the sooner you will be able to contribute to it.

You can also navigate workplace policy by paying attention to how your coworkers behave and interact with each other. As a result, you will start to pick up on the smaller things that make up a workplace's culture. How do employees dress? Where do employees gather after work hours? Is the workplace generally noisy or quiet during work hours? Do employees tend to work together or alone? This type of information can also help you adjust to your new work environment.

Finally, you should try to have as many positive interactions with your coworkers as possible. The better your coworkers know you, the more they will want to include you in the activities that make up your workplace's culture. Also, you will feel more comfortable contributing to the culture.

As you navigate the culture at your workplace, you should maintain a strong work ethic, keep a professional attitude, demonstrate willingness to participate in workplace culture and receive training, and manage your emotions. Practicing these skills will help you in other areas of your work too.

Organizations that can help you navigate workplace culture:

- Catholic Charities' Employment Services
- Center Empowerment and Employment Training (CEET)
- Community Family Life Services (CFLS)
- Congress Heights Community Training Development Corporation (CHCTDC)
- Covenant House
- Department of Employment Services (DOES) American Job Centers
- Dress for Success
- Living Classroom
- Living Wages
- Samaritan Ministry of Greater Washington
- Thrive D.C.
- Vocational Rehabilitation (VR) Services from the Department on Disability Services

TIME AND ATTENDANCE

Perhaps the most important thing that you can do to develop a reputation for professionalism is to arrive at work on time and when you are scheduled to do so.

Unexpected events occur, but try to give your supervisor advanced notice if you are going to be late or you are unable to work as scheduled. Depending on the policy of your employer, you may need to find someone who can cover your shift or your responsibilities.

Not only will your timeliness allow you to be more productive, but it will also be noticed by your supervisor and your fellow employees. Your timeliness will encourage them to regard you as a reliable and dedicated employee. Over time, your professionalism may be rewarded with a promotion, more time off, or increased pay.

> "There's always some work that's available if you **apply yourself**. The problem is you don't want certain things, but it's available."
>
> *- Quinton Tabron*

YOU ARE NOT ALONE

People often use social media, like Facebook, to join groups with people who have similar interests. You might be able to join groups with people who are experiencing re-entry and find support through your journey. People often post opportunities and resources in these groups, too. You can do a quick Facebook search to see which groups are available to you.

13.5 SEEK LEGAL HELP IF YOU ARE EXPERIENCING EMPLOYMENT-RELATED ISSUES

You may encounter a legal challenge while you are applying for employment or once you have obtained employment. There are numerous organizations throughout D.C. that can provide you with legal representation, legal advice, and legal information related to your particular employment issue. Some of these organizations are listed below.

Organizations that can provide you with employment-related legal assistance:

- Catholic Charities' Legal Network
- Christian Legal Aid of the District of Columbia
- Community Defender Division (CDD) of the Public Defender Service for the District of Columbia (PDS)
- Employment Justice Center (EJC)
- General Practice Clinic at the David A. Clarke School of Law at the University of the District of Columbia
- Neighborhood Legal Services Program (NLSP)
- The District of Columbia Office of Human Rights (OHR)
- Washington Lawyers' Committee for Civil Rights and Urban Affairs
- Whitman-Walker Health Legal Services Clinic

13.6 SAMPLE EMPLOYERS THAT HAVE EMPLOYED INDIVIDUALS WITH CRIMINAL RECORDS

The following employers have hired people with criminal records in the past. However, individual company policies regarding hiring may vary depending on the location and hiring manager of each company.

Don't be discouraged if you apply to one of the employers on the next page and don't get hired. Keep trying, there are plenty of places that believe in second chance hiring.

Sample Employers That Have Employed Individuals with Criminal Records		
AAMCO	Chipotle Mexican Grill, Inc.	Jordan Honeyman Landscape Architecture, LLC
Ace Hardware	Chrysler	JPN Masonry
Adecco Staffing	Cintas Corporation	Just Economics LLC
Advance Auto Parts	Conagra Brands, Inc.	KADCON Corporation
AJK Enterprises, Inc.	Costco Wholesale Corporation	Kalos Construction Co., Inc.
Albertsons	Dairy Queen	Kings Staffing LLC
Allied Universal	Deer Park Spring Water	Kramer Consulting
Amazon	Delta Faucet Company	Kroger
American Airlines	Denny's	Lakota Contracting Inc.
American Greetings	Dillard's	Land Matters LLC
Applebee's Grill & Bar	District Taco	Landscape Architecture Bureau, LLC
Aramark	Divizio Industries	Leone Tech LLC
Avon Products, Inc.	DJ's Hospitality Services	LGC Security, LLC
Bahama Breeze	Dole Food Company, Inc.	Linder & Associates PLLC
Baskin-Robbins	Dollar Tree Stores, Inc.	Lockhart's Insurance Services
Bed Bath & Beyond	DoorDash	Longobardi & Associates
Beltway Cleaning Services	First Class Workforce Solutions	Lourenco Consultants Inc.
Best Western Hotels & Resorts	First Transit, Inc.	L.S. Caldwell & Associates, Inc.
Black & Decker Corporation	Flagger Force Traffic Control Services	M & M Appliance
Bridgestone Corporation	FLEXcon Company, Inc.	Magnolia Plumbing, Heating & Cooling
Buffalo Wild Wings	Fort Myer Construction Corporation	Maiden & Associates
Campbell Soup Company	Four Seasons Hotels and Resorts	Marcus Asset Group
Carl's Jr. Restaurants LLC	Help Unlimited Temps, Inc.	Mariet & B Transportation
Carrier Corporation	Imagine Photography	MARS Construction, LLC
CDW Corporation	J & A Hospitality Staffing, Inc.	Maru Solutions Incorporated
Chick-fil-A	JJ Prime Services, LLC	McDonald's

Sample Employers That Have Employed Individuals with Criminal Records		
Monumental Sports & Entertainment	Red Lounge Bar & Grill	Strittmatter Metro, LLC
NFL	Recreational Equipment, Inc. (REI)	Subway
Nordstrom Inc.	Republic Services, Inc.	Sysco Corporation
O'Charley's	Restaurant Depot	Taco Bell
Olive Garden Italian Restaurants	Reyes Beverage Group, Inc.	Tesla, Inc.
Pactiv	Rubbermaid	The Community Builders Inc.
Papa John's Pizza	Ruby Tuesday Inc.	The Excalibur Group
Pappadeaux Seafood Kitchen	Safeway	Trader Joe's
Pepsi	Safelite Group, Inc.	Tyson Foods, Inc.
Personnel Plus, Inc.	The Salvation Army	UnitedHealthcare Inc.
PetSmart Inc.	The Sara Lee Corporation	United States Steel Corporation
Philip Morris International Inc.	Seasons 52	UPS
Pilgrim's Pride Corporation	Royal Dutch Shell PLC (Shell)	US Foods
Praxair, Inc.	ShopRite Supermarkets	Volunteers of America
Radisson Hotels	Smashburger	Walmart
Ralphs	SND Staffing	Waste Connections
RC Willey Home Furnishings	Sonic Corp.	Wendy's
Red Lobster Seafood Restaurants	Sony Corporation	

13.7 ONLINE EMPLOYMENT SEARCH DATABASES

Online Employment Search Databases		
www.snagajob.com	www.jobsforfelonsonline.com	www.monster.com
www.dcnetworks.org	www.simplyhired.com	www.usajobs.gov
www.dcjobs.com	www.careerbuilder.com	www.career.com
www.ziprecruiter.com	www.indeed.com	www.jailtojob.com/companies-hire-felons.html
www.idealist.com	www.craigslist.com	www.linkedin.com
www.hirefelons.org	www.jobseye.com	https://job-hunt.org
https://jobs.washingtonpost.com	www.ihire.com	www.Google.com*
www.linkup.com	www.glassdoor.com/index.htm	https://successfulrelease.com/

*You can search for a job title on Google and the search engine will generate opportunities near you. For example, if you search "personal trainer jobs near me," job opportunities will appear at the top of your screen.

Jon Murphy

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Experience

Food Preparation

- Worked on food preparation line at various stages to cook and prepare breakfast, lunch, and dinner
- Chopped, sliced, diced, and minced ingredients for meal preparation. Used and maintained meat slicer.
- Expert knowledge in meat handling, vegetable washing, and kitchen appliance use.

Workplace Safety

- Maintained highest standards of cleanliness in food preparation and serving areas. Trained other kitchen workers in food safety handling protocols and ensured they were implemented.
- Maintained equipment according to food safety measures, ensured food was served and prepared at proper temperatures, and routinely checked to ensure food was stored properly.
- While working in mailroom and laundry facilities, developed awareness of facility hazards and maintained professional attitude in sorting, lifting and delivering products.

Back End Maintenance

- While working at library and cafeteria kitchen, maintained inventory and informed management when more supplies needed to be ordered.
- While working at cafeteria kitchen, laundry, and mailroom, reported issues with equipment function and ensured they were fixed in a timely manner.
- Cleaned floor and removed trash during and after each shift.

Dishwasher

- Handled dishware in a careful and meticulous manner to clean and sanitize in a demanding environment.
- Well-versed in training new staff in dishwashing and sanitizing protocols.
- Understood the wash-rinse-sanitize procedures and maintained the highest standards in cleanliness.
- Experienced in using and maintaining sanitizer machines to ensure the sanitization of utensils and dishes.

Work History

Sous Chef Apprenticeship, One Hotel, Washington, D.C.
2017
Engaged with back of kitchen staff to prepare food at the highest quality for breakfast buffet. Prepared food for an average of 20 people per hour. Maintained highest level of professionalism and engagement with team.

General Team Member, Texas Correctional Facility, Austin, TX
2001-2017
Performed various tasks as assigned in cafeteria kitchen, including food preparation, maintaining a safe and clean environment, ensuring proper food handling, and serving meals in a timely manner. Also worked in mailroom, laundry facility, and library on various occasions.

Summary of Skills

- Strong ability to multi-task in a fast-paced kitchen environment
- Motivated towards excelling in any position and contributing toward organization's success
- Strong communication and problem-solving skills
- Professional and enthusiastic attitude

Education

Food Preparation and Apprenticeship Program Graduate (2017)
ServSafe Food Handler's Certification (2017)
OSHA 10-Hour Certification (2015)
GED (2002)

NAME

Address
phone number ♦ email

EDUCATION

GED/ High School/ Certificate Program/ University/College Name
Degree *Month year*

[Special Programs] *Start Month Year- End Month Year*

- Description
- Description

[Relevant Coursework if Applicable]

- List courses here

WORK EXPERIENCE

ABC Company City, State
Position Held *Start Month Year - End Month Year*

- Description
- Description
- Description
- Description

XYZ Company City, State
Position Held *Start Month Year - End Month Year*

- Description
- Description
- Description
- Description

LEADERSHIP EXPERIENCE

Activity 1 City, State
Position Held *Start Month Year - End Month Year*

- Description
- Description

Activity 2 City, State
Position Held *Start Month Year - End Month Year*

- Description
- Description

Activity 3 City, State
Position Held *Start Month Year - End Month Year*

- Description
- Description

Activity 4 City, State
Position Held *Start Month Year - End Month Year*

- Description
- Description

TRAINING, SKILLS, AND INTERESTS

Training: [Any relevant training programs]
Programs: [Computer programs, operating platforms, etc.]
Languages: [XXX, ABC, etc.]
Interests/Hobbies: [X,X,X, etc.]

Michelle Wilson

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Summary of Qualifications

- 8 years of experience in administrative and sales work
- Proficient in Microsoft Windows (Word, Excel, Outlook and Powerpoint) and Adobe
- Able to work successfully both independently and on a team
- Highly skilled in creating positive customer experiences

Work Experience

Sales Assistant, The Greenleaf Energy Company **January 2019- January 2020**

- Supported the sales team by placing and fulfilling all customer orders in an efficient and timely manner.
- Prepared monthly reports for customers with the descriptions and costs of the solar panels
- Recruited new customers through sales calls and reporting on the customers' needs to the sales team
- Managed all communication between customers and the sales team. Prepared and delivered all invoices to customers.

Administrative Assistant, Clearwater Marketing **March 2017-December 2018**

- Scheduled and coordinated meetings for supervisors and managers
- Managed the organizational system and expense budget of the office
- Handled all correspondence between customers and the marketing team
- Inventoried and maintained office supplies

Front Office Assistant, The Riverbrook Paper Company **April 2014- January 2017**

- Maintained the schedules of senior management by confirming appointments and ensuring the timeliness of scheduled events
- Prepared all materials for meetings by compiling all briefs and background materials in an organized manner
- Managed all administrative logistics for the office such as expense reports, payroll, HR benefits, travel itineraries, and any ad hoq requests

Secretary, The Brandeis Foundation **September 2012- March 2014**

- Managed the receptionist desk by greeting all visitors, and directing a high number of incoming calls to the appropriate employee
- Maintained the schedules of senior management by confirming appointments and ensuring the timeliness of scheduled events
- Drafted meeting agendas, and meeting minutes

Education

Certified Administrative Professional –International Association of Administrative Professionals **2013**
Bachelor of Business Administration –University of the District of Columbia **2012**
Cordoza High School **2008**

Logan Williams

123 Fake Street, Washington, DC 20020 | (123) 456-7890 | emailaddress@gmail.com

Qualifications

- **Proven Track Record** of boosting month-to-month sales figures by +10%
- **Strong customer service skills:** Predict, evaluate, and meet the specific needs of customers
- **Interpersonal skills:** Expert at getting product from the backroom to the floor in a cost-effective and timely manner

Skills & Abilities

CUSTOMER SERVICE

- Receive a +95% on customer service feedback surveys on a consistent basis by providing a friendly in-store environment
- Enhance the customer experience by providing quality assistance and in-depth product knowledge
- Educate customers on up-and-coming brands and the latest fashion trends

SALES

- Exceeded sales goals an average of 10% for 5 straight months
- Upsell customers through the recommendation of products that meet their specific needs
- Process 30+ customer transactions a day and factored sales, discounts, and promotions into the final price

MERCHANDISING

- Restock and organize new shipments of inventory in a timely manner, cutting average of 2 days off the merchandising process
- Develop and create unique displays that attract customers to a desired product
- Team worker who is able to adapt in highly dynamic and changing situations in the office

Experience

SALES CLERK | ULTA | 2016 - 2017

SALES REPRESENTATIVE | GAP | 2014 - 2015

Education

ASSOCIATES DEGREE IN FINE ARTS | 2011 | NASSAU COMMUNITY COLLEGE

JE

Judith Eastman

PROFESSIONAL PROFILE

- **Project Execution:** Implemented new menu introduction strategies, increasing customer purchases of wine by 10% on avg.
- **Management:** Assisted in the training of 6 new waiters, ensuring attention to detail and comprehensive understanding of restaurant methodology and practices
- **Awards & Recognition:** Frequently praised for excellent service on restaurant's online rating system
- **Salesmanship:** Deep and broad knowledge of wines and pairings

KEY INDUSTRY SKILLS

- Familiarity with Point of Sale (POS) terminals and common restaurant equipment / machinery
- Able to memorize entire menus within a day, including ingredient combinations
- Proven ability to "upsell" alcohol, dessert, and appetizers to customers
- Bilingual – English (native) and Spanish (conversational). Able to comfortably take care of customers in either language

RELEVANT WORK EXPERIENCE

LONGHORN GRILL

WAITRESS / RENO, NV / 2012 – Present

- Memorized restaurant's wine stock and appropriate entrée pairings, leading to daily wine sales averaging $180, fully 15% higher than the company average
- Write patron's food orders on slips, memorize orders, and manage food resources in a 120+ seat restaurant
- Operate POS terminals to input customer orders, swipe credit cards, and enter cash amounts received

MIKE'S FANCY KITCHEN

HOSTESS & WAITRESS / RENO, NV / June 2010 – August 2012

- Awarded "Employee of the Month" two months consecutively
- Bussed tables, presented menus, seated customers, and assisted waiters with drink orders
- Trained 3 new hosts in providing excellent customer service and conflict resolution techniques

CONTACTS

Email: youremail@gmail.com

Phone: (555) 555-5555

Address: 222 Main Street, NE
Washington, D.C. 20003

ADDITIONAL SKILLS

Problem Solving

Adaptability

Collaboration Strong

Work Ethic Time

Management Critical

Thinking

Handling Pressure

Leadership

EDUCATION

A.B.A / Communications
Prince George's
Community College
2016 – 2018

13.9 DIRECTORY OF RESOURCES

Organization	Information
Academy of Hope Northeast Site 2315 18th Place, NE Washington, DC 20018 (202) 269-6623 Southeast Site 421 Alabama Avenue, SE Washington, DC 20032 (202) 373-0246 **https://aohdc.org/**	Academy of Hope empowers adult clients with access to Adult Basic Education (ABE), General Education Development (GED), and National External Diploma Program (NEDP). Participants can also benefit from college and career readiness programming, training in the hospitality, health care, and office administration industries along with computer training and career assessments and planning.

Organization	Information
American Job Centers (sponsored by the Department of Employment Services (DOES)) DOES Headquarters 4058 Minnesota Avenue, NE Washington, DC 20019 (202) 724-2337 Southeast 2330 Pomeroy Road, SE Washington, DC 20020 (202) 741-7747 CCDC Bertie Backus Campus 5171 South Dakota Avenue, NE Washington, DC 20017 (202) 576-3092 Frank D. Reeves Center 2000 14th Street, NW 3rd Floor Washington, DC 20009 (202) 442-4577 Veterans Assistance Center 1722 I Street, NW Washington, DC 20036 (202) 530-9379 **www.does.dc.gov/service/american-job-center**	American Job Centers provides eligible participants with career counseling, job search assistance, skills-building workshops, and referrals to training and educational programs, among other services.

Organization	Information
Apprenticeship D.C. (sponsored by the Department of Employment Services (DOES)) 4058 Minnesota Avenue, NE Washington, DC 20019 (202) 698-5099 **www.does.dc.gov/service/apprenticeship-dc**	Apprenticeship D.C. is a collaboration between the D.C. government and employers to bring apprenticeship opportunities in information technology (IT), cyber-security, healthcare, and infrastructure (energy efficiency technology, utilities, and transportation) to D.C. residents.
Aspire to Entrepreneurship Department of Small and Local Business Development 441 4th Street, NW Suite 850 North Washington, DC 20001 (202) 727-3900 **www.dslbd.dc.gov/node/1419881**	Aspire to Entrepreneurship is an initiative sponsored by the Department of Small and Local Business Development that empowers D.C. residents with criminal records to start their own businesses.
Bread for the City 1640 Good Hope Road, SE Washington, DC 20020 (202) 561-8587 **www.breadforthecity.org/clothing**	Bread for the City maintains a free clothing room that clients can visit once each week.

Organization	Information
Building Futures Construction Pre-Apprenticeship Training Program 1440 Meridian Place, NW Washington, DC 20010 (202) 974-8223 **www.communityservicesagency.org/building-futures-pre-apprenticeship.html**	The Building Futures Construction Pre-Apprenticeship Training Program is sponsored by the Community Services Agency of the Metro Washington Council, which is part of the local AFL-CIO. The free pre-apprenticeship program provides eligible participants (low-income men and women, 21 years of age and older, including people with criminal records) with occupational training with certifications, soft skills and job readiness training, case management, job placement, and retention services to prepare people for jobs in the construction industry and related professions.
Byte Back 899 North Capitol Street, NE Suite 850 Washington, DC 20002 1 (866) 942-0143 **https://byteback.org**	Byte Back supports customers with resume, interview, and job referral assistance. It also offers computer skills training classes and professional track courses. The Administrative Professional Track prepares students for careers as office managers, executive assistants, and receptionists, among other positions. The IT Professional Track helps students earn certifications for entry-level IT positions.
Calvary Women's Services 1217 Good Hope Road, SE Washington, DC 20020 (202) 678-2341 **www.calvaryservices.org**	Calvary Women's Services sponsors Step Up D.C., which helps women prepare resumes and cover letters, practice interviewing skills, complete online job applications, develop professional skills, and receive referrals for professional clothing. It also sponsors trips to local career fairs and connects women to employers.

Organization	Information
Carlos Rosario International Career Center and Public Charter School Harvard Street Campus and Central Office 1100 Harvard Street, NW Washington, DC 20009 (202) 797-4700 Sonia Gutierrez Campus 514 V Street, NE Washington, DC 20002 (202) 734-4900 **www.carlosrosario.org**	The Carlos Rosario International Career Center and Public Charter School empowers D.C. residents with English as a Second Language (ESL) courses, General Education Development (GED) preparation, digital literacy training, Microsoft Office training, computer skills training, Internet training, and small business and entrepreneurship training. It also offers individualized career coaching and job development opportunities.
Catholic Charities' Employment Services 1615 Monroe Street, NW Washington, DC 20010 (202) 939-2400 **www.catholiccharitiesdc.org/employmentscc**	Catholic Charities offers Job Readiness and Life Skills workshops to D.C., MD, and VA residents. It connects residents to employers. Residents can also receive guidance on entrepreneurship, resumes, employment research, career counseling, challenges on the job, and completing online applications. Services are offered in English and Spanish. Please call for intake hours.
Catholic Charities' Legal Network 924 G Street, NW Washington, DC 20001 (202) 350-4305 **www.catholiccharitiesdc.org/legalnetwork**	The Catholic Charities Legal Network serves low-income D.C. residents dealing with employment disputes. Please call for intake hours.

Organization	Information
Christian Legal Aid of the District of Columbia Main Office 907 Maryland Avenue, NE Washington, DC 20002 (202) 710-0592 **www.christianlegalaid-dc.org**	Christian Legal Aid of the District of Columbia sponsors free legal aid clinics that provide help in employment law. Please call for intake hours. Christian Legal Aid also partners with community organizations and churches to provide monthly workshops. Contact their office for more information on locations and hours.
Columbia Lighthouse for the Blind Corporate Office 1825 K Street, NW Suite 1103 Washington, DC 20006 (202) 454-6400 Educational Services 8757 Georgia Avenue, NW Suite 805 Washington, DC 20910 (202) 454-6400 **www.clb.org**	Columbia Lighthouse for the Blind offers job development and networking opportunities for blind and visually impaired D.C. residents. It also connects these residents to employers.

Organization	Information
Community College Preparatory Academy (CC Prep) MLK Site 2405 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 610-5780 MC Terrell Site 3301 Wheeler Road, SE Washington, DC 20032 (202) 770-3252 **www.ccprep-academy.org**	The Community College Preparatory Academy (CC Prep) offers General Education Development (GED) classes, college readiness preparation, Microsoft Office courses, HVAC EPA 608 CFC certification courses, COMPTIA preparation courses, academic enhancement courses, and coding courses.
Community Family Life Services (CFLS) 305 E Street, NW Washington, DC 20001 (202) 347-0511 **www.cflsdc.org**	Community Family Life Services helps clients search for employment, write resumes, develop interviewing skills, manage their careers, and retain their employment. It also distributes clothing to women and men. Please call for intake hours and appointments.
Congress Heights Community Training Development Corporation (CHCTDC) 3215 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 563-5200 **www.chctdc.org**	Congress Heights Community Training Development Corporation (CHCTDC) is designed to help job seekers access employment, training, and support services to succeed in the labor market through job readiness, education, and certification programs. CHCTDC currently offers certifications in building and facilities maintenance and physical security.

Organization	Information
Covenant House 2001 Mississippi Avenue, SE Washington, DC 20020 (202) 610-9600 **www.covenanthousedc.org**	Covenant House supports participants between the ages of eighteen (18) and twenty-four (24) with General Education Development (GED) courses. Its Job Readiness Career Center helps participants with interviewing, building their resumes, developing workplace ethics, understanding proper workplace attire, developing computer skills, networking, and practicing effective communication.
D.C. Central Kitchen Culinary Job Training Program 425 2nd Street, NW Washington, DC 20001 (202) 234-0707 **www.dccentralkitchen.org**	The D.C. Central Kitchen Culinary Job Training Program maintains two training opportunities to prepare participants who have experienced barriers to employment for careers in food service.
Department of Employment Services (DOES) 4058 Minnesota Avenue, NE Washington, DC 20019 (202) 724-2337 **www.does.dc.gov**	The Department of Employment Services (DOES) connects D.C. residents with employers and training organizations through its **Workforce Wednesdays**. The time and location of each Workforce Wednesday is subject to change. Its **On-the-Job Training Program** connects participants to training opportunities with employers. Its **Project Empowerment** work readiness program provides residents with education, training, and subsidized employment placements.

Organization	Information
District of Columbia Department of Human Resources (DCHR) 1015 Half Street, SE 9th Floor Washington, DC 20003 (202) 442-9700 Class Information: (202) 727-1523 **www.dchr.dc.gov/page/dchr-offers-free-job-skills-training-dc-residents**	The District of Columbia Department of Human Resources (DCHR) offers free resume writing and interview skills workshops to D.C. residents. Please call for class schedules.
District of Columbia Infrastructure Academy (DCIA) 2330 Pomeroy Road, SE Washington, DC 20032 (202) 899-6040 **www.does.dc.gov/service/dc-infrastructure-academy**	The District of Columbia Infrastructure Academy (DCIA) is operated by the Department of Employment Services (DOES). It recruits D.C. residents to fulfill the needs of the infrastructure industry and supports them with training in this high demand field. Current programs and services include: Pepco training, OSHA 10 & 30, First Aid and CPR, solar panel installation, job fairs, and more. Additional programs may be offered in the future.
District of Columbia Public Library (DCPL) Martin Luther King, Jr. Memorial Library 901 G Street, NW Washington, DC 20001 (202) 727-1101 **www.dclibrary.org**	The District of Columbia Public Library helps visitors explore careers and search for jobs online. There are 25 local libraries throughout the District. Call to find a library closest to you.

Organization	Information
Dress for Success 1533 9th Street, NW Lower Level Washington, DC 20001 (202) 269-4805 **https://washingtondc.dressforsuccess.org/**	Dress for Success provides women who have been referred for its services with new and gently used professional clothing for job interviews and employment. Dress for Success also offers workforce development training sessions and monthly career development and job retention workshops. Its Career Center coaches provide individualized help with interviewing and writing resumes and cover letters.
Edgewood/Brookland Family Support Collaborative Main Headquarters 601 Edgewood Street, NE Suite 25 Washington, DC 20017 (202) 832-9400 x127 **www.ebfsc.org**	Edgewood/Brookland Family Support Collaborative maintains the Readiness Individualized Support and Employment Program (RISE UP). This program provides educational and employment readiness opportunities, job placement support, and post-employment support to clients.
Employment and Training Program; Coalition for the Homeless 1725 Lincoln Road, NE Washington, DC 20002 (202) 635-1041 **https://dccfh.org/programs/employment-services/**	The Employment Services Center is sponsored by the Coalition for the Homeless. It offers case management, substance abuse counseling, and employment counseling to homeless individuals who are at least eighteen (18) years of age.

Organization	Information
Fatherhood Initiative (sponsored by the District of Columbia Department of Human Services) District of Columbia Department of Human Services 64 New York Avenue, NE Washington, DC 20002 (202) 671-4398 **https://dhs.dc.gov/**	The Fatherhood Initiative offers job placement assistance, job readiness workshops, and apprenticeships opportunities.
General Practice Clinic; The David A. Clarke School of Law at the University of the District of Columbia (UDC) 4340 Connecticut Avenue, NW Room 314 Washington, DC 20008 (202) 274-7312 For legal assistance: (202) 274-5073 **www.law.udc.edu/page/GenPracticeClinic**	The General Practice Clinic assists low-income clients with employment-related disputes.
Georgetown University Pivot Program 3700 O Street, NW Washington, DC 20057 (202) 687-0100 **https://pivot.georgetown.edu/**	The Georgetown Pivot Program is offered by the McDonough School of Business. The Pivot Program offers a one-year transition and reentry program that offers a certificate in business and entrepreneurship specifically for formerly incarcerated individuals. It is strongly recommended that you contact the program by email at **pivot@georgetown.edu** or by US mail for more information.

Organization	Information
Goodwill of Greater Washington Career Center and Retail Store Goodwill Career Center 1140 3rd Street, NE Suite 350 Washington, DC 20002 Job Training: (202) 719-1288 Headquarters: (202) 636-4225 Goodwill Retail Store and Donation Center 2200 South Dakota Avenue, NE Washington, DC 20018 (202) 715-2658 **www.dcgoodwill.org**	Goodwill Career Center offers job training programs that offer career coaching, industry recognized certifications, and job placement assistance. D.C. residents can also obtain donated clothing from the Goodwill of Greater Washington Retail Store.
H.O.P.E. Project 5410 Indian Head Highway Oxon Hill, MD 20745 (202) 449-8663 **www.hopeprojectdc.org**	H.O.P.E. Project empowers D.C. residents with information technology (IT) training through which they can receive technical certification. The IT program prepares students for entry level positions as Helpdesk and Application Support Professionals.
Jobs Have Priority, Inc. (JHP) 1526 Pennsylvania Avenue, SE Washington, DC 20003 (202) 544-9128 **www.jobshavepriority.org**	Jobs Have Priority helps people who are homeless or at risk of becoming homeless seek, obtain, and retain employment and secure housing through case management support, wrap around services, and employment classes.

Organization	Information
Jubilee Jobs Northwest 2712 Ontario Road, NW Washington, DC 20009 (202) 667-8970 Southeast 2419 Minnesota Avenue, SE Washington, DC 20020 (202) 758-3710 **www.jubileejobs.org**	Jubilee Jobs empowers its clients with resume preparation, online job application assistance, mentoring, and guidance on setting goals, charting a career path, entrepreneurship, and internships. It also connects its clients to hiring employers.
Life Asset 2448A 18th Street, NW Washington, DC 20009 (202) 709-0652 **www.lifeasset.org**	Life Asset empowers low-income entrepreneurs with business training, small loans, business opportunities, and even provides space to small businesses that might not find loans anywhere else in the area.
LinkU **https://linkudmv.org** (intended for consumers to search on their own) **https://staff.linkudmv.org/login** (intended for those working on behalf of consumers)	LinkU is a free online resource and referral guide for D.C., Maryland, and Virginia, available to the public and community-based organizations (CBOs). LinkU connects people to verified social and medical care providers in their communities. This is especially useful to returning citizens in search for housing, healthcare, food, employment services, and other support services to successfully reintegrate back into society. As an added benefit, CBOs who support returning citizens can become "LinkU staff members", which will grant the organization access to additional features.

Organization	Information
Living Classrooms Foundation 515 M Street, SE Suite 223 Washington, DC 20003 (202) 488-0627 **www.livingclassrooms.org**	Living Classrooms sponsors an employment readiness program that helps clients create personalized career pathways, write resumes and cover letters, develop effective communication skills and interviewing skills, learn how to conduct themselves professionally, and understand how to resolve conflict. It also provides post-employment support.
Living Wages 4235 4th Street, SE Washington, DC 20032 (202) 574-3962 **www.livingwages.org**	Living Wages empowers its clients to complete the National External Diploma Program (NEDP). It also offers computer training classes, resume assistance, online job application help, job search assistance, career counseling, interview preparation assistance, and access to training and employment opportunities.
Martha's Outfitters 2204 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 885-9613 **www.marthastable.org/our-locations**	Martha's Outfitters is operated by Martha's Table. It provides free clothing, including business clothing, to those who need it. To qualify for free clothing, one must be the caretaker of a person under 21 years old. Please call for more information on eligibility requirements.
Mayor's Office on Returning Citizen Affairs (MORCA) 2100 Martin Luther King, Jr. Avenue, SE Suite 100 Washington, DC 20020 (202) 715-7670 **https://communityaffairs.dc.gov/morca**	The Mayor's Office on Returning Citizen Affairs (MORCA) supports D.C. residents with criminal records with information and services that allow them to access employment, housing, healthcare, and their other needs through comprehensive case management.

Organization	Information
Mayor's Office on Returning Citizen Affairs (MORCA) – Georgetown Paralegal Program 3700 O Street, NW Washington, DC 20057 (202) 687-0100 **https://prisonsandjustice.georgetown.edu/programs/paralegal/**	MORCA, Georgetown University's Prison and Justice Initiative, and a host of prestigious D.C. law firms have partnered to offer a paralegal certification program that trains previously incarcerated men and women to become paralegal fellows. The program offers professional training, certification, and paid fellowships with elite law firms.
The National Reentry Network for Returning Citizens 3227 Dubois Place, SE Washington, DC 20019 (202) 491-3657 **https://thenationalreentrynetwork.org/ready-4-work-program/**	The National Reentry Network for Returning Citizens' Ready for Work Program is a comprehensive 4-week Job Readiness/ Job Placement Program. The program provides each participant with a training wage (money). The participants are provided with a job coach and job placement with one of their employer partners. Clients will also have access to the Peer 2 Peer Mentoring program for up to 1 year after enrollment in the Ready 4 Work cohort. Job readiness for each individual includes: resume and cover letter building – where they bring in a Human Resources Specialist to talk about how to write a resume and cover letter. The cohort will address interviewing skills, mock interviews, and role-playing which will provide feedback on demeanor, interview responses, and how to handling difficult interview questions. The program also teaches best practices for financial responsibility which include banking/credit building/checking and savings information, with account opening procedures together with a Financial Institution Associate.

Organization	Information
Neighborhood Legal Services Program (NLSP) Headquarters 64 New York Avenue, NE Suite 180 Washington, DC 20002 (202) 832-6577 Far Northeast Office 4609 Polk Street, NE Washington, DC 20019 (202) 832-6577 Southeast Office 2412 Minnesota Avenue, NE Washington, DC 20020 (202) 832-6577 **www.nlsp.org**	Neighborhood Legal Services Program (NLSP) helps clients with a variety of employment-related issues, including improper denials of employment, denials of professional licenses, and recovering unpaid wages. NLSP also specifically works with clients whose criminal records have made finding employment difficult. It also offers information and advice on other employment disputes.
New Course Restaurant and Catering 500 3rd Street, NW Washington, DC 20001 (202) 347-8790 **www.newcoursecatering.com**	New Course Restaurant and Catering trains homeless and chronically unemployed men and women for a future in the food service industry by providing hands-on culinary arts training.

Organization	Information
Opportunities Industrialization Center Washington D.C. (OIC/DC) 3016 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 839-3076 **www.oicdc.org**	Through the Opportunities Industrialization Center of Washington, D.C. (OIC/DC), participants can receive training in Home Health Aide, Customer Service, A+ Computer Repair, and Work Readiness. It also offers a training program to help participants become Business Office Support Specialist/ Microsoft Office Specialist professionals and entrepreneurs. Upon successful completion, students are prepared to take the exam(s) for a nationally recognized certification or license. Participants can also benefit from job placement support.
Project Empowerment (sponsored by the Department of Employment Services (DOES)) 4058 Minnesota Avenue, NE 2nd Floor Washington, DC 20019 (202) 698-5599 **www.does.dc.gov/service/project-empowerment-program**	Project Empowerment recruits, trains, matches, and supports eligible participants with employers for work in D.C., Maryland, and Virginia.
Prisoner & Reentry Legal Services (PRLS) Program; The Public Defender Service for the District of Columbia (PDS) Community Defender Division 1442 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (202) 824-2801 **www.pdsdc.org/about-us/legal-services/community-defender-division**	The PDS Prisoner & Reentry Legal Services (PRLS) program handles criminal record sealing matters. PRLS also helps clients in matters related to employment denials based off of a criminal record, stolen identity, and background checks. Please call for intake hours and appointments.

Organization	Information
Rising for Justice (formerly D.C. Law Students in Court) 901 4th Street, NW Suite 6000 Washington, DC 20001 (202) 638-4798 **www.risingforjustice.org/our-work/expungement**	Rising for Justice's Expungement Clinic provides legal representation to clients seeking criminal record sealing and expungements. Call to confirm whether their intake is open for new clients.
Samaritan Ministry of Greater Washington Northwest 1516 Hamilton Street, NW Washington, DC 20011 (202) 722-2280 Southeast/Anacostia 1345 U Street, SE Washington, DC 20020 (202) 889-7702 **www.samaritanministry.org**	Samaritan Ministry of Greater Washington sponsors STRIVE, which offers attitudinal and job readiness training, occupational skills training, case work and supportive services, job placement help, and post-employment support. Samaritan Ministry of Greater Washington also offers pre-General Education Development (GED) courses and computer training courses.
Senior Community Service Employment Program (SCSEP) (sponsored by the Department of Employment Services (DOES)) 4058 Minnesota Avenue, NE Suite 208B Washington, DC 20019 (202) 698-5700 **www.does.dc.gov/service/senior-community-service-employment-program**	Senior Community Service Employment Program (SCSEP) is a community service and work-based training program designed to provide participants age 55 and older with on-the-job training and transition to permanent employment. Participants gain career skills through on the job training in community based organizations in identified growth industries.

Organization	Information
Serve DC The Mayor's Office on Volunteerism Franklin D. Reeves Municipal Center 2235 Shannon Place, SE Suite 3040 Washington, DC 20020 (202) 727-7925 **https://serve.dc.gov**	Serve DC connects residents with volunteer opportunities, and establishes partnerships and collaboration among community and faith-based organizations, the private sector, and local and federal government.
Skyland Workforce Center 2509 Good Hope Road, SE Washington, DC 20020 (202) 793-2141 **www.skylandworkforcecenter.org**	In partnership with Byte Back, Calvary Women's Services, Life Asset, Samaritan Ministry of Greater Washington, and Southeast Ministry, the Skyland Workforce Center refers clients to employers, offers job training opportunities, provides computer literacy training, and assists with resumes and job applications. It also connects D.C. residents with employment in the construction industry.
So Others Might Eat (SOME) SOME Main Office 71 O Street, NW Washington, DC 20001 (202) 797-8806 **www.some.org/services/basic-needs** SOME Conway Center 4430 Benning Road, NE Washington, DC 20019 (202) 292-4460 **www.some.org/services/job-training**	So Others Might Eat (SOME) operates a clothing room that offers free clothing, emergency hygiene kits, shoes, and accessories. The SOME Center for Employment Training offers tuition-free training and certification for students interested in careers as Medical Administrative Assistants, Certified Electronic Health Records Specialists, and Building Maintenance Service Technicians. It also provides case management and job placement assistance. Transportation assistance is also provided. You may participate in the program with a criminal record and a high school diploma or GED are not required. Please call for intake hours.

Organization	Information
Southeast Ministry Main Office 3111 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 562-2636 Location 2 212 East Capitol Street, NE Washington, DC 20003 (202) 562-2636 Location 3 2509 Good Hope Road, SE Washington, DC 20020 (202) 562-2636 **www.seministrydc.org**	Southeast Ministry supports clients with job preparation assistance, Adult Basic Education (ABE) and General Education Development (GED) courses, and post-employment support. Southeast Ministry also informs its clients of educational and employment opportunities.
Suited for Change 1023 15th Street, NW Suite 601 Washington, DC 20005 (202) 293-0351 **www.suitedforchange.org**	Suited for Change supports women in D.C. referred to its services with free professional attire, mentoring, and job readiness training.
The Arc District of Columbia 1825 K Street, NW Suite 1200 Washington, DC 20006 1 (800) 433-5255 **www.arcdc.net**	The Arc District of Columbia supports D.C. residents with intellectual and developmental disabilities with job placement assistance and training.

Organization	Information
The District of Columbia Office of Human Rights (OHR) 441 4th Street, NW Suite 570 North Washington, DC 20001 (202) 727-4559 **www.ohr.dc.gov**	The District of Columbia Office of Human Rights (OHR) investigates and resolves employment discrimination complaints.
The Hope Foundation Reentry Network P.O. Box 31304 Washington, DC 20032 (202) 423-5430 **www.hopereentrynetworkdc.org**	Through its post-release program, the Hope Foundation Reentry Network supports formerly incarcerated clients with workforce development training and job placement help.
Thrive D.C. 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311 **www.thrivedc.org**	Thrive D.C. provides Employment Workshops in its Computer Lab, where clients can receive help writing their resumes, searching for positions, and completing job applications. Clients can also benefit from individualized case management to help them write resumes and cover letters, practice interviewing, communicate in the workplace, search for positions, and set employment goals.

Organization	Information
United Planning Organization (UPO) Main Office 301 Rhode Island Avenue, NW Washington, DC 20001 (202) 238-4609 UPO Anacostia Community Service Center 1649 Good Hope Road, SE Washington, DC 20020 (202) 610-5900 UPO/Ralph Waldo "Petey" Greene Community Service Center 2907 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 562-3801 **www.upo.org**	The United Planning Organization (UPO) offers training and certification to prepare D.C. residents for careers as building maintenance professionals, electrical technicians, commercial drivers, Emergency Medical Technicians (EMTs), culinary arts professionals, hospitality and tourism industry service workers, electrical installation professionals, information technology (IT) help desk and application support specialists, and childhood development specialists. UPO also offers employment and career development help that provides participants with resume and cover letter assistance, interview preparation, referrals for employment, education, and training, and post-placement support.
Urban Ed, Inc. 2041 Martin Luther King, Jr. Avenue, SE Suite M-2 Washington, DC 20020 (202) 610-2344 **www.urbaned.org**	Urban Ed, Inc. offers technology certification programs. It also maintains a workforce development training program called STEMAcad, which is designed to prepare students for careers in information technology (IT).

Organization	Information
Vocational Opportunities Training and Education/Employment (V.O.T.E.E.) (sponsored by the Court Supervision and Offender Services Agency (CSOSA)) 633 Indiana Avenue, NW Washington, DC 20004 (202) 220-5300 **www.csosa.gov**	Individuals under the supervision of the Court Supervision and Offender Services Agency (CSOSA) can benefit from Adult Basic Education (ABE) programming and General Education Development (GED) programming at its four learning labs. Participants can also receive training and job development support.
Vocational Rehabilitation (VR) Services from the Department on Disability Services 250 E Street, SW Washington, DC 20024 (202) 730-1700 **www.dds.dc.gov/service/vocational-rehabilitation-services**	Only those who have physical and mental impairments that make employment difficult to find and maintain are eligible to participate in Vocational Rehabilitation (VR) programs. These programs assist participants by providing them with referrals, assessments, counseling, vocational or educational training, job search assistance, job placement help, and other support.
Voices for a Second Chance (VSC) 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 **www.vscdc.org**	Voices for a Second Chance provides job application and resume assistance, clothing, and employment referrals.

Organization	Information
Washington Lawyers' Committee for Civil Rights and Urban Affairs 700 14th Street, NW Suite 400 Washington, DC 20005 (202) 319-1000 Southeast Clinic — Bread for the City 1640 Good Hope Road, SE Washington, DC 20020 (202) 319-1000 Northwest Clinic — Bread for the City 1525 7th Street, NW Washington DC 20001 (202) 265-2400 **www.washlaw.org**	The Washington Lawyers' Committee for Civil Rights and Urban Affairs serves clients in employment-related disputes involving unpaid wages, overtime, sexual harassment, termination, discrimination, workers' compensation, family and medical leave, pension benefits, and criminal records. It also hosts Workers' Rights Clinics where low-income workers can obtain free legal advice on employment-related issues and referrals to lawyers who specialize in employment-related disputes. Please call for the schedule.

Organization	Information
Whitman-Walker Health Legal Services Clinic Whitman-Walker at 1525 1525 14th Street, NW Washington, DC 20005 (202) 939-7630 Max Robinson Center 2301 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 939-7630 WeWork Manhattan Laundry 1342 Florida Avenue, NW Washington, DC 20009 (202) 939-7630 **www.whitman-walker.org/care-program/legal-services-discrimination**	Whitman-Walker Health provides discrimination representation based on HIV status, sexual orientation, or gender identity in employment cases. Please call for intake availability.
Workforce Development Program at the University of the District of Columbia (UDC) Community College 801 North Capitol Street, NE Washington, DC 20002 (202) 274-5800 **www.udc.edu/cc/workforce-development/career-pathways**	Eligible D.C. residents can participate in courses in the UDC Workforce Development Program to earn certifications to prepare for careers involving information technology and office administration, construction and property management, hospitality and tourism, early childhood education, healthcare, and infrastructure systems, logistics, and operations.

14

EDUCATION

EDUCATION

14

This chapter discusses education opportunities that you may decide to pursue. Education is important for your future success. It can help you get a job, and it can open up many doors. Many jobs require that you have a high school diploma or General Education Development/ Diploma (GED), even if you have hands-on experience. But do not worry if you do not have hands-on experience; sometimes a certification may be an acceptable substitute. In other words, pushing toward your educational goals can be a meaningful way to gain an edge in a competitive workforce and create better opportunities for yourself.

There are many different ways to get an education. You could improve your reading, writing, or math skills, pursue a high school diploma or GED, get a certificate, complete a vocational program, or earn college credits or a degree. Whatever you decide to do, you have options.

THINGS TO DO AND CONSIDER

- ☐ 14.1. Education Rights Overview
- ☐ 14.2. Adult Basic Education (ABE) and Workforce Development
- ☐ 14.3. High School Diploma, GED, or National External Diploma Program (NEDP)
- ☐ 14.4. Trade Schools, Apprenticeships, and College
- ☐ 14.5. Directory of Resources

Please note: Unlike other chapters, most of the organizations mentioned in this chapter are listed in tables throughout the body of the chapter. There is a brief Directory of Resources at the end listing education advocacy and legal organizations.

14.1 EDUCATION RIGHTS OVERVIEW

EDUCATION RIGHTS OVERVIEW

D.C. has many education options for adult students, and some adult students have a right to education. Have you ever received special education or had an Individualized Education Program (IEP)? If you have special education needs, you have the right to be in a high school program, receiving supports, until you reach age twenty-two (22).

If you have a disability, you may also be entitled to education accommodations. If you desire to graduate from high school or wish to get a GED, make sure to research accommodations available to you (such as extended time or use of a calculator during tests). For example, if you are interested in the construction trade, you may have to take a math exam. With accommodations, you could have more time to complete the exam and you may be able to use a calculator. These types of accommodations may also be helpful if you are returning to school. The transition back to school can be challenging, and the tests for certain vocational certificates can be difficult. Accommodations give you supports that you may need to help pass tests. Accommodations under the Americans with Disabilities Act (ADA) can help you.

Even if you do not have special education needs, there are many schools in D.C. that provide high school or GED programming, vocational opportunities, or apprenticeships to adult students. An overview of these programs are included in this chapter.

As an adult student, you will have to find your own transportation to and from school. You are responsible for getting yourself to and from your educational or vocational programs. Transportation in D.C. can be costly. Keep this in mind when you identify an educational program. Some programs provide transportation stipends; keep your eyes out for those. You can also learn more in Chapter 7: Transportation.

If you are under twenty-one (21) and enrolled in a D.C. school, you may be eligible for the Kids Ride Free Program. If eligible, you will receive a Kids Ride Free SmartTrip® fare card that provides you with free transportation on Metrorail,

Metrobus, and the D.C. Circulator. For more information on this program, call the District Department of Transportation School Transit Office at (202) 673-1740 or visit **kidsridefree.dc.gov**.

Organizations that can provide assistance with your educational rights:

- School Justice Project (SJP)
- Advocates for Justice and Education (AJE)
- Juvenile & Special Education Law Clinic at the UDC David A. Clarke School of Law
- Disability Rights Law Clinic at the American University Washington College of Law

REQUESTING RECORDS

If you are considering an education program (whether high school or GED, vocational or certificate bearing, or college), it is important to know where you stood in your last education program. For example, what courses you completed, how many credits toward a diploma you have earned, or what sections of the GED you have passed. Knowing this will help you identify and enroll in an appropriate program.

All students have the right to their education records. Requesting your education records from all previous schools is the first thing you should do once you decide that you are going to pursue your education.

To do this, you should send a records request (see the example on the following pages) to all the schools and education programs that you have attended. Detailed instructions on how to request records are listed on the following pages with a sample request that lays out the language you can use—simply fill in your personal information where the bold writing tells you.

D.C. JAIL AND BOP EDUCATION RECORDS

For individuals currently incarcerated in the BOP or DOC facilities or those seeking records from a time when they were incarcerated, see Chapter I: Preparing for Release from the Federal Bureau of Prisons (BOP), Chapter 2, Preparing for Release from the D.C. Department of Corrections (DOC), and Chapter 6: Identity Documents and Personal Records. **NOTE:** If you attended a D.C. Public School (DCPS) while at D.C. Jail (CDF or CTF) — IYP (Inspiring Youth Program, formerly Incarcerated Youth Program), you will email your request to **IYP.records@dc.gov**.

D.C. PUBLIC SCHOOL RECORDS

If the school you attended is still in operation, please contact that school's registrar to assist you with these requests. For a listing of all open D.C. Public Schools and their numbers please visit: **http://profiles.dcps.dc.gov/**.

For requesting a copy of transcripts or a duplicate diploma for a closed school site, all requests must be completed electronically and are to be submitted online. A records release form must be completed and a copy of your ID must be submitted prior to the release of any Student Records. To submit a records request for a school that has been closed, please submit your request through their new records request portal: **https://dcps.mycusthelp.com/webapp/_rs/(S(sylno2wgklekct0solnzepel))/supporthome.aspx**.

D.C. SPECIAL EDUCATION RECORDS

Special Education records requests should be emailed to **dcps.spedrecordrequests@k12.gov** or mailed to the Division of Specialized Instruction at 1200 First Street, NE, 8th Floor, Washington, DC 20002.

> "It took me 31 years after high school to obtain my bachelor's degree. **Addiction and incarceration interrupted my traditional path**. 14 years of incarceration and 27 years of active substance use impacted my trajectory greatly."
>
> *— Kenneth Baldwin*

DUPLICATE D.C. HIGH SCHOOL DIPLOMA

If you graduated from high school after 1999, please contact the high school registrar at: **http://profiles.dcps.dc.gov/**. The registrar will verify your graduation date, start the creation of a duplicate diploma, and ensure that it is mailed to you.

If you graduated from a high school that is now closed (Spingarn, Spingarn Stay, Western, MM Washington, Armstrong, Burdick, etc.) please submit your request through their new records request portal: **https://dcps.mycusthelp.com/webapp/_rs/(S(olvziur1oxhaecte54tpwtqq))/supporthome.aspx**. They will work with you to locate your records and assist you in requesting a duplicate diploma.

D.C. PUBLIC CHARTER SCHOOL

If you attended a Public Charter School, please reach out to the D.C. Charter School Board: 3333 14th Street, NW, Suite 210, Washington, DC 20010, phone: (202) 328-2660, email: **fosihelp@dcpcsb.org**. If the public charter school is closed, contact (202) 328-2660. For more information visit, **www.dcpcsb.org/closures-growth/transcript-requests**.

> "Education played a vital role in me becoming free from prison. **Once you are educated, it's going to change your whole mind frame.**"
>
> *— Michael Plummer*

If you graduated from a Non-Public school, contact that school directly to assist you. Find a listing and contact information for Non-Public schools here: **https://osse.dc.gov/publication/osse-approved-nonpublic-schools-and-programs-list**.

*Emails and contact names change over time, if this contact information does not work, call DCPS Central Office at (202) 442-5885 or the last school you attended.

Organizations that may provide assistance with your educational records:

- School Justice Project (SJP)
- Advocates for Justice and Education (AJE)
- Public Defender Service for the District of Columbia. (PDS)
- D.C. ReEngagement Center (only for persons under age 24)

SAMPLE RECORDS REQUEST LETTER

Re: Records Request for **[insert student's name, Date of Birth (mm/dd/yyyy)]**

To Whom it May Concern:

I, **[insert your name]** am requesting all of my records. I request the complete, official file, including, but not limited to:

- Assessments and Evaluations, including Psychiatric and Psychological Records
- Attendance Records
- Disciplinary Records
- Eligibility Documents
- IEP(s)
- Notes related to receipt of psychological services
- Notice(s) of Placement
- Previous Due Process Complaints and Hearing Officer Determinations
- Related Service Provider Progress Notes and Logs
- Report Cards and Progress Reports
- Standardized Tests
- Transcripts

Please send these records to **[insert your email address, fax number, or address]**. If you have any questions, please contact me at **[insert email address and/or phone number]**.

Sincerely,
[Insert your signature/name]

14.2 ADULT BASIC EDUCATION (ABE) AND WORKFORCE DEVELOPMENT

If you decide that you want to gain basic education skills and workforce training, Adult Basic Education (ABE) and workforce development may be for you. ABE options will provide you with basic skills to help improve your reading and mathematics. Workforce training programs will help you get the skills you need to get a job. This may be for you if you think that a high school diploma or GED may take too long to get, or if you need a lot more help with reading, math, and writing before you consider high school options or a GED. Some programs offer adult learners literacy skills and workforce development training.

There are many ABE and workforce development options offered in D.C. In fact, D.C. has an office that specializes in these types of programs—Office of the State Superintendent of Education's (OSSE) Adult and Family Education. The D.C. Public Library also has great resources for literacy offerings for adults.

To learn more, visit the website at **www.dclibrary.org/services/adult**.

ADULT BASIC EDUCATION

Adult Basic Education (ABE): Typically, ABE refers to basic instruction in math, reading, and writing for adults who read below the 9th grade level. ABE literacy courses assist adult students by building skills in reading, writing, and numeracy (ability to work with numbers). If you are still learning to read, write, or use math, ABE courses and programs are good options. ABE can also be a helpful starting point to prepare you for high school equivalency certification course work. These courses and programs generally do not have age requirements.

> "What I notice about mankind in general is there is always a loophole. You have to educate yourself. Over these 26 years, I just **studied and worked hard**. I learned about new things. I got my GED."
>
> *— Calvin Bright*

Adult Secondary Education (ASE): While ABE courses provide instruction to adults who read under the 9th grade level, ASE courses provide instruction for adults who read over the 9th grade level. They are sometimes referred to as "pre-GED" classes.

Integrated Education and Training (IE&T): This refers to programs that offer both workforce development skills and career readiness in addition to either ABE, ASE, or both.

The organizations below provide ABE/adult literacy, ASE, workforce readiness, workforce training, and support services, sometimes all together. They also focus your training on a particular industry. If, for example, you are interested in healthcare, you should find a program that has a healthcare industry focus. Be sure to call the program to figure out enrollment dates and confirm that the program in which you are interested is still offered before you show up at the location.

Organization	Type of Education Offered	Industry Focus & Services Provided
Academy of Hope Adult Public Charter School 2315 18th Place, NE Washington, DC 20018 (Northeast Location) (Ward 5) Contact: (202) 269-6623	IE&T, ABE, and ASE (for GED and NEDP (National External Diploma Program)	• Business Administration and Information Technology • Healthcare • Hospitality
Briya Public Charter School 2333 Ontario Road, NW Washington, DC 20009 (Ward 1) Contact: (202) 797-7337	IE&T, ABE, ASE (provided to prepare for NEDP (National External Diploma Program) only, no GED help), ELL (English Language and Assessment), and IELCE (Integrated English Literacy and Civics Education)	• Healthcare • Early Childhood Education

Organization	Type of Education Offered	Industry Focus & Services Provided
Catholic Charities of the Archdiocese of Washington, Inc. 1001 Lawrence Street, NE Washington, DC 20017 (Ward 5) Contact: (202) 635-5970	IE&T, ABE, and IELCE	• Green Construction • Hospitality
Congress Heights Community Training and Development Corporation 3215 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032 (Ward 8) Contact: (202) 563-5200	IE&T, ABE, and ASE (provided to prepare for the GED)	• Business Administration and Information Technology • Construction • Early Childhood Education • Hospitality • Security • Law
Four Walls Career and Technical Education Center 1125 Neal Street, NE Washington, DC 20002 (Ward 5) Contact: (202) 332-8022	IE&T, ABE, ASE (provided to prepare for both the GED and NEDP), and IELCE	• Business Administration and Information Technology • Construction
Latin American Youth Center (LAYC) 1419 Columbia Road, NW Washington, DC 20009 (Ward 1) Contact: (202) 319-8642	IE&T, ABE, and ASE (provided to prepare for the GED)	• Business Administration and Information Technology

Organization	Type of Education Offered	Industry Focus & Services Provided
Opportunities Industrialization Center-D.C. 3016 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (Ward 8) Contact: (202) 373-0330	IE&T, ABE and ASE (provided to prepare for the GED)	• Business Administration and Information Technology • Healthcare
So Others Might Eat (SOME) 2300 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (Ward 8) Contact: (202) 797-8806	IE&T and ABE	• Construction • Healthcare
YouthBuild Public Charter School 3220 16th Street, NW Washington, DC 20009 (Ward 1) Contact: (202) 319-0141	IE&T, ABE, ASE (provided to prepare for the GED), ELA (English Language Arts), and IELCE	• Construction • Healthcare
YWCA National Capital Region 2303 14th Street, NW Washington, DC 20009 (Ward 1) Contact: (202) 626-0700	IE&T and ABE	• Business Administration and Information Technology • Healthcare • Hospitality
Washington Literacy Center 1816 12th Street, NW Washington, DC 20009 (Ward 1) Contact: (202) 387-9029	ABE	• Basic reading classes • Tutoring and studying help • Referral to GED and pre-GED classes • Practice tests • ESL classes

Organization	Type of Education Offered	Industry Focus & Services Provided
Adult Literacy Resource Center at MLK Public Library 901 G Street, NW Room 300 Washington, DC 20001 (Ward) Contact: (202) 727-2431	ABE	• Referral to pre-GED and GED classes • Tutoring and studying help • Practice tests • ESL classes
Skyland Workforce Center 2509 Good Hope Road, SE Washington, DC 20020 Contact: (202) 793-2141	ABE (provided to prepare for the GED)	• Tutoring • Supplemental Math Workshops

WORKFORCE DEVELOPMENT

Workforce development programs typically provide you with hands-on job readiness and sometimes a certificate for completion of the program. Most programs try to connect you with potential employers after you successfully complete the programs.

The list of organizations below is a useful place to start if you want to work on your reading, writing, and numeracy skills while also working or training for a career.

Organization	Enrollment Information	Program Offerings
Jubilee Jobs 2172 Ontario Road, NW Washington, DC 20009 Contact: (202) 667-8970	Orientations are typically held Monday mornings at one of the following locations: Southeast Location: 2419 Minnesota Avenue, SE Washington, DC 20020 Northwest Location: 1640 Columbia Road, NW Washington, DC 20009 More information on their website: **www.jubileejobs.org**	• Job preparation, placement, and support for people returning from incarceration • Resume Preparation • Online Application Support • Interviews with Hiring Employers • Community Connections & Service Opportunities • Long-Term Goal Setting • Career & Educational Guidance • Mentoring, Entrepreneurship, & Internships
So Others Might Eat (SOME), Center for Employment Training 2300 Martin Luther King, Jr. Avenue, SE 4th Floor Washington, DC 20020 Contact: (202) 292-4460	Open Monday through Friday For more information, visit their website at **www.some.org**	• Provides medical and building maintenance certifications.

Organization	Enrollment Information	Program Offerings
Skyland Workforce Center 2509 Good Hope Road, SE Washington, DC 20020 Contact: (202) 793-2141	For more information, visit their website at **www.skylandworkforcecenter.org/**	• Financial education courses for business training, financial coaching, and a support network • One-on-one support for employment resources • Employability skills development • Employment referrals • Computer literacy
DOES American Job Center For location, contact (202) 724-7000	To be eligible, must be 18 years of age, a D.C. resident, and meet income requirements. Documents required for enrollment. For more information visit **www.does.dc.gov/service/american-job-center**	• Career counseling • Referrals to hiring employers • Workshops on resume building, interviewing skills, job search strategies, and computer basics • Referrals to other education and training programs • Access to computers, telephones, copiers, and fax machines • Apprenticeship information
Efforts From Ex-Convicts, Incorporated 1329 9th Street, NW Washington, DC 20001 Contact: (202) 733-2741	Walk-in anytime or call for an appointment. For more information, visit **www.efecachieves.org/programs/employment-services/**	• One-on-one job development services • Employment and referral services

Organization	Enrollment Information	Program Offerings
Strive D.C. 715 I Street, NE Washington, DC 20002 Contact: (202) 284-1264	For more information, visit **www.strivedc.org**	• Comprehensive workforce preparation • Professional clothing for job interviews • Construction careers training • Customer service training
Byte Back's The Byte Back Pathway 899 North Capitol Street, NE Suite 850 Washington, DC 20002 Contact: 1 (866) 942-0143 Metro: Union Station (Red Line) Metrobus: 80, 96, X2, X9	Must be a low-income D.C. resident To learn more about different course offerings, visit: **https://byteback.org/classes-the-byte-back-pathway/**	• Computer literacy and employment training • Designed for adult learners with little or no experience with a computer
DOES' Project Empowerment Program 4058 Minnesota Avenue, NE 2nd Floor Washington, DC 20019 Contact: (202) 698-5599	To be eligible, must be • D.C. resident • 22-54 years old • Currently unemployed	• Job readiness training • Work experience • Job search assistance
The Hope Foundation Reentry Network P.O. Box 31304 Washington, DC 20032 Contact: (202) 423-5430	For more information visit **https://hopereentrynetworkdc.org/**	• Transitional work program • Classroom workshops • Placement on day-labor work crew after four weeks of participation and completion of classroom workshops

Organization	Enrollment Information	Program Offerings
Friendship Place AimHire Job Placement 5100 Wisconsin Avenue, NW Suite 520 Washington, DC 20016 Contact: (202) 248-0496	Orientation sessions are typically held on Wednesdays. **https://friendshipplace.org/programs-outreach/aimhire-job-placement/**	• Designed for persons experiencing homelessness and unemployment • Helps find jobs and housing • One-to-one mentoring • Workshops on job readiness topics • Resume writing assistance • Help submitting job applications online
Thrive D.C.; New Directions Reentry Program 1525 Newton Street, NW Washington, DC 20010 Contact: (202) 503-1531	For more information, visit **www.thrivedc.org/programs/newdirections/**	• Designed to assist people who have been recently incarcerated and/or released from jail or prison • Case management • Basic needs assistance (meals, toiletries, referrals for clothing and food) • Life skills education • Employment support and job search workshops • Access to one of two programs: 1) Customer Service Training and Certification and 2) Real Opportunity Job Training • Transportation assistance provided • Stipend provided

14.3 HIGH SCHOOL DIPLOMA, GED, OR NEDP PROGRAMS

If you want a high school diploma or equivalent, there are many options for you. Remember to request your records, and bring them with you when you enroll so the school can put you in the right classes.

There are many different school options available to D.C. residents. You could be in what we call a "comprehensive public school," an "Opportunity Academy," a public charter school, a GED program, or a National External Diploma Program (NEDP). Some school options have age limits and others are for all ages. While many high school diploma options are for students under age twenty-four (24), do not get discouraged. There are high school diploma programs for students of all ages. Some schools provide flexible schedules and an opportunity to earn credits or study for GED sections at your own pace. Some programs have vocational and workforce development programming built into the school day, while others provide a stipend for attendance.

Whatever your needs or goals are, there are education options for you.

This section discusses options for completing high school.

If you want to learn more, or need help navigating this process, you could reach out to these organizations and government agencies for help:

- For adult students ages 18-24 who are interested in pursuing their high school diploma or GED, the **D.C. Reengagement Center (REC)** is a very useful resource. REC staff enroll students in programs throughout the year, even if not during normal enrollment periods, and can help you get additional resources to make it possible to return to school (daycare vouchers, TANF, transportation, etc.). They can be contacted at (202) 364-1419 or **https://osse.dc.gov/service/dc-reengagement-center**.
- **School Justice Project (SJP)** provides free special education lawyers to students ages seventeen to twenty-two (17-22) who are interested in getting their diploma or GED. You may want the help of an education attorney if you have a disability or IEP. They can help you enroll in school and make sure you get support

in whatever education program you choose. If you are under age twenty-two (22), you can email SJP at **info@sjpdc.org** or leave a voicemail at (202) 618-1247.

HIGH SCHOOL DIPLOMA PROGRAMS

If you are interested in getting a traditional high school diploma, there are a number of high schools in D.C. designed for adult students. Depending on your age, whether you have special education, and your education goals, there are a number of different options, from traditional day school, to night school, to part-time programs.

To get a high school diploma in D.C., you must earn a total of twenty-four (24) credits (or "Carnegie Units"). While this can take four years, there are programs in D.C. that allow you to take classes on your own schedule and at your own pace. There are also programs that allow you to earn credits at a faster (or accelerated) pace.

In addition to earning twenty-four (24) credits, you have to complete 100 hours of community service. If you have done community service while in the D.C. Jail or in a Federal Bureau of Prisons (BOP) facility, make sure to get it documented so those hours can count toward the 100-hour community service requirement. You will have to fill out a DCPS Community Service Verification Form that you could have your case or unit manager/worker print out for you. That form (and more information on community service hours requirements) can be found here **https://dcps.dc.gov/node/1012392**. To learn about the requirements and courses you need to graduate, visit **https://dcps.dc.gov/graduation**.

It is important that you request transcripts from your past schools so that you know what classes you have completed and can see how many credits you have earned and what classes you must take before graduating. Do not forget to send records requests to all high schools that you have attended, including schools in juvenile facilities or residential treatment centers.

If you are under age twenty-two (22) and have special education, you have a right to enroll in your neighborhood or in-boundary school. You also can attend any public school to which you are accepted through the My School D.C. lottery.

The My School D.C. lottery is an online tool that gives you an opportunity to enroll in a non-boundary DCPS school or charter school. You can participate at **www.myschooldc.org.**

If you are under twenty-four (24), you can attend any one of DCPS' Opportunity Academies or any public school to which you are accepted through the My School D.C. lottery. There are many programs in D.C. designed for residents under age twenty-four (24). Discussed more on the next page, these programs provide flexible scheduling in case you have a job or other responsibilities, and they provide an opportunity to earn credits at your own pace. Many of these programs have enrollment opportunities throughout the year, so be sure to figure out when the next term's enrollment is and plan accordingly.

"Earning my GED literally felt like a ton of weight fell off of my shoulders. I then realized that I could do anything because not having a High School Diploma or GED was no longer a barrier. After I earned my GED, I then went to college. **Education became my way of rehabilitating myself**. Education became the vehicle that allowed me to see the world as whole and not just the block I grew up on. Education was free but in reality, it freed my dome (FREEDOM). Take advantage of all educational opportunities while you are incarcerated. It will be a part of your foundation when you return to the community."

— *Tyrone Walker*

Do not get discouraged if you do not fit into one of the categories above. There are still high school diploma programs available for you, such as the Goodwill Excel Center (see below).

A comprehensive list of high schools for adult students to receive their high school diploma is included below. The descriptions of the programs may change. Be sure to call the programs to confirm their enrollment dates and programs.

Organization	Information
Day Programs/Drop-In Centers	
Anacostia High School 1601 16th Street, SE Washington, DC 20020 Phone: (202) 698-2155 **www.anacostiahs.org** Metrobus: 92, A31, A32, A33, B2, V2, V5, W6, W8	A DCPS comprehensive, in-boundary neighborhood traditional high school. Located in Ward 8. High school diploma track. Students are mostly traditional high school age.
Ballou High School 3401 4th Street, SE Washington, DC 20032 Phone: (202) 645-3400 **www.balloudc.org** Metro/Metrobus: Anacostia, A2, A4, A6, A7, A8, A9, W1, W4	A DCPS comprehensive, in-boundary neighborhood traditional high school. Located in Ward 8. High school diploma track. Students are mostly traditional high school age.
Ballou STAY Opportunity Academy 3401 4th Street, SE Washington, DC 20032 (Located on same campus as Ballou H.S.) Phone: (202) 939-2076 **www.nstreetvillage.org**	Offers traditional diploma programming and ABE classes within its NEDP program. Self-paced credit accrual through online classes. Enrollment is available every term and serves an older student population (18-24).

Organization	Information
Cardozo Education Campus 1200 Clifton Street, NW Washington, DC 20009 Phone: (202) 673-7385 **www.cardozohs.com** Metro/Metrobus: U Street, 52, 53, 54, 63, 64, 70, 79, 90, 92, 96, H1, H2, H3, H4, H8, S1, S2, S4, S9, X3	Deaf Reach, Inc. is a non-profit agency committed to maximizing the self-sufficiency of deaf and hard of hearing people who need special services. Deaf-Reach programs focus on the specific needs of those who are experiencing behavioral health concerns, are developmentally disabled or socially and economically disadvantaged. They offer the Deaf Horizons Day Program. Services include housing placement assistance, counseling, life skills training, information and referrals to community services, and socialization activities. The nearest Metro station: Brookland-CUA.
Coolidge High School 6315 5th Street, NW Washington, DC 20011 Phone: (202) 671-6080 **www.coolidgeshs.org** Metrobus: 52, 53, 54, 62, 63, 70, 79	A DCPS comprehensive, in-boundary neighborhood traditional high school. Located in Ward 4. High school diploma track. Students are mostly traditional high school age.
Dunbar High School 101 N Street, NW Washington, DC 20001 Phone: (202) 698-3762 **www.dunbarhsdc.org** Metro/Metrobus: Mt. Vernon Square/7th St-Convention Center, 80, 90, 92, 96, D4, G2, P6, X3	A DCPS comprehensive, in-boundary neighborhood traditional high school. Located in Ward 5. High school diploma track. Students are mostly traditional high school age.
Eastern High School 1700 East Capitol Street, NE Washington, DC 20003 Phone: (202) 698-4500 **www.easternhighschooldc.org** Metro/Metrobus: Stadium-Armory, 96, 97, B2, D6, E32	A comprehensive, in-boundary neighborhood traditional high school. Located in Ward 6. High school diploma track. Students are mostly traditional high school age.

Organization	Information
H.D. Woodson High School 540 55th Street, NE Washington, DC 20019 Phone: (202) 939-2030 **www.hdwoodsonwarriors.org** Metrobus: 96, 97, V2, V4, W4, X9	Public charter school for adults that provides industry-recognized certifications and high school diplomas (not GED). Can enroll at multiple points during the school year. Offers transportation assistance, childcare, and flexible class schedules. This school is for all ages of adult students.
Kingsman Academy Public Charter School 1375 E Street, NE Washington, DC 20002 Phone: (202) 547-1028 **www.kingsmanacademy.org** Metro/Metrobus: Stadium-Armory, B2	Kingsman Academy's R.I.S.E. Program offers a more structured and therapeutic learning environment and high school diploma option.
Luke C Moore Opportunity Academy 1001 Monroe Street, NE Washington, DC 20017 Phone: (202) 281-3600 **www.lukecmoore.org** Metro/Metrobus: Brookland-CUA, 80, G8, H1, H2, H4, H8, H9	DCPS alternative high school program, much like Ballou STAY or Roosevelt STAY. Enrollment at multiple times throughout the year. It serves an older student population (18-24).
Roosevelt High School 4301 13th Street, NW Washington, DC 20011 Phone: (202) 576-6130 **www.theodorerooseveltdc.org** Metro/Metrobus: Georgia Ave-Petworth, 52, 53, 54, 60, 62, 63, 70, S1, S2, S4	A DCPS comprehensive, in-boundary neighborhood traditional high school. Located in Ward 4. High school diploma track. Students are mostly traditional high school age.

Organization	Information
Roosevelt STAY Opportunity Academy 4301 13th Street, NW Washington, DC 20011 (located on the Roosevelt campus) Phone: (202) 576-8399 **www.rooseveltstay.org** Metro/Metrobus: Georgia Ave-Petworth, 52, 53, 54, 70	High school diploma option. The primary student population includes in-school day students enrolled in other high schools across the city who need to take additional classes in order to graduate on time, as well as older students returning to school.
Wilson High School 3950 Chesapeake Street, NW Washington, DC 20016 Phone: (202) 282-0120 **www.wilsonhs.org** Metro/Metrobus: Stadium-Armory, B2	A DCPS comprehensive, in-boundary neighborhood traditional high school. Located in Ward 3. High school diploma track. Students are mostly traditional high school age.

GED PROGRAMS

If you have very few credits toward a high school diploma, or you want to finish school more quickly, a GED may be for you. If you think a GED is not as accepted as a high school diploma, you may be wrong. When you complete the GED, D.C. gives you a diploma too! The GED is a four (4) part test, with sections (called "modules") on Science, Social Studies, Mathematical Reasoning, and Reasoning Through Language Arts (which tests English reading/writing). Each section costs $3.75.

The below chart explains each section of the GED.

Math

Test Topics	Test Time	Format
• Basic Math • Geometry • Basic Algebra • Graphs and Functions	• 115 minutes • Short break between parts.	• 2 parts • Calculator allowed on second part • Access to calculator reference sheet and math formula sheet • Multiple choice and other question types (drag and drop, fill-in-the-blank, select an area, and drop-down)

Language Arts

Test Topics	Test Time	Format
• Reading for Meaning • Identifying and Creating Arguments • Grammar and Language	• 150 minutes • 10 minute breaks between parts 2 & 3 • 45 minutes for the written essay	• 3 sections • 1 written essay (extended response) • Multiple choice and other question types (drag and drop, select an area, and drop down)

Science

Test Topics	Test Time	Format
• Reading for Meaning in Science • Designing and Interpreting Science • Experiments • Using Numbers and Graphics in Science	• 90 minutes • No breaks	• Calculator Allowed • Access to calculator reference sheet • Multiple choice and other question types (fill in the blank, drag and drop, select an area, and drop down)

Social Studies

Test Topics	Test Time	Format
• Reading for Meaning in Social Studies • Analyzing Historical Events	• 70 minutes • No breaks	• Calculator allowed • Access to calculator reference sheet • Multiple choice and other question types (drag and drop, fill in the blank, select an area, and drop down)

Because you do not have to take all four sections at the same time, you can schedule studying and test taking whenever it makes the most sense for you. Today, the GED is administered over the computer. It can be difficult to finish the test on the computer if you do not have computer experience or typing skills. You may want to look into a program that can help improve your typing before taking the actual exam, such as Byte Back (an organization that teaches computer skills). Calculators are allowed for some sections.

You can get accommodations like extended time, large font, or extra materials to help you take the test. You can apply for these accommodations when you sign up for the exam.

You can only take each GED section up to three times per calendar year. For example, you can only take math three (3) times within one year. Plan your studies accordingly. If you have failed two (2) times, make sure you study hard before the third time, because you may have to wait until you are able to take it again. If you are not sure whether you are ready to take the GED, you should take the GED Ready practice test, available on **ged.com**.

Scheduling to take GED sections is easy, and it can be done whenever your nearest testing center allows. This is typically during normal business hours.

If you are testing in D.C., you will want to go to the District of Columbia GED Program Office (GEDPO), D.C.'s GED testing center. It administers the test via computer and awards the GED credential. Testing is offered in English and Spanish. GEDPO also offers IT certification exams, in addition to the GED Tests. Make sure to check the schedule because some days a month it is open later. It is located at:

One Judiciary Square (OJS)
441 Fourth Street, NW
Suite 370 North
Washington, DC 20001

There are GED-only schools in D.C., some offer stipends, flexible schedules, and a vocational training component. See below for a list of GED programs to determine what is right for you. Be sure to check with the program about its offerings, descriptions were taken from Back on Track D.C. and school websites and may differ from actual offerings.

Organization	Enrollment/Eligibility Requirements	Information
Academy of Hope Adult PCS (multiple locations) Northeast Location 2315 18th Place, NE Washington, DC 20018 Contact: (202) 269-6623 Metro/Metrobus: Rhode Island Ave-Brentwood, E2 Southeast Location 421 Alabama Avenue, SE Washington, DC 20032 Contact: (202) 373-0246 Metro/Metrobus: Congress Heights, A8, A4, A2, W1, W4	You must be at least 16 years of age and a D.C. resident to enroll. For more information, visit: **www.aohDC.org**	• Provides instruction for the GED • Day and night classes
Center for Empowerment and Employment Training (CEET) 605 Rhode Island Avenue, NE Suite 106 Washington, DC 20002 Contact: (202) 832-4070	You must be at least 18 to enroll. For more information, visit **www.ceet.org/**	• GED preparation • Basic workforce training
Community College Preparatory Public Charter School at MC Terrell 3301 Wheeler Road, SE Washington, DC 20032 Contact: (202) 770-3252 Metro/Metrobus: Congress Heights, A6, A7, W2, W3	You must be at least 18 to enroll. For more information, visit **www.ccprep-academy.org**	• Education and skills development • Computer literacy • Computer/information technology classes • Technician classes (HVAC) • College readiness training • Project-based learning • Online courses • Day and night classes • Case management • On-site accommodations, Referrals • Transportation subsidy

Organization	Enrollment/Eligibility Requirements	Information
Congress Heights Community Training and Development Corp. 3215 Martin Luther King Jr. Ave, SE Washington, DC 20032 Contact: (202) 563-5200 Metro/Bus: Congress Heights, A4, A8, A6, A7, A2, W4	There are a lot of eligibility requirements including being over age 18, drug testing, and scoring over a certain level on academic assessments. For more information, visit **www.chctDC.org/**	• Digital literacy certificate ic3 • ABE in math and reading • Computer literacy • Computer/information technology classes • Construction training • Project-based learning • Dual college enrollment • Parenting support • Case management • On-site accommodations • Alumni network and support • Referrals • Job search/placement • Health/substance abuse counseling
Covenant House Washington 2001 Mississippi Avenue, SE Washington, DC 20020 Contact: (202) 610-9600 Metro/Metrobus: Southern Avenue, W2, W3, W1	Must be between ages 18-24. For more information, visit **www.covenanthouseDC.org**	• Flexible GED preparation program to help master GED exam.
Four Walls Career and Technical Education 1125 Neal Street, NE Washington, DC 20002 Contact: (202) 232-6090	Must be at least 25 years old, a low-income D.C. resident (must prove residency and income), and receive a qualifying score on the CASAS assessment. You can take the assessment at Four Walls. For more information, visit **www.Fourwallsctec.org**	• Day and evening programs

Organization	Enrollment/Eligibility Requirements	Information
Latin American Youth Center (LAYC), Digital Pathways Program 1419 Columbia Road, NW Washington, DC 20009 Contact: (202) 319-2225 Metro/Metrobus: Columbia Heights, H2, H4	Must be a D.C. resident between ages 18-29. Also, must meet minimum score requirement on CASAS exam. For more information, visit **www.layc-DC.org**	• GED preparation program • Integrated education and workforce training services • Focus on careers in business administration and information technology • ABE in math and reading • Computer literacy • Computer/information technology classes • Dual college enrollment • Internships/on job training • Case management • Mental health services • Food bank • Referrals • Job search/placement • Transportation subsidy

Organization	Enrollment/Eligibility Requirements	Information
Latin American Youth Center (LAYC), Career Academy PCS 3047 15th Street, NW Washington, DC 20009 Contact: (202) 319-2228 Metro/Metrobus: Columbia Heights, S1, S2, S3, S4, H1, H2, H3, H4, H8, 51, 52, 42	For D.C. residents between the ages of 16-24. For more information, visit **www.laycca.org**	• College credits / AP-style classes offered • Rigorous and flexible GED and college preparatory curriculum • Career preparation in the healthcare and information technology fields to prepare you for career as medical assistant or A+ certified computer hardware technician • Digital literacy certificate ic3 • Computer literacy • Workforce readiness training • Computer/information technology classes • Medical services classes • College readiness and ACCUPLACER prep • Dual college enrollment • Internships/on job training • Child care subsidy • Parenting support • Independent living/housing/ emergency shelter • Case management • Mental health services • Free meals • Alumni network and support • Referrals provided • Job search/placement • Post-secondary placement • Transportation subsidy • Health/substance abuse counseling

Organization	Enrollment/Eligibility Requirements	Information
Maya Angelou Young Adult Learning Center (YALC) 5600 East Capitol Street, NE Washington, DC 20019 Contact: (202) 289-8898 x1709 Metro/Metrobus: Capitol Heights, 96,97	Must be a D.C. resident between the ages of 17-25. For more information, visit **www.seeforever.org/yalc/**	• Focus on persons coming out of incarceration. • Academic and workforce development • Digital literacy certificate ic3 • ABE in math and reading • Workforce readiness training • Technician classes (HVAC) • Construction training • Supplemental credit recovery offered • Parenting support • Case management • Student stipend • On-site accommodations • Mental health services • Alumni network and support • Referrals provided • Job search/placement • Post-secondary placement • Health/substance abuse counseling
Maya Angelou Young Adult Learning Center (YALC) Twilight Program 5600 East Capitol Street, NE Washington, DC 20019 Contact: (202) 289-8898 x1709 Metro/Metrobus: Capitol Heights, 96, 97	For D.C. residents ages 25-29. **www.seeforever.org/yalc/**	• Year around GED preparation program for older students (17 and up) • Evening classes Monday through Thursday

Organization	Enrollment/Eligibility Requirements	Information
The Next Step PCS 3047 15th Street, NW Washington, DC 20009 Contact: (202) 319-2249 Metro/Metrobus: Columbia Heights, S1, S2, S3, S4, H1, H2, H3, H4, H8, 51, 52, 42, D32, DC98	Must be a D.C. resident between the ages of 16-24. Enrollment periods are open two times every year. For more information, visit **www.nextsteppcs.org**	• Provides GED preparation in English and Spanish • Bilingual instruction • English as a second language (ESS) • ABE in math and reading • Full-time day program and a part-time night program • Year-round programs • Great program for Spanish speakers • Bilingual staff • Wrap around case-management • Computer literacy • College readiness and ACCUPLACER preparation • Dual college enrollment • Child care and child care subsidy • Parenting support • Mental health services • Food provided • Food bank • Alumni network and support • Referrals provided • Job search/placement • Post-secondary placement • Transportation subsidy

Organization	Enrollment/Eligibility Requirements	Information
Opportunities Industrialization Center of Washington (OIC/DC) 3016 Martin Luther King Jr., Avenue, SE Washington DC 20032 Contact: (202) 839-3076 Metro/Metrobus: Congress Heights, A2, A4, A6, A8, W4	Must be a D.C. resident over age 18. Must also meet minimum CASAS (Comprehensive Adult Student Assessment System) exam entrance requirements. For more information, visit **www.oicDC.org**	• A licensed training institution • Day and evening classes • Home health aide program • Customer service program • A+ Computer Repair certification program • BOSS (Business Office Support Specialist) program with Microsoft Office Certification • Entrepreneurial Training Program • Family to Family program • Work Readiness National Certification program • ABE in math and reading • Workforce readiness training • Case management services • Job readiness, financial literacy, computer literacy, and life skills • Career coaching • Job placement and development

Organization	Enrollment/Eligibility Requirements	Information
YouthBuild PCS 3220 16th St NW Washington, DC 20010 Contact: (202) 319-0141 Metro/Metrobus: Columbia Heights, 52, 53, 54, D32, H1, H2, H3, H4, H8, Circulator	You must be a D.C. resident between the ages of 16-24. For more information, visit **www.youthbuildpcs.org**	• Academic, vocational and workforce development programs in English and Spanish • ABE in math and reading • Bilingual instruction • ESL • Computer literacy • Construction training • Project-based learning • Dual college enrollment • Online courses • Internships/on job training • Case management • Student stipend • Mental health services • Referrals provided • Job search/placement assistance
YWCA 2303 14th Street, NW Suite #100 Washington, DC 20009 Contact: (202) 626-0700 Metro/Metrobus: U Street/African-American Civil War Memorial/ Cardozo, 52, 53, 54	Must be over age 18. Must also meet minimum CASAS exam entrance requirements. For more information, visit **www.ywcanca.org.**	• ServSafe certification program • ABE in math and reading • Computer literacy and computer/information technology classes • Project-based learning • Online courses • Internships/on job training • Case management • Transportation subsidy

NATIONAL EXTERNAL DIPLOMA PROGRAMS (NEDP)

NEDP programs are mostly available for people over age 24. They are not an exam, but rather require you to attend classes for a certain period to improve your academic reading and writing skills. It is a self-paced program. Do note that many NEDP programs have entrance requirements, requiring you to test above a certain grade level on the CASAS (Comprehensive Adult Student Assessment System) exam. CASAS measures basic skills, English language, and literacy skills needed to function effectively at work and in life. This can be a good option for adults who have job experience but are looking to get their high school equivalency degree to open up their career options.

See below for a list of NEDP programs to determine what is right for you. Be sure to check with the program about its offerings. Descriptions were taken from Back on Track D.C. and school websites and may differ from current offerings.

Organization	Enrollment/Eligibility Requirements	Information
Academy of Hope Adult PCS (multiple locations) Northeast Location 2315 18th Place, NE Washington, DC 20018 (202) 269-6623 Metro/Metrobus: Rhode Island Ave-Brentwood, E2 Southeast Location 421 Alabama Avenue, SE Washington, DC 20032 (202) 373-0246 Metro/Metrobus: Congress Heights, A8, A4, A2, W1, W4	You must be at least 16 years of age and a D.C. resident to enroll. For more information, visit: **http://www.aohDC.org**	• NEDP option offered

Organization	Enrollment/Eligibility Requirements	Information
Ballou STAY Opportunity Academy 3401 4th Street, SE Washington, DC 20032 (202) 645-3390 Metro/Metrobus: Anacostia, A6, A7, W4, A2, A8	Must be 23 years or older and a D.C. resident. Must take the CASAS exam before entering the program and must maintain a score at the 9th grade level or above. For more information, visit **www.balloustay.com**	• NEDP option offered
Briya Public Charter School (Four locations) Adams Morgan 2333 Ontario Road, NW Washington, DC 20009 (202) 420-7200 Metro/Metrobus: Columbia Heights, S4, S9, 96 Mount Pleasant 1755 Newton Street, NW Washington, DC 20010 (202) 797-7337 Metro/Metrobus: Columbia Heights, H4 Petworth 3912 Georgia Avenue, NW Washington, DC 20011 (202) 545-2020 Metro/Metrobus: Georgia Ave-Petworth, 70 Fort Totten 100 Gallatin Street, NE Washington, DC 20011 (202) 232-7777 Metro: Fort Totten	Must be 18 years or older, a D.C. resident, and proficient in English. There are four locations, select which is best for you. For more information, visit **www.briya.org/**	• NEDP option offered • Four locations

Organization	Enrollment/Eligibility Requirements	Information
Four Walls Career and Technical Education Center 1125 Neal Street, NE Washington, DC 20002 (202) 332-8022 Metrobus: 90, 92	Must be 25 years or older; you do not need to be a D.C. resident. Must take a CASAS exam at Four Walls and score above their minimum entrance requirement. There is a $50 enrollment fee. For more information, visit **www.fourwallsctec.org/**	• NEDP option offered • Certifications offered include: OSHA-10; Flaggers; CPR; CFC; Universal Stationary Steam Engineer Licenses
Living Wages of Washington 4235 4th Street, SE Washington, DC 20032 (202) 574-3962 Metrobus: A2, A6, A8, D14, W1	Must be 25 or older, a D.C. resident, and be on a 9th grade reading, writing and math level. For more information, visit **www.livingwages.org/**	• NEDP options offered
Roosevelt STAY Opportunity Academy 4301 13th Street, NW Washington, DC 20010 (202) 576-8399 Metro/Metrobus: Georgia Ave-Petworth, 52, 53, 54, 70	Must be 24 or older and a D.C. resident. For more information, visit **www.rooseveltstay.org**	• NEDP option offered
Southern Baptist Church Praise & Worship Center 134 L Street, NW Washington, DC 20001 Contact: (202) 842-1953 Metro/Metrobus: Shaw-Howard, 96	Must be 25 or older and a D.C. resident. Do not need to be a church member. For more information visit, **www.southernbaptistpwc.com/**	• NEDP option offered

14.4 TRADE SCHOOLS, APPRENTICESHIPS, AND COLLEGE

This section will discuss trade schools, apprenticeship opportunities, colleges, and financial aid and scholarships.

If you already have your diploma or equivalency, you can continue your education by focusing on a trade, securing an apprenticeship, or going to college. There are multiple options for both, including two- or four-year college programs. While both trade schools and colleges cost money, there are some free options in D.C., and scholarships and financial aid are also available. If you decide to pursue a trade, make sure to seek out apprenticeship opportunities and determine whether that would be right for you. Many trade unions offer apprenticeships, though they can be competitive and hard to get.

One way to think about what option is best for you is to consider what type of career interests you. Once you know what career you want, you can work backwards to figure out what educational path you need to take to seek that career.

TRADE SCHOOLS

A trade school provides you with education to enter a specific field or start your career in a specific industry. If there is a tuition requirement, often scholarships are available. Many trade schools offer a certificate or certify you in something once you graduate from the program. When considering whether this is the right option for you, you should plan to attend an orientation session and set up a tour of the program to learn more. Often, at these information sessions, you can learn about start dates, costs, and what certificates you will earn upon graduation.

Below is a list of trade schools in Washington, D.C. As always, make sure you double-check that information is accurate by calling first when you are planning your visits.

Organization	Enrollment/Eligibility Requirements	Information
D.C. Central Kitchen, Culinary Job Training Program at D.C. Central Kitchen 425 Second Street, NW Washington, DC 20001 (202) 601-7310	For adults. For more information or to apply, call the number provided, email **admissions@dccentralkitchen.org**, or visit **www.dccentralkitchen.org**	• No cost, scholarships provided • Two years of post-graduate support • Culinary arts education • Career readiness training • Earn two credentials including the ServSafe Food Protection Manager Certification
D.C. Central Kitchen, Culinary Job Training at D.C. Central Kitchen Café	Must be between the ages of 18-24 and not in school and not working. Enrollment is offered at the first Monday of each month. For more information or to apply, call or email **admissions@dccentralkitchen.org**, or visit **www.dccentralkitchen.org/enroll**.	• Hands-on culinary and career readiness training • Work at your own speed • Work at D.C. Central Kitchen's fast-casual café located on the campus of THEARC

Organization	Enrollment/Eligibility Requirements	Information
DOES' D.C. Infrastructure Academy (DCIA) 2330 Pomeroy Road, SE Washington, DC 20020 (202) 899-6040 Metro/Metrobus: Anacostia, A33, W2, W3, W6, W8, and Circulator	Must be a D.C. resident. For more information about opportunities to register call or email **DCIA@dc.gov**.	• Training opportunities in various sectors of the infrastructure industry, including transportation, where participants can earn their Commercial Driver's License and enroll in automotive technician training • 12-month training program includes two weeks of required classroom instruction at DCIA, preparing participants for entry-level transportation positions • Trainees receive six weeks of on-the-job training with DDOT's Street Sign Installation unit, earning a wage of $16.10 per hour • Upon completion of the program, participants will gain hands-on experience in sign installation and earn certifications in Flagger and OSHA-10 Construction Safety • Trainees who have completed the program will also have the opportunity to compete for employment opportunities at DDOT

Organization	Enrollment/Eligibility Requirements	Information
La Cocina 1500 N Glebe Road Arlington, VA 22207 (202) 930-3316 Metro/Metrobus: Ballston-MU to 72 or 23T buses	Must be over age 18 and reside in D.C., VA, or MD. For more information, visit **http://lacocinava.org/**	• Comprehensive bilingual (Spanish/English) culinary training and a culinary curriculum in food preparation and sanitation • Graduate with ServSafe certification; Certificate of Completion from a workforce development program in the culinary arts by Northern Virginia Community College; and a two-week internship at a local restaurant or hotel • Program operates Monday-Friday from 9:00 a.m. to 3:30 p.m.
Thrive D.C.; Real Opportunity Training Program (Real Opps) 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311	Must be committed to the program for 18 weeks. For more information, call (202) 503-1524 and reference the Real Opportunity Training Program	• 18-week program: 6 weeks of soft skills development and training as a chef alongside Thrive D.C.'s kitchen staff and 12 week externship at a local restaurant • Intensive case management • Opportunity to test for a Food Handler's License • Small stipend

Organization	Enrollment/Eligibility Requirements	Information
CC Prep, LaunchCode's Discovery Program CC Prep MCT Site 3301 Wheeler Road, SE Washington, DC 20032 (202) 770-3252	You must have an IT fundamentals or Microsoft certificate, complete the TABE Pre-Test, and complete the CC Prep orientation.	• Self-paced online course • Introduction to computer programming • Assist in developing fundamental skills necessary to pursue a career in the tech industry • No previous coding needed • 20-week class hosted in a supportive classroom environment with in-person mentoring from instructors and teaching assistants • Graduates may join an 8-week job-readiness training and enter a paid apprenticeship job placement program aimed at securing a job in technology
CC Prep, BOSS Microsoft Office Specialist Program CC Prep MCT Site 3301 Wheeler Road, SE Washington, DC 20032 (202) 770-3252	You must have an IT fundamentals or Microsoft certificate, complete the TABE Pre-Test, and complete the CC Prep orientation.	• For students who want to increase their knowledge of Microsoft Office to prepare for a career in an administrative field and the workforce in general • Flexible schedule • Choose a schedule that works for your lifestyle and complete any certification offered during that class time • Graduate once the entire MOS suite is completed

Organization	Enrollment/Eligibility Requirements	Information
CC Prep, COMPTIA Prep CC Prep MCT Site 3301 Wheeler Road, SE Washington, DC 20032 (202) 770-3252	You must have an IT fundamentals or Microsoft certificate, complete the TABE Pre-Test, complete an essay, and complete the CC Prep orientation.	• For students hoping to enter the IT field. • Do not need a college degree to enter an entry-level position. The average entry-level salary for COMPTIA is $54,000 per year • Complete Outlook and IT fundamentals • At the end of the course students will complete and interview and if successful, will be placed in the COMPTIA A+ class
CC Prep, HVAC EPA 608 CFC Certification Course CC Prep Main Campus 2405 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 610-5780	You must Attend CC Prep's awareness session, complete a TABE Pre-Test with qualifying scores, and complete the CC Prep orientation. There are required course materials that you must obtain.	• Three-part introductory HVAC course • At the end of the course, take the "EPA Section 608 Universal HVAC Technician" credential • Students who obtain their HVAC CFC 608 Universal Certification are eligible to enroll in the HVAC Hands-On Bench Training in partnership with Neighborhood Organized Workforce (NOW)

Organization	Enrollment/Eligibility Requirements	Information
MORCA CDL Training Program (through partnership with DC Department of Public Works (DPW)) (202) 715-7670 or (202) 715-7675	Enrollment is on a first come, first served basis, with a waiting list option. To enroll (or be on the waiting list) you must show: • Valid D.C. Driver's License • Current DOT Physical • 3-5 year driving record • Updated resume There are fees associated with this program including costs of licenses	• CDL (Commercial Driver's License) Class B (general knowledge) course
UPO Workforce Development Institute 301 Rhode Island Avenue, NW Washington, DC 20001 (202) 238-4707	For most programs, must have high school diploma or GED and must assess at a specific level in English and mathematics comprehension. To learn more or enroll in an upcoming training session, please call (202) 238-4707.	• Career path vocational training programs in some of D.C.'s most in-demand occupations • Orientation Case Management • Job Readiness • Career Exploration • CASAS administration site • Life Coaching • Financial Literacy • Job Assistance and Placement

Organization	Enrollment/Eligibility Requirements	Information
UPO, Career Path Vocational Training Programs 301 Rhode Island Avenue, NW Washington, DC 20001 (202) 238-4707	Each program has different enrollment requirements. To learn more or enroll in an upcoming training session, call (202) 238-4707. There are different sites based on the program: Anacostia Community Service Center 1649 Good Hope Road, SE Washington, DC 20020 Petey Greene Community Service Center 2907 MLK, Jr. Avenue, SE Washington, DC 20032 Child Development Associate Training Site Edgewood Early Learning Center 601 Edgewood Terrace, NE Washington, DC 20017 IT Training Site 301 Rhode Island Avenue, NW Washington, DC 20001 Building Careers Academy 915 Girard Street, NE Washington, DC 20017 Culinary Arts Training Site Frederick Douglas Early Learning Center 3240 Stanton Road, SE Washington, DC 20020	• Building Maintenance Professional program • Child Development Associate (CDA) Program • Commercial Driver License Training Program • Culinary Arts Training Program • Electrical Installation Professional (Telecom) program • Electrical Technician program • Emergency Medical Technician program • Hospitality Industry Hotel and Tourism Industry Service Worker program • IT Helpdesk And Application Support Specialist program

Organization	Enrollment/Eligibility Requirements	Information
Pre-Apprenticeship Green Construction Training Michael H. Kappaz Training Center 1618 Monroe Street, NW Washington, DC 20010 (202) 939-2400 extension 932 or extension 938	Must be a D.C. or MD resident over age 18. One-time registration fee of $150. Learn more at **www.catholiccharitiesdc.org/greenconstruction/**	• Graduates will receive a nationally accredited certificate in green construction • Can also enroll in specialized green building training that provides instruction on Weatherization, Sustainable Building, Occupational Mat, Technical English, OSHA Safety Training, and Job Skills and Referrals • NCCER Accredited Unit National Certifications include NCCER Core Curriculum, Introductory Craft Skills, OSHA-10, Flagger Safety, CPR-AED First Aid, NCCER Electrical Level On, and Residential Electrical Wiring in Spanish language • Classes last 10 weeks • Can only enroll in one section at a time • Classes meet Monday through Fridays, either in the morning or afternoon

Organization	Enrollment/Eligibility Requirements	Information
Byte Back's Professional Track Courses 899 North Capitol Street, NE Suite 850, Washington, DC 20002 (202) 529-3395	You must be a D.C. resident with a high school diploma or GED and must have passed Byte Back's Computer Foundations 1 and 2 classes or pass an assessment, completed an Occupational Research Assignment, and successfully interviewed with staff.	• For persons who have mastered the essentials of computer use • Teaches practical skills that you can use in an entry-level tech career • Earn multiple industry-recognized certifications • Receive personalized, in-person training • Access tutoring and mentorship opportunities • Learn soft skills
Building Futures 815 16th Street NW Suite 1100 Washington, DC 20006 (202) 974-8223	Must be a D.C. resident over 21, have a D.C. driver's license or learner's permit, have a high school diploma or GED, and score at least on the 8th grade level for the math proficiency test. For more information, visit **www.dclabor.org**	• Construction and building trades pre-apprenticeship training in: Insulation, heavy equipment operation, building maintenance, cement masonry, steam fitting, brick laying, sheet metal, plumbing and carpentry • Daily $10 transportation stipend

Organization	Enrollment/Eligibility Requirements	Information
Year Up 2645 College Drive Woodbridge, VA 22191 (703) 884-1116	Must be between 18-24 years of age. For more information, visit **www.yearup.org**	• One-year program, first six-months attend full time classes five days a week followed by a six-month internship • Technical and professional skills development • College credits • Internships • Classes in: Desktop and network support, hardware repair, software installation, communicating clearly and effectively, and personal finance • Stipends range from $150 to $280 per week depending on placement
Covenant House 2001 Mississippi Avenue, SE Washington, DC 20020 (202) 610-9600	Must be between ages 18-24 only. Open enrollment. Call first to set up appointment with intake department. For more information, visit **www.covenanthousedc.org**	• Receive a psychosocial, vocational, and educational assessment • Skills instruction in cable installation and construction • Day and evening classes offered
Skyland Workforce Center 2509 Good Hope Road, SE Washington, DC 20020 (202) 793-2141	For more information, visit **www.skylandworkforcecenter.org**	• Job and trade training

Organization	Enrollment/Eligibility Requirements	Information
Back to Work 50+ at DOES 5171 South Dakota Avenue, NE 2nd Floor Washington, DC 20017 (202) 698-5599	Must be a D.C. resident aged 50-64 with high school diploma or GED who has been employed within past five years. For more information and to apply for Back to Work 50+ at DOES, individuals must contact AARP at 1 (855) 850-2525.	• Two phased program to help persons over age 50 find employment. • 4 weeks of training sessions on technology training, resume drafting, and career counseling • Individualized Job Placement Assistance and Job Coaching 90 days of on-the-job training.
The Arc of D.C. 1825 K Street, NW Suite 1200 Washington, DC 20006 1 (800) 433-5255	Must be a D.C. resident with disabilities over age 16 who is Medicaid eligible. Referrals should be made through RSA.	• Job training in industrial maintenance, kitchen cafeteria, and clerical jobs • Post-placement support and mentoring • Program for D.C. residents with intellectual disabilities
Bennett Career Institute 700 Monroe Street, NE Washington, DC 20017 (202) 526-1400	Open enrollment. Must have high school diploma or GED and provide birth certificate or social security card and government-issued ID. There is tuition and an application fee. For more information on admissions, fees, and tuition, visit **www.bennettcareerinstitute.org/**	• Barbering Styling Course • 1500 hour program with day or evening classes for full- or part-time students • Provides instruction to conform to District of Columbia State Board of Barber and Cosmetology • Prepare student for barber license and to pass the D.C. State Board of Barber examination

Organization	Enrollment/Eligibility Requirements	Information
Free Minds Book Club and Writing Workshop 1816 12th Street, NW Washington, DC 20009 (202) 758-0829	For more information, visit **https://freemindsbookclub.org**	• Designed for individuals of all ages returning from incarceration • Resume drafting • Employer connections • One-on-one job coaching with a coach who specializes in reentry • Week-long program • Stipend provided

APPRENTICESHIP PROGRAMS

Apprenticeships combine employment and education by giving you on-the-job training. Apprenticeships are a great way to secure employment after you complete the program. For example, nearly 90% of apprentices are employed after they finish their apprenticeship.

You can get an apprenticeship in many different areas such as construction, information technology (IT), infrastructure, solar, and plumbing. Do not get discouraged if you do not see something for you immediately—there are plenty of options out there! In D.C., there are nearly 300 registered apprenticeship sponsors (employers and trade unions) providing apprenticeship training. You can learn more about becoming an apprentice here: **https://does.dc.gov/service/how-be-apprentice**.

Although requirements for apprenticeships vary, most programs require that you are over age sixteen (16) and have a high school diploma or GED. While most apprenticeship programs are free, almost

all require having access to transportation, particularly for construction positions. If you have prior experience in the trade, many employers will give you credit toward your training for that experience. Some apprenticeship programs require a general aptitude test with a qualifying score for the specific trade. If this seems daunting, you can see whether accommodations can be provided, or you could enroll in an ABE course (see section 14.2 above) to brush up on your skills.

D.C. Department of Employment Services (DOES) has an office dedicated to apprenticeships: The Office of Apprenticeship, Information and Training (OAIT). You can get information by calling DOES at (202) 698-5099 or by visiting the DOES office at 4058 Minnesota Avenue, NE, Washington, DC 20019, right off the Minnesota Avenue, NE metro stop. You can also visit their website here: **https://does.dc.gov/service/apprenticeships**.

Organization	Enrollment/Eligibility Information	Information
DOES Office of Apprenticeship, Information, and Training (OAIT) 4058 Minnesota Avenue, NE Washington, DC 20019 (202) 698-5099		• Provides information about current apprenticeship opportunities
Alexandria Seaport Foundation P.O. Box 25036 Alexandria, VA 22313 (703) 778-0977	Must be between ages 18-22. Must submit application, complete interview, and complete initial drug screening. Applications accepted at any time. Walk-ins welcome. For more information, visit **https://alexandriaseaport.org**	• Full-time, Monday through Friday • Learn math and carpentry skills while building wooden boats • On-site resources to address barriers to success, such as court fines and legal and social service needs • Located on the waterfront in Old Town, Alexandria • Stipend offered

Organization	Enrollment/Eligibility Information	Information
WDC Solar 1105 W Street, SE Washington, DC 20020 (202) 506-7586	For more information, visit **www.wdcsolar.com/about-us**	• 6-month pre-apprenticeship training program • Prepare students for a career in solar installation • Transition to available apprenticeship programs or unsubsidized employment once complete program
Simple Technology Solutions (STS) 1775 I Street, NW Suite # 1150 Washington, DC 20006 (202) 446-2134	For more information, visit **www.keepitsts.com/apprenticeship/**	• One-year IT apprenticeship program • Prepare students for a career in Cloud Technology • Upon successful completion, students will continue unsubsidized • Employment with STS or be placed in employment with an IT employer partner
Building Futures' Pre-Apprenticeship Training Program 888 16th Street, NW Suite 520 Washington, DC 20006 (202) 974-8223	Classes are offered four times a year. Call for phone screening. For more information, visit **www.dclabor.org**	• 6-week pre-apprenticeship construction training program • Geared for low-income people returning from incarceration • Develop skills to secure jobs in the construction industry or successfully enter registered union apprenticeship programs • 80% placement rate
Project JumpStart 725 Falls Way Baltimore, MD 21202 (410) 725-8341	Available only to Baltimore City and Prince George's County residents. For more information, visit **http://projectjumpstarttraining.org**	• 87-hour pre-apprenticeship training program • Rigorous classroom and hands-on training

Organization	Enrollment/Eligibility Information	Information
Free Minds Book Club and Writing Workshop 1816 12th Street, NW Washington, DC 20009 (202) 758-0829	For more information, visit **https://freemindsbookclub.org**	• Designed for individuals of all ages returning from incarceration • Resume drafting • Employer connections • One-on-one job coaching with a coach who specializes in reentry • Week-long program • Stipend provided

COLLEGE PROGRAMS (CERTIFICATE AND DEGREE)

There are many options in D.C. for college (certificate or degree) programs. Having a conviction does not prevent you from going to most colleges. Community colleges are a great option for an associate's (2-year) or lower-cost bachelor's degree. Public schools like University of the District of Columbia or the University of Maryland also offer many scholarships and lower-cost tuition for residents.

College programs can take many forms. For example, you can take classes online, in the evenings, during the day, or through the mail. If you are interested in college and in prison, there are still options. To learn more, read Chapter 1: Preparing for Release from the Federal Bureau of Prisons (BOP) or Chapter 2: Preparing for Release from the Department of Corrections (DOC). You can pay for a semester or, in some cases, by credit.

There is a lot to learn about the college process, but you can always get help navigating the applications and scholarships. D.C.'s Office of the State Superintendent of Education (OSSE) helps first-time adult college students as well as those who attended college but did not complete their degree. To learn more about starting or going back to college or to find more information about local programs, contact OSSE: (202) 741-6415, 1050 First Street, NE, Washington, DC, 20002.

Organization	Enrollment/Eligibility Requirements	Information
George Mason University 4400 University Drive Fairfax, VA 22030 (703) 993-1000	For more information, visit **www2.gmu.edu**	• Undergraduate programs • Graduate programs • Online options
Metropolitan School of Professional Studies at Catholic University 620 Michigan Avenue, NE Washington, DC 20064 (202) 319-5305	As a school that does not require standardized testing, their interest lies in applicants' experiences outside of the classroom. For prospective bachelor's degree students, the Prior Learning Assessment Program helps determine how past work and life experiences can be translated into course credit. Their nontraditional students will benefit from the same opportunities afforded all University students, ultimately receiving a degree that reads "The Catholic University of America." For more information, visit **https://metro.catholic.edu**	• Undergraduate programs • Graduate programs • Certificate programs • Non-degree programs • Non-credit programs
Montgomery College (240) 567-5000	Montgomery College is a community college with six (6) campuses in Maryland offering associate's degrees and certificates in more than 130 programs of study. For locations and information, visit **www.montgomerycollege.edu**	• Associate's Degree programs • Credit programs • Non-credit programs

Organization	Enrollment/Eligibility Requirements	Information
Montgomery College's Workforce Development & Continuing Education Program Rockville Campus 51 Mannakee Street CC220 Rockville, MD 20850 (240) 567-5188	Serves individuals in career transitions, those reentering the workforce, and those updating technical skills, as well as those seeking knowledge enrichment. Call for general questions or information about non-credit Workforce Development & Continuing Education programs.	• Apprenticeship programs in building, construction, and automotive • Health Sciences • Business and Information Technology • English Language Skills and GED
Northern Virginia Community College (NVCC) 6 campuses: Alexandria, Annandale, Loudoun, Manassas, MEC (Springfield), Woodbridge, and Reston Educational Center (703) 323-3000	NVCC is a community college with six (6) campuses in Virginia offering more than 120 associate's degrees and certificates. For more information, visit **www.nvcc.edu** For more information on workforce development programs, visit **www.nvcc.edu/workforce/index.html**	• Distance learning/online offerings • Six locations around Washington, D.C. area • More than120 degrees at the associate's level and certificate programs • Continuing education courses through Workforce Development
Prince George's Community College 301 Largo Road Largo, MD 20774 (301) 546-PGCC (7422)	Prince George's Community College offers associate degrees and certificates in multiple programs of study. For more information, visit **www.pgcc.edu**	• Credit courses • Continuing Education courses and programs
Trinity Washington University 125 Michigan Avenue, NE Washington, DC 20017 (202) 884-9400	For more information, visit **https://discover.trinitydc.edu**	• Undergraduate programs • Graduate programs

Organization	Enrollment/Eligibility Requirements	Information
University of the Potomac Main Campus: 1401 H Street, NW Suite 100 Washington, DC 20005 (888) 635-1121	For more information, visit **https://potomac.edu**	• Advanced Certificate programs • General Certificate programs • Diploma Programs in Cybersecurity, Data Science, Software Development-Online • Adult Education courses offered on nights and weekends • Advanced Certificate programs • General Certificate programs • Diploma Programs in Cybersecurity, Data Science, Software Development-Online • Adult Education courses offered on nights and weekends
University of the District of Columbia (UDC) 4200 Connecticut Avenue, NW Washington, DC 20008 (202) 274-5000	For more information, visit **www.udc.edu**	• Degree & non-degree programs
UDC Community College Workforce Development Program and Lifelong Learning (WDLL) 4200 Connecticut Avenue, NW Washington, DC 20008 (202) 274-7181	The program provides training to D.C. residents aimed at helping them earn jobs, get promoted, and train for careers in new industries. WDLL focuses on industries that provide the highest number of employment opportunities within the District and in the metropolitan area. For more information, visit **http://cc.udc.edu**	• Free classes to develop career skills The five (5) areas identified by the District of Columbia as most in demand include: • Construction and Property Management • Early Childhood Education (CDA) • Healthcare Direct Care and Administration • Hospitality and Tourism • Information Technology and Office Administration

Organization	Enrollment/Eligibility Requirements	Information
University of Maryland University College, Academic Center at Largo 1616 McCormick Drive Largo, MD 20774 (855) 655-UMUC	Serves working adults and service members. They are an online state university that offers undergraduate and graduate programs in fast-growing and in-demand fields. They offer no-cost digital course materials in nearly every course. For more information, visit **www.umuc.edu**	• Designed for working adults • Undergraduate and graduate certificate and diploma programs offered
MORCA-Georgetown University Paralegal Program Georgetown University 37th and O Streets, NW Washington, DC 20057 (202) 687-0100	For more information, visit **https://prisonsandjustice.georgetown.edu/programs/paralegal/**	• Paralegal certification program • Training to become valuable paralegal fellows • Designed for people returning from incarceration • Three-month training within the Georgetown University Paralegal Studies Program • After receiving their professional training and certification, fellows will then be hired for a one-year paid fellowship at a major D.C. law firm
The Pivot Program Georgetown University 37th and O Streets, NW Washington, DC 20057 (202) 687-0100	For more information on enrollment and eligibility requirements, visit **https://pivot.georgetown.edu/**	• Created specifically for formerly incarcerated individuals • Non-credit-bearing certificate in business and entrepreneurship • Created specifically for formerly incarcerated individuals • Taught by Georgetown faculty • One-year transition and re-entry program centered on a blend of academic work and supported employment

"Earning a degree was a means to get more money. I noticed that people around me with degrees had more flexibility, respect, and again, more money. So, after working in a paraprofessional role as a contractor for the D.C. government shortly after my release, I decided to go to school part-time while I worked. I think it's worth noting that the only reason I was hired as a contractor was because they needed someone who wasn't afraid to go into some of D.C.'s toughest neighborhoods to do outreach, and I knew the person who hired me. As I reflect, I only got jobs through people I knew. As for education, it was a tough road. I wasn't a strong high school student so I had to spend a lot of time teaching myself concepts and skills that I should have learned in high school. **I was determined to do well because it was either earning a degree or finding unacceptable ways of earning money to survive. I studied harder and longer than all of my classmates.** They zoomed through assignments while I agonized and struggled to get assignments done with my dyslexia. Over the four and a half years of my undergraduate program, I developed skills and strategies to help with completing assignments. One strategy was completing work way before the due date, so I could turn it in to my professor to get feedback on my work. That way, I could make adjustments to my work and turn it in on the due date to get good grades. This was one of many strategies I used to earn a cumulative 3.5 GPA in my undergraduate program and a cumulative 4.0 GPA in my graduate program."

— *Charles Elliot*

FINANCIAL AID

If you are worried about the cost of college programs, you can apply for scholarships and financial aid. Typically, you can apply for financial aid before being accepted into a program, but once you are accepted, you will be assigned an advisor. That advisor can point you to someone who can walk you through federal financial aid programs, grants, and local scholarships. Always remember that regardless of the school, you can appeal financial aid decisions. Once you are accepted, find out who your financial aid advisor is and set up a time (via email or phone) to talk in person. If you are employed, you can also talk to your employer, who may offer a tuition reimbursement program. It may not cover your whole tuition, but it can certainly help.

Whatever school you choose, always fill out a Free Application for Federal Student Aid (FAFSA). FAFSA is the form that allows you to qualify for federal loans and grants. While you may not want to take out loans, these loans will have a much lower interest rate (so you pay less overall) than private loans.

The Education Department has a **step-by-step guide** on how to fill out your FAFSA, which you can find online.

Federal Financial Aid Options: To explore federal financial aid opportunities, complete and submit the Free Application for Federal Student Aid (FAFSA) form. The FAFSA application opens on October 1 of each year and students should submit by March 1. Visit **www.fafsa.ed.gov** to access the FAFSA application.

District Financial Aid Options: For students under age 24, the D.C. Tuition Assistance Grant (DCTAG) may be an option for you. Please contact the DCTAG office at (202) 727-2824 for more information. Additionally, the Mayor's Scholars Undergraduate Program covers tuition and fees for eligible D.C. residents pursuing their first undergraduate degree at a select public or private college or university in the D.C. metro area. Visit **https://osse.dc.gov/mayorsscholars** for more information.

Additionally, the college program that you are considering may have additional scholarships or financial aid options. Contact the financial aid office at the school and ask for a list of their available scholarships for adult learners.

Finally, check if your current employer has a program for tuition assistance or reimbursement.

See below for a list of institutional and organizational options for financial aid, including scholarships for adult learners.

Organization	Application Requirements	Information
New Futures 641 S Street, NW, 3rd Floor Washington, DC 20001 (202) 384-5854	Must be between the ages of 17-29, a program participant at a New Futures Community Partner, a current student or newly accepted student at a career/ technical school or a community college in the D.C. metropolitan area, have a GED or high school diploma, and demonstrate financial need. For more information, visit **www.newfuturesdc.org/**	• Awards scholarships of up to $7,800.00 for Certificate and Associate degree programs to students in the D.C. area • School scholarships also may be available
The Herb Block Foundation Scholarship (855) 670-4787	Must have a high school degree or GED, be a primary resident of D.C., MD, or VA, and attend or plan to attend a participating community college and have not yet earned more than 40 credits toward a degree. For more information call. Also, you may visit **www.herbblockfoundation.org/scholarships**	• Provide up to $8,000 per academic year and up to $16,000 over the life of the scholarship • Covers not only tuition, but also fees, books and limited transportation and child care expenses • Renewable for up to five years, provided that the student continues to meet all other eligibility criteria and has not reached the monetary cap

Organization	Application Requirements	Information
Tuition Assistance Program Initiative for TANF (TAPIT) Program 2100 Martin Luther King Jr., Avenue, SE, Washington, DC 20020 (202) 698-1860	For more information about the TAPIT Program, call or visit the Family Assessment and Resource Center and request a TAPIT application.	Provides financial assistance for TANF customers to pursue post-secondary degrees or college certificate programs

EXISTING STUDENT LOANS

If you are feeling overwhelmed with student loans, remember that tackling them head on will save you money in the long run. The first thing to do is get a complete list of your loans. Try starting with the National Student Loan Data System online. If you do not remember your PIN or other details, or if you are not sure what loans you have outstanding, call the Department of Education's Federal Student Aid Information Center at (800) 433-3243 or (800) 730-8913 (TDD). They can help you find what outstanding loans you may have.

The D.C. Attorney General's Office maintains many tools for handling your student loans, including an updated scam tracker, so you can educate yourself and avoid scams.

> "Malcolm X said, 'Education is our passport to the future.' I took that to heart. I facilitated groups with my practical experience and could not obtain a contract. **Solidifying my theoretical education, coupled with my practical experience, enhances and qualifies me to be able to empower others professionally.**"
>
> *— Kenneth Baldwin*

"When I was 15 years old, I discovered I was pregnant with my first child. By 16, I had become a teenage mother and a high school dropout. With limited education and a mouth to feed I turned to the streets to survive. In the Spring of 2014, my choice caught up with me and I was arrested and charged with a criminal offense. I learned I wasn't alone. During the intake process my urine test came back positive for pregnancy. The father was my co-defendant. The news was so shocking my parents didn't believe me until one visiting day I held the sonogram of their now grandson to the plexiglass as proof and watched my father cry for the first time. I spent 7 months of my pregnancy in the county jail before leaving on bond and against many odds I delivered a healthy baby boy. When my son was 2 months old, I had to leave him to serve 3 years in prison. The same thing that was the hardest to bear was what also kept me afloat - my children.

I figured things out in prison quickly and was committed to using it for its true purpose - rehabilitation. I enrolled in numerous programs that assisted in everything from art therapy to obtaining a GED, which I received within 3 months. Since I dropped out of high school as a teenager, receiving my GED in prison was a pivotal moment in my life. It was that moment I realized the power in choice and wondered how far I could take myself if I made better choices. Throughout this time my children were growing, and I knew it was time to take my power back completely. In 2017 I was released on a sentence reconsideration and truly gained my freedom. I quickly realized being incarcerated was the easy part; the re-entry journey was what was most challenging.

As a mother I had a son who I had to get to know, and a daughter who I had to make up for lost time. Since incarcerated women are an underrepresented population there weren't many resources or handbooks on how to reintegrate with your family. Especially as a mother. What I could access were the many programs that were available for returning citizens in D.C. I started with DOES Project Empowerment. From there I was exposed to an array of barriers that returning citizens face and knew I wanted to be an active participant in changing the narrative of what a returning citizen is. I enrolled in the ASPIRE Entrepreneurship Program after being turned down to work at a grocery store. Despite knowing more about the specialty market than the hiring manager, I was still dismissed for my background. My venture, Cloud9Eats, would tackle food insecurity and injustice with the mission to provide real, organic, fresh, affordable food and snacks to underserved areas. When I finished ASPIRE I got an email about an opportunity to further my entrepreneurship training through Georgetown Pivot Program. This program offered a joint liberal arts and business curriculum from the McDonough School of Business. This was the inaugural class and a full circle moment for me. That experience opened doors to education, connections and an experience that would last forever. Both of my kids were present at my graduation for the first time. **Today, I am committed to using my experience as a tool of empowerment and advocacy**. I'm currently a RAN intern for CCE and prior to that was CCE's first Community Engagement Associate. I believe story-telling is one of the biggest forms of advocacy and my voice is my favorite channel. I'm a senior advisor for the One in Four Podcast, a DMV re-entry focused podcast, a mentor and, what I like to call, a living example of resilience and strength. **As my journey continues, it is my hope to work on preventative measures regarding incarceration, as I truly see all kids as kids and the future for our world.**

— Kadija Clifton

14.5 DIRECTORY OF RESOURCES

Organization	Information
Education Advocacy & Legal Organizations	
Advocates for Justice and Education 1200 G Street, NW Washington, DC 20005 (202) 678-8060 **www.aje-dc.org/**	Advocates for Justice and Educations (AJE) works with youth, along with their families and community to ensure that children, especially those with special needs, have access to education and health services. AJE provides peer support to parents, community education for youth caregivers, legal representation for children with education issues, and individual advocacy for children who need education and transition support.
Advancement Project 91220 L Street, NW Washington, DC 20005 (202) 728-9557 **www.advancementproject.org/issues/education-justice/**	Advancement Project is a multi-racial civil rights organization that works with allies and policymakers to secure high quality public school education for all communities, particularly those of color. It provides legal support as well as communications and campaign organizing resources to communities working for racial and social justice within the education system.

Organization	Information
Children's Law Center 501 3rd Street, NW #800 Washington, DC 20001 (202) 467-4900 **www.childrenslawcenter.org**	Children's Law Center provides pro bono legal and advocacy support to children struggling with neglect, abuse, poor housing conditions, and special education issues.
Civil Legal Services Division – Special Education; Public Defender Service for the District of Columbia (PDS) 633 Indiana Avenue, NW Washington, DC 20004 (202) 628-1200 **www.pdsdc.org/about-us/legal-services/civil-legal-services-division**	Special Education advocacy is a core component of PDS's Civil Legal Services Division. Attorneys with expertise on the Individuals with Disabilities Education Improvement Act advocate for court-involved youth with special education needs to ensure they have access to special learning accommodations within their public school.
Disability Rights Law Clinic at the American University Washington College of Law 4300 Nebraska Avenue, NW Washington, DC 20016 (202) 274-4000 **www.wcl.american.edu/academics/experientialedu/clinical/theclinics/disability/**	Law students and clinic professors at the Disability Rights Law Clinic represent children with either mental or physical disabilities along with their families in disability law matters.

Organization	Information
Juvenile and Special Education Law Clinic at the UDC David A. Clarke School of Law 4340 Connecticut Avenue, NW Room 301 Washington, DC 20008 (202) 274-7438 **www.law.udc.edu/page/JuvenileClinic**	The Juvenile and Special Education Clinic provides representation for children and their guardians in delinquency proceedings. Using an educational and neglect advocacy approach, law students and clinic professors work to protect children from the punitive measures of the delinquency system and ensure that the children's special education, care and rehabilitation needs are met
Juvenile Services Program (JSP); Public Defender Service for the District of Columbia (PDS) Community Defender Division 1442 Pennsylvania Avenue, SE Washington, DC 20003 (202) 824-2801 **www.pdsdc.org/about-us/legal-services/community-defender-division**	The PDS Juvenile Services Program provides legal representation and advocacy for youth who are committed to the Department of Youth Rehabilitation Services (DYRS). They can refer youth for education needs.
LinkU **https://linkudmv.org** (intended for consumers to search on their own) **https://staff.linkudmv.org/login** (intended for those working on behalf of consumers)	LinkU is a free online resource and referral guide for D.C., Maryland, and Virginia, available to the public and community-based organizations (CBOs). LinkU connects people to verified social and medical care providers in their communities. This is especially useful to returning citizens in search for housing, healthcare, food, employment services, and other support services to successfully reintegrate back into society. As an added benefit, CBOs who support returning citizens can become "LinkU staff members", which grants the agency access to additional features.

Organization	Information
Office of the State Superintendent of Education 2350 Washington Pl, NE Suite 112N Washington, DC 20018 (202) 727-6436 **www.osse.dc.gov**	The Office of the State Superintendent of Education (OSSE) is the state education agency for the District of Columbia charged with raising the quality of education for all D.C. residents. It provides support to vulnerable populations through transportation programs for special needs students, meal assistance programs, and financial assistance for higher education.
Open City Advocates Moultrie Courthouse 4202 Benning Road, NE #2 Washington, DC 20019 (202) 678-9001 **www.opencityadvocates.org**	Open City Advocates support youth who have been sentenced in the juvenile system both during and after incarceration. They advocate for successful reintegration, protection of due process rights, and systemic improvements for the education, employment, and housing of at-risk youth.
School Justice Project 1805 7th Street, NW Washington, DC 20001 (202) 618-1247 **www.sjpdc.org**	The School Justice Project's (SJP) special education attorneys work with their clients to protect and enforce special education rights. Through individual representation and systemic advocacy programs, they aim to spark a system-wide overhaul, changing the educational landscape for older court-involved students with special education needs who are involved in D.C.'s juvenile and criminal justice systems.
Washington Lawyers' Committee for Civil Rights and Urban Affairs 700 14th Street NW Suite 400 Washington, DC 20005 (202) 319-1000 **www.washlaw.org/what-we-do/education-justice/**	The Washington Lawyer's Committee works to eradicate inequality in education, particularly for students with disabilities, students of color, and English language learners. It offers parent empowerment programs, academic enrichment programs, and legal assistance.

15

FINANCES

FINANCES

15

This chapter will focus on giving you tips and information to help you build financial wellness in the years to come. Regardless of your level of income, managing and saving your money are crucial to providing for your needs now and in the future. How well you manage your finances (money) will impact a number of important life decisions, like where to live, whether to pursue additional education, or how to respond to unexpected emergencies.

Though getting a handle on your finances may seem intimidating, especially after you have been incarcerated or have been ordered to pay criminal justice debt, it is not impossible. Maintaining your financial health can be just as important to maintaining your quality of life as your physical health, so you should treat it as such.

BEFORE YOU START

- ☐ Obtain Identification (Learn more in Chapter 6: Identification Documents and Personal Records)
- ☐ Set Up a Mailing Address (Learn more in Chapter 5: Important Tools for Successful Reentry)

THINGS TO DO AND CONSIDER

- ☐ 15.1. Learn About Budgeting
- ☐ 15.2. Learn Money Basics
- ☐ 15.3. Open a Bank Account
- ☐ 15.4. Cash Checks Without a Bank Account
- ☐ 15.5. Send, Receive, and Make Digital Payments
- ☐ 15.6. Learn About Borrowing
- ☐ 15.7. Learn About Payday Loans
- ☐ 15.8. Check Your Credit Report
- ☐ 15.9. Apply for a Credit Card
- ☐ 15.10. Manage Your Credit
- ☐ 15.11. Understand and Manage Debt
- ☐ 15.12. Pay Your Taxes
- ☐ 15.13. Learn About Mortgages
- ☐ 15.14. Seek Legal Help for Financial Challenges
- ☐ 15.15. Directory of Resources

15.1 LEARN ABOUT BUDGETING

A budget allows you to plan for the future. Anyone can budget, regardless of how much money they have. Budgeting is simply thinking about how you will spend and save your money in advance.

Say, for example, that you have $100 to spend each week. Before you spend the money, you decide that you will spend $40 on food, $10 on a haircut, and $20 on transportation, and save the $30 that is leftover. You create a budget when you decide how you will spend your money before you actually spend it. When you tell your money where to go before you spend it, it allows you to create a plan for your money and for your future goals.

A budget also helps you adjust your spending habits to avoid spending more than you have or earn. Perhaps you want to increase your savings to allow you to purchase something important. Your budget can help you identify your expenses and areas where you can save. For example, in the sample budget above, you could get a haircut every two weeks instead of every week. That way, you would have an extra $20 a month ($10 for the two weeks out of four that you did not get a haircut) to put toward your savings goal.

There are community service providers and financial institutions that will help you create a budget. There are also websites online that can help you create a budget, such as **www.mint.com**, **www.personalcapital.com**, and **www.budgetpulse.com**, which offer free services online.

Creating and using your budget will help you to achieve financial stability by:

- Tracking your spending and savings on a weekly and monthly basis
- Creating spending and saving goals
- Saving where you can for goals, dreams, and emergencies
- Prioritizing and paying your more costly bills first

> "**Clean up your credit and invest in yourself**. Buy a stock, start a business, go to school, learn a new skill or trade. Grow!"
>
> — *Kenneth Baldwin*

15.2 LEARN MONEY BASICS

This section will allow you to familiarize yourself with the services and products of a bank or a credit union (similar to banks but they are not-for-profit and the members of the credit union own it) which can help you manage your finances. Understanding the common financial terms, products, and services listed below will also help you get more out of the sections that follow.

Common Finance Words	
DEPOSIT PRODUCTS These products allow you to place or "deposit" your money into a deposit account at a bank or credit union to keep it safe.	
Saving Accounts	• These accounts can help you build your savings (money you keep for a rainy day, emergencies, or something you want). • Money in these accounts earn interest (extra money). • You keep money here that you do not want to use for daily or regular spending.
Checking Accounts	• You can use these accounts to frequently deposit and take out money (for things you need to buy or to pay bills, etc.).
CREDIT PRODUCTS Credit is borrowed money that you can use to purchase goods and services when you need them. You agree to pay the money back, usually with a fee on top of what you originally borrowed.	
Credit Cards	• Credit cards allow you to borrow money up to a certain amount from lenders. You are required to pay the lender back, often more than you borrowed.
Lines of Credit	• A line of credit is a revolving account that allows you to borrow money, repay it, and then borrow again.
Installment Loans	• These loans are repaid in equal amounts of money over a set period of time.
Mortgages	• These loans are a specific type of installment loan that will allow you to purchase a home.

Common Finance Words	
OTHER FINANCIAL PRODUCTS AND SERVICES	
Check Cashing & Depositing	• A check is a paper document belonging to someone with a bank account. A signed check orders the bank to pay a certain amount of money to an identified person whose name is on the check. • Cashing a check means that you give a check to a financial institution and receive cash in return. • You can also deposit a check (for the amount of money on the check) into your bank account.
Money Orders	• You can use a money order, like a check, to pay a person or a bill but unlike a check, you do not need a bank account to buy or use one. • You can buy a money order with cash or a debit or credit card from a bank, credit union, post office, and even stores like Walmart. • Most money orders have a limit.
Prepaid Cards	• Prepaid cards are not linked to bank accounts. • Prepaid cards contain a set amount of money that is put or "loaded" onto the card. The card can then be used for purchases or be converted into cash. • Only the money loaded onto the card is available for use. However, money can be reloaded onto these cards. • Some prepaid cards include monthly fees, transaction fees, bill payment fees, ATM withdrawal fees, balance inquiry fees, additional card fees, inactivity fees, card replacement fees, and cancellation fees.
Payroll cards and Electronic Benefit Transfer (EBT) cards	• Employers load the pay of their employees onto payroll cards. These cards can be used like prepaid cards. • EBT cards, contain Supplemental Nutrition Assistance Program (SNAP or "food stamps") benefits. SNAP is explained in Chapter 10: Public Benefits. There may be restrictions on where you can use these cards.
Debit Cards	• You can use debit cards to withdraw money from your bank account to make purchases and withdraw money at ATMs. • Debit cards have a Visa or MasterCard logo on the card. • You will not be charged interest to use this card (like with a credit card), however, other fees may apply. Consult your bank or credit union for more information on these fees.
ATM Cards	• You can use your ATM card at an ATM machine to withdraw and deposit cash, review your account balances, and transfer money between your accounts at an ATM. ATM cards are not used to make purchases.

15.3 OPEN A BANK ACCOUNT

Keeping track of money that comes in and money that goes out can be difficult. Having a bank account makes things much easier.

Cash can be easily misplaced and easily scattered around different locations. Bank accounts offer a central place where you can conveniently manage and save your money.

Many employers appreciate the convenience of bank accounts as well. Your employer might want to deposit your pay directly into your bank account. This is called a direct deposit and some employers require you to get paid through direct deposit.

More importantly, bank accounts provide safety. If your cash is stolen, you do not have any options to replace it. If money from your bank account is stolen, your bank, which will likely be insured to protect you from such theft, will replace what was stolen.

If you want to organize your finances, opening a bank account should be your first step. When thinking about how to choose a bank account, you should consider:

- **Community reputation**: Ask your family and friends what bank they use. You can also go to **http://www.consumerfinance.gov/** to make sure the bank that you are considering is legitimate.
- **Cost of the checking account**: Ideally, you want a checking account that is free to manage. Be aware that many places advertise their accounts as "free," but are only free if you can meet certain conditions.
- **Overdraft fees**: Some banks charge you if there is not enough money in your account to cover your charges. Be mindful of the banks that charge these fees, which are called overdraft fees. To avoid these fees, keep a careful eye on how much money goes in and out of your account.
- **Minimum balance**: Some banks require you to keep a minimum balance in your account. They will charge you if you go below a certain balance.

Look into opening an account with local banks and credit unions. They often have more favorable rates for establishing credit. Local banks and credit unions also frequently offer other account benefits, like free checking accounts and reimbursement of ATM fees.

CHECKING AND SAVINGS ACCOUNTS

There are different types of bank accounts. The two most common bank accounts are **checking accounts** and **savings accounts**. You can withdraw and deposit money from both of these accounts, but they have different purposes. A checking account is meant to handle money for your daily transactions. A savings account, on the other hand, is more of a holding place for your money while it accumulates interest (extra money) over time.

HOW TO OPEN A BANK ACCOUNT

To get a bank account, you should first call the bank to ask how many and what forms of identification they require. You will generally need a government-issued ID and some other document to prove your identity, like a utility bill or a social security card.

You can open a bank account in person, online, or by phone. It is in your best interest, however, to go to the bank directly. This will allow you to develop a relationship with the bank and ask any questions you may have.

A client specialist will help you open an account. Ask for more information about the account. Also, ask about the low-cost account options that might be available.

Once you have decided to open an account, you will fill out an application. When your application is approved, some banks will give you an ATM or debit card right away. Others will send a card to the mailing address that you provide.

Banks may deny applications. Customers with unpaid negative bank account balances, accusations of fraud related

to their bank accounts, or deactivated bank accounts are more likely to have their applications to open new bank accounts rejected.

If one of these circumstances applies to you, you may be able to open a **"second chance" checking account**. Speak with a client specialist at your bank for more information.

Options are also available if you have a negative credit report or credit history. Ask a client specialist at your bank if options, including a credit building loan or a secured credit card, which will help you improve your credit over time are available to you.

Remember that prepaid cards are also always alternatives to bank accounts.

Regardless of whether you have opened a checking or a savings account, it is important that you understand how to use your new account and that you keep track of your transactions. Be aware of the minimum account balance or the maximum number of withdrawals that your saving account might allow. Be especially mindful of the overdraft fees that might come with your checking account.

When in doubt, ask your bank for more specific information on your account.

The services of credit counselors are available to you to advise you on building your credit. Do your research on the quality of their services first.

15.4 CASH A CHECK WITHOUT A BANK ACCOUNT

If you are paid with a check, you should deposit that money into your bank account. This is called "cashing a check." If you have a bank account, it is free, all you need to do is bring the check to your bank with a picture ID or debit card. Without a bank account, you will most likely have to pay to cash a check and present ID.

Do not worry if you do not have a bank account. You still have plenty of options.

1. **Cash:** If you do not have a bank account, ask the person who wrote you the check to give you the money in cash.

2. **Issuing bank:** Go to the bank that is listed on the check. Bring a picture ID. The bank will usually cash the check if it is drawn on its bank. You may be charged a fee.

3. **Retail store:** Go to a store, such as Walmart, that cashes checks for a small fee based on the amount of the check. Walmart accepts payroll, government, tax, insurance settlement, retirement disbursement, and cashier checks.

4. **Payroll Debit Card:** If you are depositing a payroll check, your employer may offer a payroll debit card which allows you to load your pay directly onto a reusable debit card. Walmart and Walgreens also sell payroll debit cards. Beware, that you may be charged a fee to use these cards.

5. **Prepaid Card:** Consider depositing your check onto a prepaid card. CHASE bank offers a prepaid card or you can deposit checks through the Ingo Money App on your smartphone.

6. **Check Cashing Store:** These include cash advance stores, title loan stores, and payday loan stores. We do not recommend this option because check cashing stores charge very high fees.

15.5 SEND, RECEIVE, AND MAKE DIGITAL PAYMENTS

More and more financial activities are taking place online through the Internet. Usually, to give someone money, receive money, or make a payment you use cash, a check, money order, debit card, or credit card – a physical piece of "paper" or "plastic."

Nowadays, however, paper and plastic are not the only ways to send and receive money or to make a payment or purchase. Instead, you can do it digitally, through the Internet, by using a smart phone, tablet, or computer. Learn more about smartphones and computers in Chapter 5: Important Tools for Successful Reentry.

Digital forms of payment have become very popular because they do not require you to carry cash or a credit or debit card, which can be stolen. It does not require you to go to an ATM or pay in person and allows you to send or receive money instantly. You just need to create a digital payment account on your phone, tablet, or computer.

The accounts are usually connected to your bank account and the process of accessing your bank account through the Internet is called "online banking." Some digital payment companies, such as PayPal, Venmo, and CashApp allow you to open cards that work just as a debit card or credit card would. Some digital payment companies require you to have a bank account but others do not. You can use these cards to make payments from the balance on your account with the company – not a bank. These cards are not credit cards, but they are backed by credit card companies, like MasterCard and Visa. They are accepted wherever credit cards are accepted. They can also be used to withdraw cash and transfer money.

Many people need help using these new forms of payment, so do not be afraid to ask someone to show you how to use it.

Popular digital transaction companies include PayPal, Venmo, Cash App, or Zelle App. Before using one of these providers to make payments, consider any fees they may charge and how they will protect your privacy. Read the user agreement carefully.

MOBILE WALLET APPLICATIONS

Similar to digital payment providers, mobile wallet applications or "apps" on your smartphone can also be used in place of cash, or your debit card or credit card. When you go into a store, you open the digital wallet app on your phone, the cashier will scan your app, and money automatically deducts from your account right from your phone. You use the "mobile wallet" instead of pulling cash out of your physical wallet. Popular applications include *Apple Pay, Google Pay,* and *Samsung Pay*. Mobile wallet applications are convenient and accepted at many places but not everywhere. Learn more about "apps" in Chapter 5: Important Tools for Successful Reentry.

15.6 LEARN ABOUT BORROWING

You may need to borrow money. Borrowing from a friend or family member can be a helpful source of money. However, this section will focus on borrowing from a financial institution, like a bank or credit union. You will generally turn to a bank or a credit union to achieve big goals, such as buying a car, starting a business, or purchasing a home. Before you think about borrowing from a financial institution, it is important to understand the basics of borrowing.

"Before my incarceration I didn't have any credit, never used a credit card, or a debit card. While I was incarcerated, I began to hear about credit and debit cards. When I was in college and taking accounting, the class often mentioned credit. It all became clear when I started taking financial classes like money smart 101 and financial literacy. **I learned the importance of credit and how to use a credit card effectively.** The most important thing that I learned was to get a secured credit card upon my release to build my credit and only use 30% of my available credit and always pay my bills on time! You will be in places faster than people who have never experienced the criminal justice system."

— *Tyrone Walker*

INSTALLMENT AND REVOLVING LOANS

Borrowed money is known as a loan. Your loan may be an installment loan, which can be repaid in equal installments (same amount of money) over a set period of time, or a revolving loan, which allows you to repeatedly (again and again) borrow money as long as you continue to pay it back.

SECURED AND UNSECURED LOANS

Secured loans offer an asset, like a vehicle or home, as collateral. Collateral is something you promise to give up (forfeit) if you do not repay the loan. **Unsecured loans** do not offer up collateral, they are secured only by the borrower's promise to repay. As a result, unsecured loans are seen as riskier by lenders.

> "**Invest in yourself**, keep updated with constant learning, and build your credit financially and socially!"
>
> — *Kenneth Baldwin*

INTEREST

Borrowing money from financial institutions is not free. The cost of borrowing money is called "interest." This means you will be required to pay back the original amount that you borrowed plus an additional amount based on the interest rate of your loan. While you usually cannot avoid paying interest on loans, it is possible to minimize the amount by keeping a good credit score, shopping around for a low interest rate, and paying off your loan as quickly as possible. Lenders are required to disclose the terms of your loan under the Truth in Lending Act (TILA). A TILA disclosure will be made before you sign a loan. Use it to ensure that you clearly understand the terms of the loan, to determine whether you can afford the loan, and to compare the favorability of other loan options you might have.

CO-BORROWERS AND CO-SIGNORS

You may choose to apply for a loan with another person or other people. You can do this by co-borrowing or co-signing a loan. Co-borrowers are considered to be equal borrowers. Each co-borrower will be on the hook for repaying the loan.

By contrast, a co-signor promises to pay the loan only if the borrower fails to do so.

Having a co-signor benefits the borrower, who may have an easier time securing a loan thanks to the co-signor, but there are certainly risks to the co-signor. If the borrower does not pay the loan (defaults), a co-signor might face late fees, collection costs, and a lowered credit score. If the borrower defaults, a lender can attempt to collect repayment from the co-signor. Think about the potential consequences to you before you agree to co-borrow or co-sign a loan.

15.7 LEARN ABOUT PAY-DAY LOANS

Payday loans allow you to borrow money for a very short period of time by agreeing to pay the loan back using your payroll check or a check with the due date of the loan. **Pay day lenders charge very high interest fees to loan money**. Because the interest fees are so high, many people take out additional pay day loans to pay back the original loan amount plus the fees. As a result, payday loans can lead to spiraling and crushing debt by forcing you to borrow more than you originally intended.

> "I learned to **manage my finances through research, networking, and connecting with people** who are in the finance, credit restoration, and investing industry."
>
> — *Kenneth Baldwin*

Payday loans are prohibited in Washington, D.C. and Maryland. However, they are still legal in Virginia. You may be tempted to take out a payday loan to obtain money quickly, but it is in your best interest to seek funding elsewhere. Instead of getting a payday loan, ask family or a friend for a short-term loan or gift. You might also consider limiting your spending in other ways to free up cash.

15.8 CHECK YOUR CREDIT REPORT

A credit score, which ranges from 300-850, is a number in your personal credit report that shows how much debt (money you owe) you currently have and the likelihood that you will repay it. Your credit score impacts your ability to get housing, credit cards, loans, and jobs. The higher your credit score, the more likely you are to get these things. So, you will want to maintain a strong credit score that makes as many opportunities available to you as possible. Knowing your credit score will give you an idea of which financial behaviors to practice and which to avoid. More information on which behaviors to practice can be found in section 15.10: Managing your credit.

A higher credit score means that you have good credit from having made good financial decisions. Lenders are more likely to lend to those with higher credit scores. Lenders may also reward people with higher credit scores with lower interest rates.

HOW TO CHECK YOUR CREDIT REPORT

Multiple companies calculate credit scores, so you are likely to have several credit scores. You can check your credit report online at **www.annualcreditreport.com** or by calling 1 (877) 322-8228. If you call, your credit report will be mailed to you. Your official credit report will not contain your credit score. It is important to know that information in your credit report contains everything that anyone would need to steal

your identity. Keep it secure once it is in your possession. If you obtain your credit report online, download it and store it in a secure place. Make sure you delete the file after the download if you are using a public computer.

CONTENTS OF A CREDIT REPORT

- Personal identifying information
- All financial accounts opened under your name that are in good standing
- All financial accounts opened in your name that are in poor standing
- Accounts in collections
- Orders of payment issued as judgments by a court
- Inquiries:
  - **Hard:** These occur when a lender is considering whether to extend you credit. Having many hard inquires can negatively affect your credit score.
  - **Soft:** These occur when a person or company is checking your credit for reasons other than extending you credit. For instance, a soft inquiry might occur as part of a background check. Only you will see soft inquiries on your credit report. A soft inquiry will not affect your credit score.

WHAT TO LOOK FOR IN YOUR CREDIT REPORT

- Make sure you recognize all of the accounts.
- Make sure that all the accounts belong to you.
- Make sure that all the information included in your credit report is accurate.

You should continue to monitor your credit report. You can dispute any unrecognized accounts or inaccurate information in your credit report. You can request one credit report each year from each of the three major credit reporting organizations: **Equifax**, **Experian**, and **TransUnion** at **www.annualcreditreport.com**. You may be eligible for an additional credit report under special circumstances, like if you are turned down for a credit card in the last 60 days.

If you would like to dispute information contained in your credit report, you can complete forms on the individual websites of the credit reporting organizations. You can also send them letters via certified mail. Be sure to request a return receipt.

CHECK YOUR CREDIT SCORE

Free credit monitoring services can be found at **www.creditkarma.com** and **www.creditsesame.com**. They will give you an approximate credit score and inform you of changes in your credit report.

Organizations that can help you access your credit score:

- Neighborhood Legal Services Program (NLSP)
- Capital Area Asset Builders
- Operation Hope

> "Things can be discouraging, **have courage** for it. It's not wrong to not know, you just don't know. Don't be ashamed to ask for help, if you don't know. It's the only way you're going to know. Humble yourself and ask."
>
> — *Quinton Tabron*

15.9 APPLY FOR A CREDIT CARD

Credit cards let you make a purchase now and pay later. Retailers across the country accept credit cards as payment both in store and online. Aside from making it easier to pay for everyday goods and services, credit cards can allow you to build your credit. Again, good credit makes lenders more likely to loan money to you.

It is important that you understand that credit card companies will charge you interest (extra money) on your debt (what you owe) to them. The interest rate (how much money the credit card company will charge you to use their card) should be an important factor in helping you decide which credit card to choose.

You can apply for a credit card at a bank. Consider applying for a credit card with a bank with which you already have a bank account. This will make the bank more likely to approve your application. You can also apply for a credit card at a retailer or online.

When considering your credit card options, look for a credit card company that you or your friends and family trust. Look for low

fees and a low interest rate. Research credit card companies that are likely to approve you based on your credit score. There are free websites and community organizations that can help you select the right credit card company.

UNSECURED AND SECURED CREDIT CARDS

If your application is approved, you will be offered either an unsecured or secured credit card.

Unsecured Credit Card

These cards are tied to your name, not your property. Unsecured credit cards are ideal because they do not require a down payment or a deposit.

Secured Credit Card

A secured credit card works just like an unsecured credit card. The main difference is that these cards require you to make an initial deposit. If you fail to pay for charges made on your card, the company will take what you owe from your deposit.

If you do not qualify for an unsecured credit card, you can get a secured credit card. Secured credit cards have lower credit limits than unsecured credit cards, but they are a good way to build your credit. Stronger credit will help you qualify for an unsecured credit card later.

CREDIT CARD FEES

Credit cards come with interest rates. You will be charged interest if you do not pay off your balance from the previous statement period in full. This means that you will pay more to the lender in the long run. Also, the following fees may apply when you use a credit card:

- **Late fees:** These fees apply when payments are missed.
- **Annual fees:** These are yearly fees to use the card.
- **Cash advance fees:** These fees are charged to convert credit into cash
- **Foreign transaction fees:** These are fees to make purchases or payments in foreign currency.
- **Balance transfer fees:** These fees apply when balances are transferred between cards.
- **Credit-limit increase fees:** These are fees to increase a card's credit limit.
- **Over-limit fees:** These fees apply when charges exceed a credit limit.

15.10 MANAGE YOUR CREDIT

The previous two sections have emphasized the importance of having good credit, but this message is worth repeating. Lenders will evaluate your credit when considering whether to lend to you. Some states (not D.C.) even allow employers to look at your credit in order to decide whether they should hire you. Having good credit can open the doors to the future that you want.

Regardless of what your credit score currently is, there are ways that you can manage your credit in order to improve it:

1. Charge only what you can afford in order to pay off your credit card each payment period. Paying the full balance of the card each payment period will help you avoid interest. Having available credit on your credit card can improve your credit score.

2. Stay below your credit limit. Generally, you should only use thirty to forty percent (30-40%) of your overall credit limit. Charging too close to your credit limit may negatively impact your credit score.

3. Pay what you owe on time. This will help you avoid late payment fees and a lowered credit score.
4. Understand your credit card account. Review the information you receive from your lender before and after you open an account.
5. Protect your credit card. Make sure no one takes your credit card. They could go on a spending spree under your name.
6. Keep accurate financial records.
7. Confirm that your account statements are accurate.
8. Be thoughtful about what cards you open, when you open them, and how often you will open cards. Remember that a hard inquiry occurs every time you open an account.
9. Be mindful of your spending.
10. Be cautious of store credit cards. These cards often carry high interest rates and are harder to manage.
11. Call the credit card company to remove a late fee if you miss one payment after months of on-time payments.

15.11 UNDERSTAND AND MANAGE DEBT

You may have outstanding debt that needs to be paid off. Or, you may have to take on some debt to provide for yourself and your family. Debt is a part of life, but debt does not have to take over your life. There are many good reasons to pay off your debts as quickly as possible. Debt limits your ability to save, which limits your financial security. Having debt puts you at the mercy of your lenders, which can be incredibly stressful. The money you earn in the future must be used to pay your debts. This means that it belongs to your lenders, not you. Having too much debt lowers your credit score.

Managing debt is not impossible. This section will reference and explain several different kinds of debts that you might have.

CRIMINAL JUSTICE DEBT

You may be faced with a unique form of debt from your involvement in the D.C. criminal justice system. The penalty resulting from your conviction may require you to pay fees, fines, and/or restitution (payment made to victims of crimes).

You can determine how much you owe by contacting the Criminal Finance Office in the Superior Court of the District of Columbia at (202) 879-1840 or by accessing your case online at **www.dccourts.gov**. Payments can be made in person by cash, check, credit card, or money order at:

D.C. Superior Court - H. Carl Moultrie Courthouse
500 Indiana Avenue, NW
Room 4003
Washington, D.C. 20001

Payment may also be mailed to:

D.C. Superior Court - H. Carl Moultrie Courthouse
Criminal Finance Office
500 Indiana Avenue, NW
Room 4002
Washington, D.C. 20001

> "It is vital that all returning citizens **learn budgeting**, establishing good credit, and investing."
>
> — *Kenneth Baldwin*

Checks or money orders must be made payable to the Clerk of D.C. Courts and must include the case number to which the payment should be applied. If the case number is not provided, the payment may be returned to the sender. Payment installment plans, reductions, and extensions must be granted by the judge.

STUDENT LOANS

If you were unable to apply to or qualify for a deferment or forbearance during the period of your incarceration, you may have defaulted on your student loans. However, you have options for repaying what you owe. If you are unable to pay the loan in full, you may apply for a loan rehabilitation or a loan consolidation.

HOW TO REHABILITATE YOUR STUDENT LOAN

To rehabilitate your loan, you must first contact your lender. Your lender will work with you to develop a payment plan. Your payment plan will depend on whether your loan is through the William D. Ford Federal Direct Loan (Direct Loan) Program, the Federal Family Education Loan (FFEL) Program, or the Federal Perkins Loan Program, or a private financial institution.

According to the Department of Education, there are several benefits to successfully rehabilitating your loan:

- The default status of your loan will no longer apply.
- Payments will no longer be collected through wage garnishment (taking your paycheck) or Treasury offset (your tax refund).
- You will be eligible for deferment, forbearance, different repayment plans, loan forgiveness, and additional federal student aid.
- The record of your default will be removed from your credit history.

Please note that you may only rehabilitate a defaulted loan once. For more information on this process, see **https://studentaid.ed.gov/sa/repay-loans/default/get-out**.

HOW TO CONSOLIDATE YOUR STUDENT LOAN

A consolidation loan combines several smaller loans into one large loan to be repaid. You may consolidate your defaulted federal student loan into a Direct Consolidation Loan. To do so, you must either agree to repay the Direct Consolidation Loan under an income-driven repayment plan or make three "consecutive, voluntary, on-time, full monthly payments on the defaulted loan" before consolidation. Certain restrictions apply depending on whether you have an existing Direct Consolidation Loan, a Federal (FFEL) Consolidation Loan, or a PLUS loan that you took out on the behalf of your child.

Under your new Direct Consolidation Loan, you will be eligible for **deferment** (pay your loan later), **forbearance** (pause your loan because of a financial hardship), **loan forgiveness** (you don't have to pay the debt), and additional federal student aid. Your credit history will continue to show your default. For more information on this process, see **https://studentaid.ed.gov/sa/repay-loans/default/get-out**.

According to the Consumer Financial Protection Bureau, private student lenders may work with you to devise a repayment program. You should contact your specific private lender for more information.

OTHER FORMS OF DEBT

You may be faced with other forms of debt from missing credit card payments, utility bills, or car payments. When you miss payments, your debt is said to be "delinquent." When you miss enough payments, your debt is said to be in default.

Failure to make regular payments on your debts may result in late payment fees, more interest, garnished wages, lost services, lost collateral, lowered credit scores, or even legal action. Non-payment may also put you in contact with a debt collector who has been assigned the task of collecting your payment by your lender.

GATHER INFORMATION ABOUT YOUR DEBT

In general, it is important that you gather as much information about your debts as you attempt to manage them:

- Who do you owe?
- How much do you owe?
- When are the payments due and in what amounts?
- What interest rate, fees, or payment penalties are attached to the loan?

You can obtain this information from a number of sources, including your credit history reports or bill statements.

DEBT COLLECTORS

Do not avoid a debt collector if you are contacted by one. Determine that the debt the collector is attempting to collect is indeed yours. The debt collector is required by federal law to inform you of the specifics of your debt. If you have any suspicions about the legitimacy of the debt collector, contact your creditor. A creditor cannot use the legal system to collect your debt past a certain period of time, which is three (3) years in Washington, D.C. Consult a lawyer if a debt collector is threatening you with legal action.

Once you have determined that the debt to be collected and the debt collector is legitimate, you should pay off the debt. Talk to the debt collector about setting up a payment plan or reducing your debt.

Under the Fair Debt Collection Practices Act, you have rights against debt collectors. Consult a lawyer if you believe that a debt collector has violated your rights. Help from the Federal Trade Commission and the Bureau of Consumer Financial Protection is

available if you believe that a debt collector has behaved improperly towards you.

MANAGING YOUR DEBT

As you think about how you will manage your debt, you may want to consider two strategies. You can pay your debts that hold the highest costs first. These debts will typically be the ones that carry the highest interest rates. Alternatively, you may pay the lowest cost debts first as you may be able to afford them easier. This approach may also help to motivate you. The approach that will be best for you will depend on your particular circumstances.

"I was first introduced to money management by a fellow inmate when I was 22. He was twice my age and seemed to know a lot about managing money. He was a mechanic and shared his money-managing philosophy. His thought was to only spend one fourth of your monthly income on rent or mortgage. He went on to share that if you spend more than one fourth of your monthly income on rent or mortgage payments, you are living above your means. He said you must use 25 percent of your monthly income for saving until you have six months of monthly expenses saved. Therefore, if you become jobless you will have enough money to survive while looking for work. I know this is an aggressive financial view but it makes financial sense. I have found that when first coming out, setting the tone for what you want to do financially is key. **Determine a percentage of money you want to use on different budget items (shelter, food, clothes, entertainment, etc.) instead of a dollar amount because your pay may fluctuate.** Try to stay with someone as long as you can to save money. Setting realistic goals will help increase the likelihood of accomplishing your goals. Remember: try not to compare what you have to others. Most times things aren't always what they seem!"

— Charles Elliot

Regardless of which you choose, avoid taking on any new debts as much as possible and continue regular payment of your other debts.

Feel free to consult a nonprofit credit counseling organization for assistance in managing your debt.

15.12 PAY YOUR TAXES

Paying taxes is a necessary part of living in the United States. Your tax dollars are put to important uses. They are spent on supporting a social safety net for the country's most vulnerable people, funding education, and maintaining national security. You are helping to provide important services for yourself and your community by paying your taxes.

The IRS recommends that you file your taxes when they are due regardless of your ability to pay in full. The IRS may work with you to create a payment plan to get a handle on your back taxes. The IRS may also allow you to pay a lower amount through an "Offer in Compromise." If the IRS agrees to your offer, you will not have to pay the remainder of what you owe unless you fail to meet future filing requirements.

The IRS may also determine that your financial situation temporarily exempts you from making payments. Interest and penalty payments from the non-payment will continue to add up.

HELP WITH FILING YOUR TAXES

You might need assistance in filing your taxes or paying your unpaid taxes from previous years. Fortunately, there are organizations who can assist you. For more information, see **www.irs.gov** or call the IRS toll free at 1 (800) 829-1040. Taxpayer Assistance Centers are also available at your convenience. Please note, however, that you will need to make an appointment in order to receive their services. The two Taxpayer Assistance Centers in D.C. are:

IRS Office
77 K Street NE
Washington, DC 20002
(202) 803-9000

IRS Office
Washington, DC
Virtual Taxpayer Assistance
1 (844) 545-5640

You can also seek assistance from the Taxpayer Advocate Service (TAS), particularly if you are unable to pay your taxes. Call toll free at 1 (877) 777-4778 or visit **www.TaxpayerAdvocate.irs.gov**

Low Income Taxpayer Clinics (LITCs) are available to guide you in disputes with the IRS. Their services, which include legal representation, are provided at little to no cost. Information regarding service eligibility may be found at **https://taxpayeradvocate.irs.gov/about/litc**. The two Low Income Taxpayer Clinics in D.C. are:

- The Janet R. Spragens Federal Tax Clinic (202) 274-4144
- The Catholic University LITC (202) 319-6788

It is important that you file your tax returns. Failure to do so may result in:

- Penalties and interest that will increase the amount you owe;
- The IRS filing a return for you; or
  - The IRS may overlook the exemptions or expenses that you are eligible to claim
  - The IRS may overestimate the amount you owe
- The IRS collecting what you owe by tapping into your bank accounts.

Please note that a tax return is different from a tax refund. The IRS offers a three (3) year grace period from the due date of the tax return to file for a tax refund.

FILING TAXES AFTER INCARCERATION

If you are attempting to file a federal tax return for income earned prior to your incarceration, you should reach out to your former employer for documentation of your employment. If this is not an option, you can obtain the necessary forms from the IRS by downloading Form 4508-T from **www.irs.gov**, calling 1 (800) 829-1040, or contacting one of the previously mentioned Taxpayer Assistance Centers. One of the previously mentioned free services from the IRS can then assist you in filing your tax return.

Please note that income from any work that you might have performed while incarcerated, including income earned through a work release program or a halfway house, is not defined as earned income under the Earned Income Tax Credit.

15.13 LEARN ABOUT MORTGAGES

You may decide you want to buy a home. A home is not only a place to grow and house a family, but also a means of building wealth and security. This can eventually be available to you if you choose to pursue it. This section will guide you in making and financing this important decision. You can also learn more about buying a home in Chapter 12: Housing.

In order to purchase your home, you will need to take out a particular kind of loan called a mortgage. You are expected to repay the mortgage and any interest, points, fees, or other charges attached to the loan.

DOWN PAYMENT

When you buy a home, you will be required to make a down payment. You may be required to purchase private mortgage insurance by the lender if you cannot afford a down payment that is at least 20 percent (20%) of the purchase price. The difference between the purchase price and your down payment is your mortgage.

FIXED AND ADJUSTABLE INTEREST RATES

The mortgage will come with an interest rate that is either fixed or adjustable. If it is fixed, that means your basic mortgage payment will be the same amount each month (even though factors like taxes and insurance will change over time). If you have an adjustable interest rate, your payments will vary over time and can increase dramatically. Ask your lender how it determines adjustments.

CONVENTIONAL OR GOVERNMENT MORTGAGES

The mortgage will either be conventional or government-guaranteed. Conventional mortgages are open to everyone, though restrictions may apply.

Government-guaranteed loans are those offered by various federal agencies, including the U.S. Federal Housing Administration, the U.S. Department of Agriculture, the U.S. Department of Veterans Affairs, and the U.S. Department of Housing and Urban Development. Consult the websites of these agencies listed below to learn more about their specific loan options and the other forms of home buying assistance that they might offer. The District of Columbia Housing Finance Agency is also a resource for home loans and home buying assistance. Visit **dchfa.org** for more information.

The U.S. Federal Housing Administration: **www.hud.gov/federal_housing_administration**

The U.S. Department of Agriculture: **www.usda.gov/**

The U.S. Department of Veterans Affairs: **www.va.gov/**

The U.S. Department of Housing and Urban Development: **www.hud.gov**

CONSIDER LOAN OPTIONS

As you think about which mortgage options to pursue, consider the amount loaned, interest on the loan, the kind of interest rate, and the term of the loan, which is commonly fifteen (15) years or thirty (30) years. These factors should guide you as you review Loan Estimates from lenders. Loan Estimates will be free, but lenders might charge you to generate a credit report. Ask lenders to explain the loan options to you so that you understand the terms of each.

FORECLOSURE

When you take out a mortgage, you must pay what you owe every month as agreed. Otherwise, the lender can force a sale of the property to get its money back. This process is called foreclosure. To avoid foreclosure, select a loan with monthly payments within your means.

If you fall behind on your mortgage payments, you can get things back on track. Contact your lender; they may be able to lower your monthly payments.

You may also be able to find help from the Home Preservation Foundation's HOPE Hotline, which is accessible at 1 (888) 995-4673 or **www.995hope.org**.

The District of Columbia Housing Finance Agency may be able to direct you to resources within Washington, D.C.

Remember there are many professionals available to guide you through the process of buying and keeping a home. For example, the U.S. Department of Housing and Urban Development can refer you to local housing counselors for assistance. See **www.hud.gov/findacounselor** or call 1 (800) 569-4287 for more information.

15.14 SEEK LEGAL HELP FOR FINANCIAL CHALLENGES

You might need legal help with a financial challenge, like identity theft. In thinking about whether you might want an attorney's help, consider the following:

- Are you being sued based on a debt?
- Do you see something on your credit report that you do not believe belongs to you?
- Did a company promise you something like the return of money and not follow through?
- Is someone taking money from your bank account or charging on your credit card without your permission?

Contact information for legal aid organizations can be found in the list below.

Organizations that can provide legal assistance with financial-related legal issues:

- Tzedek D.C.
- Columbus Community Legal Services – The Catholic University of America Columbus School of Law
- Housing & Consumer Law Clinic – University of the District of Columbia (UDC) David A. Clarke School of Law

"I like to think of my life now as a new beginning. A new beginning to a life that is totally new compared to the life that I use to live. I grew up between Washington, DC and Compton, California during a time when life was very much different than from what it is today. A time when I was not expected to live to the age I am today. A life of behavior that ultimately lead me to prison, at the age of seventeen, with a 20 to life sentence. Trying to navigate my new life inside of prison was not an easy thing to do. There were many mental, physical, emotional, and spiritual challenges to overcome but I persevered. I did not have all of the details worked out as far as what my new life would look like but I was committed to my vision for the future.

It is not always easy to navigate as everything is new and presents different challenges. I will say that I would not trade this new life for my old life. In the time that I have been home I have done a lot but trust me it is not enough. There is always more work to be done. There is always something else to learn. When I say that I am learning something new every day I mean that literally. Whether it is learning a new computer program, learning how to manage credit accounts, paying bills on-line, etc. I am always learning. **I am always learning something new about myself every day. I am learning how to cope and manage emotions when others are not looking. I am learning how to deal with setbacks, heartaches, broken relationships. I am learning how to trust and love others as well as myself. I am learning how to live life again. Therefore, every day on the outside is a new beginning.**"

— Talib Shakir

15.15 DIRECTORY OF RESOURCES

Organization	Information
Capital Area Asset Builders 1100 H Street, NW Suite 200 Washington, DC 20005 (202) 419-1440 **www.caab.org/en**	Capital Area Asset Builders offers free assistance with accessing credit reports and disputing inaccuracies. The organization has multiple programs including the D.C. Opportunity Accounts Program, which assists low-to-moderate-income D.C. residents to save money for buying a home, launching or expanding a small business, paying for post-secondary education, and other key long-term asset building initiatives.
Columbus Community Legal Services; The Catholic University of America Columbus School of Law The Catholic University of America Columbus School of Law 3600 John McCormack Road, NE Washington, DC 20064 (202) 319-6788 **www.law.edu/academics/legal-externships-and-clinics/clinics/columbus-community-legal-services/index.html**	The Catholic University School of Law operates a legal clinic through Columbus Community Legal Services to help low-income D.C. and MD residents with a range of consumer issues, like debt collection, wrongful repossessions, identity theft, and credit scams.

Organization	Information
Financial Stability Network; Catholic Charities 924 G Street, NW Washington, DC 20004 (202) 772-4300 ext. 153 **www.catholiccharitiesdc.org/fsn/**	The Financial Stability Network offers financial education and training to empower low-income clients to increase their income and wealth. Individual financial coaching is provided.
Home Preservation Foundation 633 Indiana Avenue, NW Washington, DC 20004 HOPE Hotline: 1 (888) 995-4673 **www.995hope.org**	HPF provides financial education and confidential foreclosure prevention counseling for free. Call for more information.
Housing & Consumer Law Clinic; University of the District of Columbia (UDC) David A. Clarke School of Law David A. Clarke School of Law 4340 Connecticut Avenue, NW Washington, DC 20008 (202) 274-7400 **www.law.udc.edu/**	The David A. Clarke School of Law at the University of the District of Columbia operates a Housing & Consumer Law Clinic that helps individuals in legal issues related to housing and sales disputes. Call for more information.

Organization	Information
Low Income Taxpayer Clinic; Catholic University Columbus School of Law The Catholic University of America Columbus School of Law 3600 John McCormack Road, NE Washington, DC 20064 (202) 319-5151 **www.law.edu/about-us/faculty-and-staff/directory/expert-faculty/kurth-paul/index.html**	The Low Income Taxpayer clinic represents clients in matters relating to tax controversies with the IRS, bankruptcy, and family law. Call for more information.
Neighborhood Legal Services Program (NLSP) Headquarters 64 New York Avenue, NE Washington, DC 20002 Deanwood Office 4609 Polk Street, NE Washington, DC 20019 Southeast Office 2412 Minnesota Avenue, SE Washington, DC 20020 (202) 832-6577 **www.nlsp.org**	Neighborhood Legal Services Program provides free legal assistance if your driver license was taken away because of unpaid child support. They also help with criminal record sealing, credit report correction, and errors in background checks.

Organization	Information
Operation Hope Northwest Office 900 17th and I Street, NW Washington, DC 20006 Southeast Office 1340 Good Hope Road, SE Washington, DC (202) 802-2422 **http://operationhope.org/**	Operation Hope is a non-profit that empowers youth and adults with the skills necessary to achieve financial independence. There are two locations in D.C. with a financial coach at each location who can help you to understand topics ranging from managing your credit to understanding entrepreneurship.
Taxpayer Assistance Centers in D.C. The Catholic University of America Columbus School of Law 77 K Street, NE Washington, DC 20002 (202) 803-9000 Virtual Assistance [by appointment only] 1 (844) 545-5640 **www.irs.gov/help/contact-my-local-office-in-the-district-of-columbia**	The IRS offers centers that can assist you in filing and managing your taxes either face-to-face or virtually. Call to schedule an appointment.
The Criminal Finance Office; The Superior Court of the District of Columbia H. Carl Moultrie Courthouse Criminal Finance Office 500 Indiana Avenue, NW Room 4002 Washington, DC 20001 (202) 879-1840 **www.dccourts.gov**	You can determine how much you owe in criminal justice debt by contacting the Criminal Finance Office in the Superior Court of the District of Columbia. Payments can be made in person by cash, check, credit card, or money order written out to the D.C. Superior Court address.

Organization	Information
The District of Columbia Housing Finance Agency (HFA) 815 Florida Avenue, NW Washington, DC 20001 (202) 777-1600 **www.dchfa.org/**	The HFA may be able to direct you to resources within Washington, D.C. that can help you with home financing. Call for more information.
The Low Income Taxpayer Clinics The Janet R. Spragens Federal Tax Clinic 4300 Nebraska Avenue, NW Washington, DC 20016 (202) 274-4144 **www.wcl.american.edu/academics/experientialedu/clinical/theclinics/federal-tax/** The Catholic University of America Columbus School of Law 3600 John McCormack Road, NE Washington, DC 20064 (202) 319-6215 **www.law.edu/about-us/faculty-and-staff/directory/expert-faculty/kurth-paul/index.html**	Low Income Taxpayer Clinics (LITCs) are available to guide you in disputes with the IRS. Their services, which include legal representation, are provided at little to no cost. Information regarding service eligibility may be found at **https://taxpayeradvocate.irs.gov/about/litc**. Call these clinics for more information.

Organization	Information
The Taxpayer Advocate Service (TAS) 1 (877) 777-4778 **https://taxpayeradvocate.irs.gov/**	TAS will help you if you are unable to pay your taxes. Visit the website to find a location near you and dial the number to find out more information.
Tzedek D.C. 4340 Connecticut Avenue, NW Suite 319 Washington, DC 20008 (202) 274-7386 **www.tzedekdc.org/**	Tzedek DC's mission is to safeguard the legal rights of low-income D.C. residents dealing with often unjust, abusive, and illegal debt collection practices, as well as other consumer protection problems like credit reporting issues, identity theft, and predatory lending. Tzedek D.C.'s Defensive Debt program can help you with collections, representations in debt lawsuits, and credit report disputes. Call for more information.
U.S. Department of Housing and Urban Development (HUD) 451 7th Street, SW Washington, DC 20410 (202) 708-1112 **www.hud.gov/**	HUD can refer you to local housing counselors for assistance. See **www.hud.gov/findacounselor** or call 1 (800) 569-4287 for more information.

VOTE

16

VOTING AND CIVIC PARTICIPATION

VOTING AND CIVIC PARTICIPATION

16

This chapter will provide you with information on how to register and vote while incarcerated or in the community, serve on juries, get involved in the community, and have a say on the issues that impact your life and well-being.

Voting is an important and fundamental right that every American is granted at the age of eighteen (18). Voting allows you to have a voice in choosing who is elected to represent you and your future. Elected officials are responsible for passing the laws, policies, and protections that impact your life. Many recent laws that benefit people with D.C. criminal records were created by local representatives who listened to the concerns of justice-involved voters and criminal justice advocates.

Some state laws take away voting rights during and after incarceration. The good news is that in D.C., you can vote with a criminal record even if you are in the D.C. Jail while pending trial or serving a misdemeanor or felony sentence. You can also vote while serving a felony sentence in the Federal Bureau of Prisons as a result of emergency legislation passed in July, 2020 that will hopefully become permanent. You can also vote with a criminal record as soon as you have been released from a correctional institution after serving a felony sentence. If you are not incarcerated but have a criminal record, you can still vote as long as you meet the eligibility requirements. **In other words, if you meet the requirements, you can vote with a criminal record in D.C. We encourage you to vote and to get involved in your community and to advocate for the issues that are important to you and your family.**

THINGS TO DO AND CONSIDER

- ☐ 16.1. Learn About D.C Voter Registration Requirements
- ☐ 16.2. Register and Vote While in the D.C. Jail or in the BOP
- ☐ 16.3. Register and Vote While in the Community
- ☐ 16.4. Learn About the D.C. Government and Political Structure
- ☐ 16.5. Get Involved and Advocate for Policy
- ☐ 16.6. Serve on a D.C. Jury With a Criminal Record
- ☐ 16.7. Directory of Resources

16.1 LEARN ABOUT D.C. VOTER REGISTRATION REQUIREMENTS

You must first register to vote before you will be allowed to vote. Voter registration is when you sign up to vote before voting. The following sections will show you how to register to vote while incarcerated and while in the community.

On July 7, 2020, the D.C. Council passed emergency legislation allowing people incarcerated on a felony at the D.C. Jail and in the Federal Bureau of Prisons the right to vote (previously only those serving misdemeanor convictions in the D.C. jail could do so). This law now enfranchises ALL incarcerated people convicted of felonies. D.C. Councilmembers and advocates are working on your behalf to make this law permanent. We are very hopeful. Read more in this chapter to learn how you can advocate for new laws.

"The Criminal Justice System negates the laws that were written to serve and protect every American. This institution serves as a catalyst for more corruption and political mayhem that obliges the lawmakers. Extinction of mass incarceration is now! The National Reentry Network for Returning Citizens is at the forefront of this movement and many others. For example, our organization has organized, strategized, and mobilized initiatives to introduce legislation to end felony disenfranchisement and restore voting rights to people in prison. Also, we are progressively mobilizing to put an end to the unconstitutional practice of Supervised Release. In order to be truly free, we must pay our dues! **The National Reentry Network for Returning Citizens has been fighting the good fight for over a decade to ensure that people returning home from prison can stand tall and be self-sufficient**. We must remember that we are not truly free of bondage until we mentally break the chains of bureaucratic insanity. Freedom isn't free, unless we all work together to create what freedom should be."

— Courtney Stewart

The below table explains the eligibility requirements to register to vote in D.C.

Things You Must Be	Things You Must Not Be
A U.S. Citizen	Must not be found by a court to be legally incompetent to vote
A resident of D.C. for 30 days before the election	Must not claim a voting residence or the right to vote in another U.S. state or territory, other than Washington, D.C.
At least **sixteen (16) years old** when registering for a Primary Election. At least **seventeen (17) years old** when registering for a General Election. At least **eighteen (18) years old** when voting during a General Election or Special Election.	
You may still register to vote if you are awaiting trial for a criminal offense or serving time for a misdemeanor or felony offense.	

16.2 REGISTER AND VOTE WHILE IN THE D.C. JAIL OR IN THE BOP

ELIGIBILITY

As long as a court has not found you legally incompetent (legally unable) to vote, you **can** still vote from the D.C. Jail or from the BOP if:

- You are awaiting or on trial for a criminal offense.
- You are serving a sentence for a misdemeanor offense.
- You are serving a sentence for a felony offense.

HOW TO REGISTER TO VOTE FROM THE D.C. JAIL

The D.C. Jail is a D.C. National Voter Registration Act (NVRA) designated agency. This means the jail is required to provide eligible residents with the opportunity to register and vote. To register, you must first complete a Voter Registration Application. You will provide the last four digits of your social security number. On the application, you may use

your D.C. home residence, the address of the D.C. Jail, or the address of the Correctional Treatment Facility (CTF) on your application.

For a Primary Election, you must register with one of the four eligible D.C. Parties: Democratic, Republican, D.C. Statehood Green, or Libertarian. For General Elections, you may also register as Independent (no party) or check "other" and register with a minor party.

You may register to vote during intake at the D.C. Jail or by asking your case manager for an application up to fifteen (15) days before any election. An authorized person at the D.C. Jail will submit your Voter Registration Application to the D.C. Board of Elections for processing.

Once your application is processed, a Voter Registration Card will be mailed to you.

VOTING FROM THE D.C. JAIL

To vote from the D.C Jail, you must first be registered to vote (see above) and must have maintained D.C. residency for thirty (30) days before Election Day. If you are or think you will be in custody on Election Day you can request an application to vote by **Absentee Ballot**. Absentee voting, also known as "mail-in-voting" and "by mail voting" allows you to fill out your voting preferences on a mail-in ballot before Election Day. You can use your D.C. home address or the address of the D.C. Jail (if you have been incarcerated at the D.C. Jail for at least 30 days) in the mailing address section of the application. Be sure to review your application before submitting it.

A Board of Elections (BOE) official will pick up your application from the D.C. Jail for processing. BOE officials will hand-deliver your Absentee Ballot to you in a secure envelope within one week of Election Day. You will be allowed to vote a secret ballot that will be sealed in a return envelope. Upon request, BOE officials will be available to answer questions and assist

you with marking or reading your ballot. **You must sign the back of the return Absentee Ballot Envelope to ensure that your vote is counted**.

A BOE official will collect all ballots and bring that back to the BOE to be counted.

VOTING FROM THE BOP

REGISTERING TO VOTE FROM THE BOP

The D.C. Board of Elections (BOE) will send voter registration forms to people incarcerated in the Federal Bureau of Prisons (BOP) for D.C. offenses. To register to vote, or update your name or address, contact the Board of Elections (BOE) by phone (202) 727-2525 (Spanish 1 (800) 546 -5111) or by mail (1015 Half Street, SE, Suite 750, Washington, D.C. 20003). Your registration must be received by a certain date before the election. You should register to vote using your D.C. home address and the BOP facility where you are located as your mailing address.

VOTING BY MAIL FROM THE BOP

Request an absentee ballot from the Board of Elections. You can ask your case manager to download the form at: **www.dcboe.org/Voters/Absentee-Voting/Request-an-Absentee-Ballot**; or call the Board of Elections call center at (202) 741-5283 from 9:00 a.m. to 4:30 p.m. and ask them to mail you a request form.

You must fill out and sign the absentee ballot, then sign the outside envelope flap. Your mailed ballot to the Board must be postmarked by a certain date before the election. Return the completed form for the absentee ballot by mail to: D.C. Board of Elections, 1010 Half Street, SE, Suite 750, Washington, D.C. 20003. You can also ask your case manager to scan and email it to: **Dcabsentee@dcboe.org**; or ask your case manager to fax it to: (202) 347-2648.

If you are blind, have low vision, have a physical and/or learning disability that makes it hard for you to read, write, sign, or use paper and need to request an accessible absentee ballot through OmniBallot, BOE's accessible alternative to paper absentee ballots, please contact the BOE's ADA Coordinator by phone at (202) 253-1741 / 711 (TTY).

Confirm your ballot has been received by calling the Board of Elections at (202) 741-5283 or ask your case manager to go to: **www.dcboe.org/Voters/Absentee-Voting/Track-Absentee-Ballot**.

If you do not receive your ballot in the mail, call the Board at (202) 741-5283.

16.3 REGISTER AND VOTING WHILE IN THE COMMUNITY

VOTING AFTER RELEASE FROM CUSTODY

Good news! Your right to vote in D.C. exists as soon as you are released from a correctional institution, even if you were incarcerated on a felony conviction. However, you will need to register to vote, even if you were previously registered.

If you requested an Absentee Ballot but are released before your ballot is delivered, just go to the polling place assigned to your residential address and tell the election worker that you need a **Special Ballot**. You will still be able to vote! If you received your Absentee Ballot and are released before Election Day, your ballot can either be mailed or delivered in-person to a D.C. Board of Election office, dropped off at any Early Voting Center, or dropped off at any polling place on Election Day until the published deadline.

VOTING IN D.C. WITH A CRIMINAL RECORD

In D.C. you have the right to vote in the community with a criminal record of any kind. **You can still vote even if you are on probation, parole, or supervised release!**

First, you must meet the eligibility requirements (see above) and register to vote if you are not already registered. Do not wait until Election Day to determine your voter registration. By going to **www.dcboe.org** or **www.vote411.org** you can:

- Find out if you are registered.
- Make sure your address is correct.
- Look up your ward, precinct, and Advisory Neighborhood Commission single-member district.
- Confirm your political party.
- Learn about candidates and ballot initiatives.
- Find out the answers to many questions you may have about D.C. voting.

If you are not registered to vote on Election Day, don't worry. D.C. offers same-day voter registration during early voting and on Election Day.

You will need to bring proof of your residence. You can register to vote by mail, online, or in person.

REGISTER TO VOTE BY MAIL

Print, fill out, and sign a Voter Registration Application at **www.dcboe.org** or pick one up at designated locations such as D.C. Board of Elections (BOE), public libraries, Metropolitan Police Department precincts, or fire stations. If you are registering for the first time, make sure to include a photocopy of a current proof of residence. Acceptable proofs of residence must be within 90 days of Election Day and include:

- Current and valid D.C. DMV-issued I.D.
- Student housing statement/tuition bill
- Government check or paycheck

- Homeless shelter occupancy statement
- Bank Statement
- Current lease
- Current utility bill
- Other government-issued document showing your name and address

Fill out the application at: **www.vote4dc.com/ApplyInstructions/Register**. Print out the completed form and mail it to:

District of Columbia Board of Elections
1015 Half Street, SE
Suite 750
Washington, D.C. 20003

Or email (scanned as an attachment) to: **DCRegistrations@vote4DC.com**; or fax to: (202) 347-2648

The deadline to register by mail is no more than **21** days before Election Day.

REGISTER TO VOTE ONLINE

You may only register online if you have a DMV-issued ID or a Social Security Number. Otherwise, register by mail, email, fax, or in person.

To register online, visit this address: **www.vote4dc.com/ApplyInstructions/Register** and follow the step by step directions provided on the website. The deadline to register is no more than **21** days before Election Day. You can also download the free mobile app if you have an iOS or Android device.

REGISTER TO VOTE IN-PERSON

If you are applying for a driver license or identification card, you can also register to vote at the same time at the D.C. Department of Motor Vehicles (DMV) office. Use the following website to find the DMV closest to you: **https://dmv.dc.gov/page/all-DC-DMV-locations**.

You can also visit the District of Columbia Board of Elections office to register in person.

District of Columbia Board of Elections
1015 Half Street, SE
Suite 750
Washington, D.C. 20003

You can also register to vote or update your registration at a D.C. National Voter Registration Act (NVRA) agency until Early Voting begins.

> "It is important that justice involved individuals vote so that their voices can be heard and they can have a stake in the civil process that has impacted them. When I voted for the first time after my incarceration, **I felt empowered by exercising my civil rights.**"
>
> — *Yusef Rabb*

Below is a list of such agencies:

- D.C. Office of Aging
- D.C. Department of Corrections
- D.C. Department of Human Services
- D.C. Department of Youth Services
- D.C. Department of Health
- D.C. Department of Disability Services

The deadline to register in person is before early voting begins to use a regular ballot, or up to and including Election Day to cast a special ballot.

HOW TO VOTE IN D.C.

There are three (3) ways to vote in D.C.

ABSENTEE BALLOT

Voting by absentee ballot allows you to mail in your ballot or drop it off in-person before or on Election Day. D.C. offers "no excuse" absentee voting – this means you do not need a reason for choosing to vote by absentee ballot. Please contact the D.C. Board of Elections (D.C. BOE) to find out the deadline to request your absentee ballot and when ballots must be received. Ballots can be mailed or delivered in-person to D.C. BOE offices, dropped off at any early voting center until the published deadline, or dropped off at any polling place on Election Day. To request an absentee ballot, download, print, sign, and mail an **Absentee Ballot Application to the Board**. You can request an absentee ballot at **www.dcboe.org** or go in-person to the D.C. Board of Elections.

> "**Voting is a direct demonstration that my voice matters and my vote counts**. That is very important. My vote counts. I can participate in a leadership exercise that taught me the value of counting my vote and choosing myself."
>
> — *Kenneth Baldwin*

EARLY VOTING

D.C. allows you to vote in-person before Election Day at any one of its **Early Voting Centers**. These centers are located in every ward of the city and usually open one (1) to two (2) weeks before Election Day. Voting early gives you flexibility to vote at a time most convenient for you. You may also avoid long lines at the polling precinct assigned to your neighborhood. You can find out more about times and locations at **https://earlyvoting.dcboe.org**.

VOTING IN-PERSON ON ELECTION DAY

If you choose to vote in-person on Election Day, you **MUST** vote at your designated polling place. This rule may change, check

with D.C. BOE to find out where you should vote. You are assigned a polling location based on the home address on file with the D.C. Board of Elections (D.C. BOE). Remember, you can vote early at **any** early voting center. To find your designated polling location or the early voting center closest to you, go to **www.dcboe.org**. If you moved and have not updated your new address with the D.C. BOE, you can do so at any early voting center during the early voting period or the polling place serving your new/current address on Election Day.

16.4 LEARN ABOUT THE D.C. GOVERNMENT & POLITICAL STRUCTURE

Government plays a huge role in your daily life ranging from the services available to you, to the laws that impact your life and decisions. Understanding how government works can help you decide the best course of action for yourself and your family, on a wide range of issues that directly impact your life, and especially if you have a criminal record. Being informed about D.C.'s government structure will help make you an informed voter to choose representatives who will work in your best interest. The first step in having your voice heard is understanding how your local government works and who represents you.

D.C.'s current form of government was established by the District of Columbia's Home Rule Act in 1973. This act established three (3) branches of government: Executive, Legislative, and Judicial. Although local officials have the authority to pass laws and govern local affairs, the United States Congress maintains the power to overturn local D.C. laws. Uniquely, residents of the District of Columbia are not represented by a voting member of the United States Congress. Instead, D.C. has one non-voting delegate in Congress, which means that they engage in all congressional activities minus the ability to vote on potential laws before the full house of Congress.

D.C. EXECUTIVE BRANCH

The **Mayor** is the highest level executive in D.C., unlike all other U.S. states in which the governor holds the highest executive role. A D.C. elected Mayor serves a four (4) year term, serves as the head of city government, and oversees

Government of the District of Columbia Organizational Chart as of January 15, 2019.

Organization of the D.C. City Council

the executive branch. The mayor is responsible for the daily administration of the D.C. government. The Mayor appoints a city administrator and deputy mayors who are responsible for the day-to-day management of D.C.'s agencies. If you need help figuring out which services each agency provides, dial 311, which is a toll-free number that allows people in D.C. to request assistance with city services and information.

D.C. LEGISLATIVE BRANCH

The legislative branch is made up of a thirteen (13) member Council that includes a member from each of the eight (8) wards in D.C., four (4) at-large members, and a council chairman. The **D.C. Council** is responsible for passing laws and setting policy for D.C., approving D.C.'s budget, and general overseeing of the executive branch. The Council also oversees the performance of District agencies, boards, and commissions. Additionally, it holds

public hearings on proposed laws and matters affecting D.C.

The legislative branch in D.C. also contains **Advisory Neighborhood Commissioners (ANC)** who represent every 2,000 residents. There are currently forty (40) ANC districts. Since only one (1) ANC is elected per district, they are called Single Member Districts. The ANC's main job is to be their neighborhood's official voice in advising the D.C. government (and federal agencies) on issues that affect their neighborhoods.

D.C. JUDICIAL BRANCH

The judicial branch consists of the court system and a small number of boards and commissions that support the court system. The **Superior Court of the District of Columbia is the local trial court**. It is made up of a chief judge, associate judges, and magistrate judges that hear cases involving criminal and civil law. The **District of Columbia Court of Appeals** is the highest court for D.C. and is similar to a state supreme court. As the highest court for D.C., the Court of Appeals reviews all final orders and judgments of the Superior Court and can review decisions of administrative agencies, boards, and commissions of the D.C. government.

The Court of Appeals consists of a chief judge and eight (8) associate judges. All associate judges in the District of Columbia are appointed by the President of the United States and confirmed by the U.S. Senate. D.C.'s court system is also federally funded.

16.5 GET INVOLVED AND ADVOCATE FOR POLICY

As a representative democracy, our elected leaders are responsible for creating our laws and policies. However, the first words of the Constitution, the foundation of our democracy, are "We the people" for a reason.

American Democracy is of the people, by the people, and for the people. Local D.C. representatives serve you.

You play a role in leading the direction our democracy takes on the local level in D.C. and on the national level as citizens of this country. **Many of the recent D.C. laws benefitting people with D.C. criminal records were passed as a result**

of the hard work and advocacy that people living with D.C. criminal records, their family members, and community advocates pursued. Your involvement makes a difference as someone who is directly impacted by D.C. criminal laws and policies.

> "It is a wonderful feeling to **speak for those who feel they have no voice.**"
>
> *— Kenneth Baldwin*

Do not be intimidated by elected officials, they are just ordinary people. D.C. is a small town, and there are many ways for your voice to be easily heard. Examples of how you might shape D.C. laws and policies that affect you and your family are included below:

- **Petition, call, or write to D.C. Councilmembers or the D.C. Congressmember**. Council/Congressmembers hear about phone calls and letters from the community from their staff, especially if more than one person calls or writes to them about a particular issue. Treat Council/Congressmember staff with respect and do not be disappointed if you speak to the staff instead of the Councilmember. They control what the Councilmember hears about and can help you get your issue addressed.
- **Testify at public hearings**. Make your point at a hearing by using your personal story or things you have witnessed. You usually only have three (3) minutes to make a single point. Personal stories move people.
- **Find out which D.C. Council committee is responsible for the issues that matter to you**. It's always best to call a councilmember's office to figure out which committee handles the issue you care about to make sure that you are talking to the right councilmember or councilmember's staff person. Any resident can speak to any committee about issues of concern. It is easier to get a meeting with your own councilmember, but at-large councilmembers work for everyone.
- **Join an advocacy or volunteer organization**. There are existing D.C. organizations working on a number of

issues; attend some meetings to see what is being discussed, ask about strategy, and join forces when you can because there is power in numbers.

If your concern is not being addressed, ask about it. Your issue may be part of a larger strategy or maybe no one else has thought about it.

> "Advocacy makes a difference when it provides you an opportunity to share an alternative perspective. When it allows the underserved to be heard. When it creates change - **real change, systemic change, ideological change** - and impacts a host of people who are hurting."
>
> — *Kenneth Baldwin*

There are several advocacy organizations listed in Appendix I: Reentry & Criminal Justice Reform Organizations at the back of this book to get you started.

- **Participate in a protest, demonstration, or public forum on issues that matters to you**. You can organize your own protest or speak out event. You do not have to wait for someone else to do it. Online tools, like a social media kit, make it easier to create petitions and organize a large group to attend a hearing, for example:
- Attend public hearings on issues that matter to you
- Attend town halls hosted by D.C. Councilmembers on issues that matter to you
- Publish "letters to the editor" or opinion articles in local newspapers and online blogs
- Run for elected office

16.6 SERVE ON A D.C. JURY WITH A CRIMINAL RECORD

Serving on a jury is another important form of civic participation. Unlike many other countries, the United States guarantees the right to trial by jury in criminal cases (though some limitations apply). This right has important consequences for people accused of crimes, increasing the likelihood that their trial will be fair. Citizens that serve on a jury uphold the continuity and objectivity of our system of laws. Serving on a jury strengthens our democracy.

You can participate in this crucial democratic tradition even with a criminal record. If you have a misdemeanor conviction, there are no restrictions on your eligibility to serve as a juror. If you have a felony conviction, however, you may serve on a jury **one (1) year** after completing your term of incarceration, probation, parole, or supervised release.

However, you must also:

- Be a citizen of the United States of America;
- Have resided in the District of Columbia for the six (6) months immediately prior to receiving your juror summons;
- Be at least eighteen (18) years old;
- Be able to read, speak, and understand English;
- Be physically and mentally competent; and
- Be free from any pending felony or pending misdemeanor

"There has always been this notion that once you become a convicted felon you lose your right to vote. While this might be true in some places it isn't true in D.C. If you are incarcerated in D.C. for a misdemeanor or a felony or awaiting trial you can vote while you're in the D.C. jail. The right to vote is one of my prize possessions! **I know the history behind us having the right to vote and I don't take it for granted**. I spend a lot of my time educating Returning Citizens on their right to vote. With over 70 thousand returning citizens in D.C. they have the power to influence who is in office. And they can also influence some of the policies and laws that are put into place. **A lot of people say they don't vote because they don't think their vote will matter. I always say I can't guarantee that your vote will matter. But I can guarantee if you don't vote, it won't matter**. Returning Citizens Matter!"

— *Eric Weaver*

16.7 DIRECTORY OF RESOURCES

Organization	Information
Council of the District of Columbia Ward (insert number) Councilmember or Office of the Secretary 1350 Pennsylvania Avenue, NW Suite 5, Washington, DC 20004 (202) 724-8080 **www.dccouncil.us**	The D.C Council's essential role as a legislative body is to make laws. However, its responsibilities also include oversight of multiple agencies, commissions, boards and other mechanisms of D.C. government. The D.C. Council is comprised of 13 members – a representative elected from each of the eight wards and five members, including the Chairman, elected at-large. At-large councilmembers represent all of Washington, D.C. The D.C. Council conducts its work through standing committees that perform legislative research, bill (law) drafting, city budget review, program and policy analysis, and constituent (D.C. community member) services. Members of the D.C. Council change overtime. However, your letter will reach a councilmember if you include their ward number above the address. Each ward's councilmember has a suite number (see below). If you do not know your councilmember's name or ward number, you may send your letter to the Office of the Secretary: Office of the Secretary Suite 5 (202) 724-8080 At-Large Councilmember Suite 404 (202) 724-8064 At-Large Councilmember Suite 107 (202) 724-8174 At-Large Councilmember Suite 402 (202) 724-8105 At-Large Councilmember Suite 408 (202) 724-7772 Ward I Councilmember Suite 102 (202) 724-8181 Ward 2 Councilmember Suite 106 (202) 724-8058 Ward 3 Councilmember Suite 108 (202) 724-8062 Ward 4 Councilmember Suite 105 (202) 724-8052 Ward 5 Councilmember Suite 506 (202) 724-8028 Ward 6 Councilmember Suite 110 (202) 724-8072 Ward 7 Councilmember Suite 406 (202) 724-8068 Ward 8 Councilmember Suite 400 (202) 724-8055

Organization	Information
District of Columbia Board of Elections (BOE) 1015 Half Street, SE Suite 750 Washington, DC 20003 (202) 727-2525 **www.dcboe.org**	The District of Columbia Board of Elections is responsible for the administration of elections, ballot access, and voter registration for Washington, D.C.
District of Columbia Courts: Jurors' Office, Special Operations Division Moultrie Courthouse 500 Indiana Avenue, NW 3rd Floor Washington, DC 20001 (202) 879-4604 **https://www.dccourts.gov/superior-court/special-operations-division/jurors-office**	The Jurors' Office is responsible for the management of juror services for the Superior Court, including qualifying and processing people for both petit (criminal and civil trials) and grand (determines probable cause to charge people) juries, responding to judges' requests for jury panels, and escorting jurors to courtrooms. In addition, the Jurors' Office updates records, disburses juror fees, provides an orientation for new jurors, responds to telephone inquiries, defers jurors, excuses disqualified jurors, and oversees the general comfort of jurors.
District of Columbia Court of Appeals (DCCA) 430 E Street, NW Washington, DC 20001 (202) 879-1010 **www.dccourts.gov/court-of-appeals**	The District of Columbia Court of Appeals (DCCA) is the highest court of the District of Columbia. The court consists of a chief judge and eight associate judges. DCCA is the equivalent of a state supreme court. It is authorized to review all final orders, judgments, and specified interlocutory (non-final) orders of the Superior Court of the District of Columbia.
D.C. Department of Aging and Community Living (DACL) 500 K Street, NE Washington, DC 20002 (202) 724-5626 **https://dacl.dc.gov**	D.C. Department of Aging and Community Living (DACL) coordinates a comprehensive system of health, education, and social services for D.C.'s older adults (60 years and older), people with disabilities, and their caregivers. If eligible, you may be able to register to vote or update your registration at the DACL because it qualifies as a D.C. National Voter Registration Act (NVRA) agency.

Organization	Information
D.C. Department of Corrections (DOC) Central Detention Facility (CDF) and Central Treatment Facility (CTF) 1901 D Street, SE Washington, DC 20003 (202) 698-4932 **www.doc.dc.gov**	If eligible, you may be able to register to vote or update your registration at the D.C. Department of Corrections/DOC (D.C. jail) because it qualifies as a D.C. National Voter Registration Act (NVRA) agency.
D.C. Department of Disability Services (DDS) 250 E Street, SW Washington, DC 20024 (202) 730-1700 **www.dds.dc.gov**	DDS oversees and coordinates services for D.C. residents with disabilities through a network of private and non-profit providers. If eligible, you may be able to register to vote or update your registration at the DDS because it qualifies as a D.C. National Voter Registration Act (NVRA) agency.
D.C. Department of Health (DOH) 899 North Capitol Street, NE Washington, DC 20002 (202) 442-5955 **www.dchealth.dc.gov**	DOH promotes health, wellness, and equity across D.C. and protects the safety of residents, visitors, and those doing business in Washington, D.C. If eligible, you may be able to register to vote or update your registration at the DOH because it qualifies as a D.C. National Voter Registration Act (NVRA) agency.
D.C. Department of Human Services (DHS) 64 New York Avenue, NE Washington, DC 20002 (202) 671-4200 **www.dhs.dc.gov**	DHS empowers D.C. residents by providing meaningful connections to work opportunities, economic assistance, and supportive services. If eligible you may be able to register to vote or update your registration at the DHS because it qualifies as a D.C. National Voter Registration Act (NVRA) agency.

Organization	Information
D.C. Department of Youth Services (DYRS) 450 H Street, NW Washington, DC 20001 (202) 724-5070 **www.dyrs.dc.gov**	DYRS is responsible for the supervision, custody, and care of young people charged with a delinquent act in D.C If eligible, you may be able to register to vote or update your registration at the DYRS because it qualifies as a D.C. National Voter Registration Act (NVRA) agency.
Executive Office of the Mayor of Washington D.C. Office of the Secretary 1350 Pennsylvania Avenue, NW Suite 419 Washington, DC 20004 (202) 727-2643 **www.mayor.dc.gov**	The Mayor of the District of Columbia is the head of the executive branch of government in D.C. The mayor has the duty to enforce D.C. laws and the power to either approve or veto bills (laws) passed by the D.C. Council. The mayor also oversees all D.C. services, public property, police, fire protection, most public agencies, and the D.C. public school system.
Office of Advisory Neighborhood Commissions (ANC) 1350 Pennsylvania Avenue, NW Suite 11 Washington, DC 20004 (202) 727-9945 **www.anc.dc.gov**	The ANC's main job is to be their neighborhood's official voice in advising D.C. government (and Federal agencies) on things that affect their neighborhoods. ANCs give recommendations for improving city services, conduct neighborhood improvement programs, and monitor resident complaints. D.C. agencies are required to give ANC recommendations "great weight." As of publication, there are 40 ANCs.
The Superior Court for the District of Columbia Moultrie Courthouse 500 Indiana Avenue, NW Washington, DC 20001 (202) 879-1010 **www.dccourts.gov/superior-court**	The Superior Court of the District of Columbia is the criminal and civil trial court for D.C. The court consists of a chief judge, 61 associate judges, and 23 magistrate judges.

APPENDIX I: D.C. REENTRY & CRIMINAL JUSTICE REFORM ORGANIZATIONS

APPENDIX I: D.C. REENTRY & CRIMINAL JUSTICE REFORM ORGANIZATIONS

The organizations below provide direct support, services, or advocacy for people who have D.C. criminal records and who are currently or formerly incarcerated. This list also includes national policy organizations that focus on criminal justice reform which may benefit people with D.C. criminal records. The services vary based upon the organizations and their individual missions. Note that many of these organizations rely on limited staff and/or volunteers. As the supports and services vary depending on availability of staff, volunteers, and funding, please check with the programs directly to confirm their operating status.

Organization	Information
Amazing Gospel Souls, INC. 25 53rd Street, NE Washington, DC 20019 (202) 580-1475 **amazinggsouls@gmail.com** **www.amazinggsouls.com/**	Amazing Gospel Souls is a community organization targeted to provide services to Returning Citizens and all other poor and under-served D.C. citizens. It manages a transitional facility, the Philemon Mission, a reentry facility designed to help returning citizens restore themselves after a period of incarceration. The Mission provides a safe and nurturing housing environment, workforce development training, and comprehensive case management.
American Civil Liberties Union – District of Columbia (ACLU - DC) 915 15th Street, NW 2nd Floor Washington, DC 20005 (202) 457-0800 **www.acludc.org**	The ACLU of the District of Columbia fights to protect and expand civil liberties and civil rights for people who live, work, and visit D.C. ACLU-DC pursues its mission through legal action, legislative advocacy, and public education. In addition to representing clients in court, they also work with government agencies to defend liberty without litigation. They also testify and lobby before the D.C. Council, and educate the public through Know Your Rights trainings and materials, appearances on radio and television, social media activity, and meetings with community groups.

Organization	Information
Arnold Ventures www.arnoldventures.org	Arnold Ventures is a philanthropy organization dedicated to tackling some of the most pressing problems in the United States. They invest in sustainable change, building it from the ground up based on research, deep thinking, and a strong foundation of evidence. They drive public conversation, craft policy, and inspire action through education and advocacy. Their criminal justice work looks at interactions with the justice system from start to finish-policing and pretrial, probation and parole, prison reform, and reintegration – and engage with experts and those directly affected to explore new policies and practices.
Black Lives Matter DC www.blacklivesmatterdmv.org/	Black Lives Matter DC is a radical collective of Black artists, infrastructure builders, movement healers and strategists from the future, organizing in the here and now. They are a member based abolitionist organization centering Black people most at risk for state violence in D.C., creating the conditions for Black Liberation through the abolition of systems and institutions of white supremacy, capitalism, patriarchy and colonialism. They are dedicated to promoting strategies that: empower the most oppressed Black people; do not reinforce or legitimize systems and institutions that harm Black people including police, prisons, mass incarceration and modern slavery; divest from people, institutions and systems that harm Black people and invest in the people, institutions, systems and other models that support their liberation and empowerment; and use a diversity of tactics to promote harm reduction, political education and non-cooperation as strategic visions.

Organization	Information
Building Futures Program Community Services Agency 815 16th Street, NW Washington, DC 20006 (202) 974-8223 **streetheat@dclabor.org** **www.communityservicesagency.org/building-futures-pre-apprenticeship.html**	The Community Services Agency of the Metropolitan Washington Council AFL-CIO has operated the Building Futures Construction Pre-Apprenticeship Program since 2007. The program provides occupational training with industry-recognized certifications, blueprint reading, construction math, and job readiness training. Support services include case management, job counseling and follow-up support. Graduates are placed into registered apprenticeships and construction jobs. They partner with 18 apprenticeship programs in the Washington D.C. area, which are "earn while you learn" programs leading to nationally-recognized credentials and licenses. **Eligibility:** The program is open to low-income D.C. residents 21 years of age and older, including women and veterans. Applicants MUST be interested in a career in the building and construction industry, have a high school diploma or GED, have a valid drivers' license or learners' permit, be healthy to do physical labor, able to lift up to 40 lbs. and be drug free, including marijuana.
Black Public Defender Association **http://blackdefender.org/**	The National Black Public Defender Association is dedicated to the recruitment, support and development of Black defenders that advocate on behalf of indigent populations in the legal system. They recognize the extreme over-representation of low-income Black people in the legal system and the under-representation of Black advocates in the public defense profession. They aim to improve the quality of defense provided to low-income communities across the United States by creating and maintaining a national network of skilled Black public defenders that identify with and are committed to the populations they serve.

Organization	Information
Campaign for the Fair Sentencing of Youth (CFSY) 1319 F Street, NW Suite 303 Washington, DC 20004 (202) 289-4677 **www.fairsentencingofyouth.org/**	The Campaign for the Fair Sentencing of Youth (CFSY) utilizes a multipronged approach to reform that includes coalition-building; public education; advocacy; litigation to ban life-without-parole sentences for children (often known as "JLWOP," or juvenile life without parole) and other extreme sentences; and partnership development to provide access to resources and opportunities for people returning from incarceration and their families to prosper.
Catholic Charities Archdiocese of Washington Welcome Home Reentry Program 924 G Street, NW Washington, DC 20001 Office: (202) 772-4300 **www.catholiccharitiesdc.org/welcomehome/**	The Catholic Charities Welcome Home Reentry Program provides mentoring to men and women returning to their communities after incarceration. Their goal is to help prevent returning citizens by helping them find and follow a path to a new career. They do this by creating a support network centered on volunteer mentors who work closely with returning citizens. Together, they help overcome big and small obstacles en route to finding a job, a safe place to live, and a community of support.
Changing Perceptions 36 18th Street, SE Washington, DC 20003 (202) 856-7284 **www.changingdcperceptions.org/**	Changing Perceptions provides supportive services and job training to the reentry community and formerly incarcerated people in Washington, D.C. Their therapeutic services and business development training programs are designed to prepare returning citizens for career pathways that will help them advance into the middle class and equip them with life skills that will allow them to be productive.

Organization	Information
Collaborative Solutions for Communities (CSC) 3333 14th Street, NW Suite 200 Washington, DC 20010 (202) 518-6737 **http://wearecsc.org/**	CSC's mission focuses on building strong, sustainable families and communities through family support services, workforce development, violence prevention, innovative training, community capacity building, and economic development.
Community Connections 801 Pennsylvania Avenue, SE Washington, DC 20003 (202)-546-1512 **www.communityconnectionsdc.org/**	Community Connections core purpose is to provide behavioral health, residential services, and primary health care coordination for marginalized and disenfranchised women, men, and children living in the District of Columbia who are coping with mental illness, addiction, and the aftermath of trauma and abuse.
Community Defender Division (CDD); Prisoner & Reentry Legal Services (PRLS) Program; The Public Defender Service for the District of Columbia (PDS) Prisoner & Reentry Legal Services 1442 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (202) 824-2801 **www.pdsdc.org**	The PDS Prisoner & Reentry Legal Services program provides representation, legal assistance, or referrals with such issues as jail and prison conditions and release, supervision conditions, parole consideration hearings, sentence reduction motions, sentence computation, early termination of parole or supervised release administrative hearings, youth act set asides, record sealing, modification of child support during incarceration, and community engagement and policy work.
Community Family Life Services 305 E Street, NW Washington, DC 20001 (202)-347-0511 **www.cflsdc.org/**	Community Family Life Services (CFLS) provides a web of interconnected services to help women returning home from a period of incarceration as well as empowering homeless and low-income families or individuals to change their lives over the long-term.

Organization	Information
Community Mediation DC 700 Pennsylvania Avenue, SE 2nd Floor Washington, DC 20003 (240) 766-5311 **https://communitymediationdc.org/**	Community Mediation DC offers family mediation and conflict management workshops. People incarcerated at the D.C. Jail can participate in mediation to improve their relationships with their family and loved ones.
Council for Court Excellence (CCE) 1111 14th Street, NW Suite 500 Washington, DC 20005 (202) 785-5917 **www.courtexcellence.org**	CCE is a non-profit, nonpartisan civic organization that envisions a justice system in the District of Columbia that fairly serves its people and continues to be a model for creating stronger and more prosperous communities. CCE identifies and proposes solutions by collaborating with diverse stakeholders to conduct research, advance policy, educate the public, and increase civic engagement. They also work to advance the needs of the reentry community.
Criminon New Life D.C. 1921 Florida Avenue, NW #53101 Washington, DC 20009 (202) 556-3446 **www.scientology.org/how-we-help/criminon/**	Criminon New Life D.C. delivers a unique program providing individuals with life skills they can use to improve their decision-making and reverse negative life habits. This puts them in a condition to be able to successfully navigate their reentry into their families and communities. It also makes them better able to take advantage of other reentry services such as finding housing and employment.
Cross Roads Radio Show (Radio Pacifica WPFW) 1990 K Street, NW Suite 14R Washington, DC 20006 (202) 588-0999 Ext. 344 On-The-Air Studio: (202) 588-0893 **www.wpfwfm.org**	CROSS ROADS radio show, hosted by Roach Brown, is committed to addressing criminal justice issues, with emphasis on current and formerly incarcerated D.C. prisoners. It airs every Tuesday on the radio and Internet. 10:00 a.m. – 11:00 a.m. EST. WPFW-FM 89.3 Pacifica Radio Worldwide on the Internet

Organization	Information
Criminal Justice Coordinating Council (CJCC) 441 4th Street, NW 715 North Washington, DC 20001 Phone: (202) 442-9283 TTY: (202) 724-3691 **www.cjcc.dc.gov**	As an independent agency, the Criminal Justice Coordinating Council (CJCC) for the District of Columbia is dedicated to continually improving the administration of criminal justice in the District. The mission of the CJCC is to serve as the District of Columbia's forum for District and federal members to identify cross-cutting local criminal and juvenile justice system issues and achieve coordinated solutions for the criminal and juvenile justice systems
CURE National Inc. (Citizens United for the Rehabilitation of Errants) PO Box 2310 Washington, DC 20013 (202) 786-2126 **www.curenational.org**	Citizens United for Rehabilitation of Errants (CURE) is a grassroots, all-volunteer, membership organization that has been dedicated to advocating for prison and criminal justice reform and to ensuring that people who are incarcerated have the resources they need for successful reentry and reintegration for almost 50 years.
D.C. Corrections Information Council 1400 I Street, NW Suite 400 Washington, DC 20005 (202) 478-9211 TTY: 711 **www.cic.dc.gov**	The District of Columbia Corrections Information Council (CIC) is an independent monitoring body mandated by the US Congress and the D.C. Council to inspect, monitor, and report on the conditions of confinement at facilities where D.C. residents are incarcerated. This includes facilities operated by the Federal Bureau of Prisons (FBOP), the D.C. Department of Corrections (DOC), and private contractors. The CIC reports its observations and recommendations to the D.C. Mayor, the D.C. Council, the D.C. Congressperson, the D.C. Deputy Mayor for Public Safety and Justice, the Director of the FBOP, the Director of the DOC, and the D.C. community.

Organization	Information
DC Justice Lab P.O. Box 90048 Washington, DC 20090 (202) 681-8783 **www.dcjusticelab.org** **hello@dcjusticelab.org**	DC Justice Lab is a team of law and policy experts engaged in researching, writing, organizing, and advocating for large-scale changes to the District's criminal legal system. They develop strategies and solutions that are evidence-driven, community-rooted, and racially just. They work with and transfer power to D.C. residents most impacted by criminal laws. They envision a District that treats every person as an essential part of the D.C. community and no longer subjugates, dehumanizes, or jettisons people who have broken the law and recognizes that it has historically underserved and overpoliced poor people and Black people, creating and subjugating an undercaste that is system-involved.
DC Project Connect 9103 Woodmore Centre Drive Suite 278 Lanham, MD 20706 **www.dcprojectconnect.com** **www.mystoryandme.com**	DC Project Connect (DCPC) believes that supportive family is one of the most effective reentry strategies for returning citizens. As such, DCPC holds that strong familial ties can help returning citizens to overcome housing challenges and financial instability. Further, they believe that reentry strategies begin when a loved one goes to prison not just during the transition home. Therefore, they seek to strengthen families by providing social support programs and mentoring for returning citizens; advocate for social justice by collaborating with community partners; and raise awareness about mass incarceration's adverse effects on families and communities.

Organization	Information
D.C. Reentry Action Network https://dc-ran.org/	The D.C. Reentry Action Network (RAN) is a coalition of nonprofit organizations that provide direct reentry-specific services to justice-involved D.C. residents. RAN strives to ensure that all justice-involved people in D.C. have access to high quality reentry services to support their successful reintegration and promotes community-based alternatives to end D.C.'s over-reliance on the criminal justice system. RAN creates a network of client-centered reentry service providers, enabling its members to exchange information, strengthen services, discuss and address issues of mutual concern, and serve as a collective voice to best meet the complex and varied needs of D.C.'s incarcerated residents and returning citizens. RAN seeks to meet the complex needs of the District's returning citizen community, including employment, housing, education, and medical care. RAN's community-based organizations provide these supports through a culturally competent continuum of care. RAN facilitates information sharing and cooperation among its members to strengthen data collection, make informed decisions, and effectively use resources.

Organization	Information
D.C. Reentry Task Force dcreentrytaskforce@gmail.com	The D.C. Reentry Task Force includes returning citizens, individuals who advocate on behalf of returning citizens in the District of Columbia, individuals who have experience or expertise in matters related to the welfare of returning citizens, and individuals who are interested in making government and private organizations more responsive to the needs of returning citizens. Participation in the Task Force is open to all such individuals. The Task Force's purpose is to promote the welfare of returning citizens by sharing information and resources, and advocating for matters identified as important by participants through such information exchanges.
FAMM 1100 H Street, NW Suite 1000 Washington, DC 20005 (202) 822-6700 www.famm.org	FAMM seeks to influence policymakers by sharing the impact of unjust sentencing and prison policies on incarcerated individuals, their families, and their communities. FAMM's work currently focuses on the issues of sentencing reform, compassionate release, prison reform, and clemency. FAMM's mission is to create a fairer and effective justice system that respects values of individual accountability and dignity, and community safety.
Free Minds Book Club and Writing Workshop 1816 12th Street, NW Washington, DC 20009 (202) 758-0829 mail@freemindsbookclub.org https://freemindsbookclub.org/	Free Minds uses books, creative writing, and peer support to awaken incarcerated and formerly incarcerated youth and adults to their own potential. Through creative expression, job readiness training, and violence prevention outreach, these poets achieve their education and career goals, and become powerful voices for change in the community.

Organization	Information
Georgetown University Prisons and Justice Initiative 37th and O Streets, NW Washington, DC 20057 (202) 687-0100 **https://prisonsandjustice.georgetown.edu/**	Georgetown University's Prisons and Justice Initiative was founded to bring together leading scholars, practitioners, and students to examine the problem of mass incarceration from multiple perspectives. The Prison and Justice initiative is designed to address one of the most crucial moral and political issues of our time. Georgetown University has an extensive and distinguished faculty working on topics related to mass incarceration, committed students who are eager to contribute time and energy, a 30-year history of prison education programs in nearby facilities, a prime location in close proximity to Washington policymakers, a reputation as a nonpartisan institution open to diverse voices and opinions, and a guiding Jesuit mission of intellectual inquiry and service of others. Since 2014, a surge in demonstrations and media attention surrounding the events and judicial proceedings in Ferguson, New York, Baltimore, and elsewhere have turned the spotlight onto longstanding questions about policing, criminal justice, prisons, race, poverty, and human redemption. These questions call for informed analysis and open-minded discussion. By hosting a series of important academic and policy events, and by supporting a growing number of faculty and student research projects, the Initiative seeks to create a prominent and lasting platform to address the evolving challenges of criminal justice and prison reform.

Organization	Information
Georgetown University Pivot Program 3700 O Street, NW Washington, DC 20057 (202) 687-0100 **http://pivot.georgetown.edu**	The Georgetown Pivot Program is offered by the McDonough School of Business. The Pivot Program offers a one-year transition and reentry program that offers a certificate in business and entrepreneurship specifically for formerly incarcerated individuals. It is strongly recommended that you contact the program by email at pivot@georgetown.edu or by US mail.
Healing Communities USA **www.healingcommunitiesusa.com/**	Healing Communities USA is a Prison Reentry ministry for men and women returning from or at risk of incarceration, their families and the larger community. Healing Communities challenges congregations to become Stations of Hope for those persons affected by the criminal justice system. They train communities of faith to walk with returning citizens (connect returning citizens to resources that will help set attainable goals); help them connect with their faith (provide spiritual support); open their hearts to them (foster positive relationships); embrace them (extend open and affirming fellowship); provide understanding (collaboration with family and friends to rebuild relationships): and advocate for political change on the local, state, and federal level.
Hillcrest Children and Family Center Headquarters 915 Rhode Island Avenue, NW Washington, DC 20001 3029 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 (202) 232-6100 **info@hillcrest-dc.org** **www.hillcrest-dc.org/**	Hillcrest Children and Family Center (Hillcrest Center) is a behavioral health care and social services agency that provides behavioral health treatment and prevention as well as community and family support services.

Organization	Information
Hope Foundation Reentry Network 3227 Dubois Place, SE Washington, DC 20032 (202) 423-5430 **hfoundation2013@gmail.com** **https://hopereentrynetworkdc.org/home/**	The Hope Foundation Reentry Network provides hands-on community transition services to returning citizens and aims to significantly decrease the risk of recidivism.
House of Ruth 5 Thomas Circle, NW Washington, DC 20005 (202) 667-7001 **houseofruth@houseofruth.org** **https://houseofruth.org/**	House of Ruth helps women, children and families in greatest need, with very limited resources build safe, stable lives, and achieve their highest potential. At House of Ruth, women, children and families heal from lifetimes of traumatic abuse.

Organization	Information
Incarceration Reduction Amendment Act (IRAA) Support Group www.fairsentencingofyouth.org/ https://freemindsbookclub.org/	In early 2019, the **Campaign for the Fair Sentencing of Youth** (CFSY) partnered with **Free Minds Book Club** to create space for a support group dedicated to those that went to prison as children and are now home as a result of the IRAA legislation. To date, it is the only group in D.C. that works exclusively with this cohort. Understanding the value of navigating this newfound freedom alongside those with shared experiences, the group is designed to provide a positive and safe space for those who have, until the point of release, spent their entire adult lives in prison. All participants have the opportunity to join the larger, **Incarcerated Children Advocacy Network**, as well. Since the start of the group, among other things, they have helped participants gain employment, provided shared ride credits (e.g. Lyft, Uber) to relieve issues with transportation, provided laptops, access to licensed counselors, gift cards to grocery stores, and peer support. Participants have traveled to Montgomery, Alabama to visit the EJI's Legacy Memorial & Museum, met with D.C. City Councilmembers and other leaders to inform institutional policies and practices in working with youth. They have also spoken publicly to provide living examples of positive change. In addition to providing resources, the closed group sessions serve as a space for open discussion. For more information contact CFSY or Free Minds Book Club.

Organization	Information
Insight on the Inside **https://insightontheinside.org/**	The mission of Insight on the Inside is to inspire and empower by teaching mindfulness meditation and other contemplative practices to people in communities of need, including those who are incarcerated or returning from incarceration, in substance abuse treatment, or affected by poverty, aging or illness. They began in 2009, when a small group of Washington-area meditation practitioners decided to start teaching mindfulness to returning citizens housed in the Montgomery County, MD, Pre-Release Center. The effort proved so rewarding for both their students and volunteer teachers that they have since grown to over 30 volunteers leading classes in six facilities in Maryland, Virginia, and the District of Columbia.
Jubilee Housing **Reentry Housing Initiative Program** 1640 Columbia Road, NW 2nd Floor Washington, DC 20009 (202) 299-1240 **www.jubileehousing.org/reentry**	Jubilee Reentry Housing believes when a person returns home from incarceration, they deserve access to all the resources that will help them succeed in the community, including a safe, welcoming home to return to each day. They provide supportive transitional reentry housing and wrap-around services, including case management, for men and women who are looking to rebuild their lives in a supportive, drug and alcohol-free environment. Jubilee operates two reentry homes for men and women.

Organization	Information
Justice Policy Institute 1012 14th Street, NW Suite 600 Washington, DC 20005 (202) 558-7974 **www.justicepolicy.org**	The Justice Policy Institute is a national non-profit organization that changes the conversation around justice reform, including in Washington, D.C., by advancing policies that promote well-being and justice for all people and communities. Through a combination of research, communication strategies, and technical assistance, they inform advocates, policymakers, and the media about fair and effective approaches to justice and community well-being.
Justice Roundtable **www.justiceroundtable.org**	The Justice Roundtable is a broad-based coalition of more than 100 organizations working to reform federal criminal justice laws and policies. Founded in 2002, the Roundtable's mission is to bring value to the Justice Movement by coordinating the federal legislative and advocacy efforts of the Washington criminal justice advocacy community. The goals of the Roundtable are to influence public policy at the federal level by: • reducing mass incarceration and over-reliance on harsh punishment, • eliminating racial disparities and promoting fairness and equity, • providing effective alternatives to incarceration and new approaches to address crime and drug policy, • emphasizing prevention over punishment, • reintegrating formerly incarcerated people into society, • bringing domestic justice policies into conformity with international human rights norms.

Organization	Information
Legal Aid Society of the District of Columbia 1331 H Street, NW Suite 350 Washington, DC 20005 (202) 628-1161 **www.legalaiddc.org**	Since 2015, Legal Aid's Reentry Justice Project has been dedicated to assisting clients facing barriers in accessing housing, employment, and other civil rights and opportunities as a result of having a criminal record. Individuals who have interacted with police and the criminal judicial system — disproportionately people of color and people who live in areas of concentrated poverty — find themselves facing a multitude of collateral civil consequences that act in real and concrete ways to perpetuate generational cycles of poverty. The Project seeks to eliminate those barriers through direct representation and systemic advocacy. They provide representation to clients in areas including criminal record sealing, housing and employment denials based on criminal history, and challenges to other collateral consequences arising within their civil legal practice areas. They also advocate for policy changes before the D.C. Council, administrative agencies, and other legislative and regulatory bodies.
Life After Release 4710 Auth Place 2nd Floor Camp Springs, MD 20744 (240) 200-4472 **https://lifeafterrelease.org/**	Life After Release (LAR) is a women-based, formerly incarcerated-led organization. LAR provides support for the needs of formerly incarcerated women re-entering their communities in the District of Columbia, Maryland, and Virginia (DMV). They empower women by teaching them how to manage life after release from incarceration. They also teach them grassroots organizing and advocacy skills to shape legislation and policy that affects their lives. LAR offers several reentry programs and criminal justice reform initiatives, including the **Justice Liberation Institute** to promote self-determination among the formerly-incarcerated community.

Organization	Information
LinkU **https://linkudmv.org** (intended for consumers to search on their own) **https://staff.linkudmv.org/login** (intended for those working on behalf of consumers)	LinkU is a free online resource and referral guide for DC, Maryland, and Virginia, available to the public and community-based organizations (CBOs). This is especially useful to returning citizens in search for housing, healthcare, food, employment services, and other support services to successfully reintegrate back into society. LinkU connects people to verified social and medical care providers in their communities. As an added benefit, CBOs who support returning citizens can become "LinkU staff members", which grants the agency access to additional features.
Lorton Art Program (LAP) P.O. Box 40217 Washington, DC 20016 **Lortonart@verizon.net** **www.lortonartprogram.org/LortonArtProgram**	The LAP program offers unique learning and rehabilitative activities through training and exposure to the visual arts to men and women in the criminal justice system.
Mayor's Office on Returning Citizen Affairs (MORCA) 2100 Martin Luther King, Jr. Avenue, SE Suite 100 Washington, DC 20020 (202) 715-7670 **https://communityaffairs.dc.gov/morca**	The Mayor's Office on Returning Citizen Affairs (MORCA) supports D.C. residents with criminal records with information and services that allow them to access employment, housing, healthcare, and their other needs through comprehensive case management.

Organization	Information
MBI Health Services, LLC 4017 Minnesota Avenue, NE Washington, DC 20019 (202) 388-9209 **info@mbihs.com** **www.mbihs.com**	MBI Health Services, LLC is a certified behavioral health agency servicing the D.C. Metropolitan Area. MBI provides a wide range of services and programs for both adults and children to help people gain back their confidence and security. The Returning Citizens Program is designed to be a one-stop solution for those released from incarceration wanting to be fully and successfully reintegrated into society. The program provides services such as transition planning, case management, family engagement services, mental and behavioral health services, substance abuse treatment, physical healthcare, benefits counseling, education counseling, housing opportunities, and employment services.

Organization	Information
More Than Our Crimes info@morethanourcrimes.org www.morethanourcrimes.org	More Than Our Crimes seeks to give a voice to the thousands of Americans, mostly people of color, who were once convicted of violent crimes and now have served a decade or more behind bars and deserve a second chance to live freely and contribute to their families and society. Their goal: to assure these individuals are included in the growing wave of reform proposals designed to end mass incarceration. They work by sharing the stories of both individuals still behind bars and those who have won their release, humanizing them to those who only know their past crimes. They use these stories to educate as well as to advocate for humane and fair reform. More Than Our Crimes advocates for individuals convicted of violent crimes who deserve a second chance. Although its focus is on individuals from D.C. , its advocacy also benefits this population writ large. More Than Our Crimes uses storytelling and targeted outreach to: • Advocate for the inclusion of persons once convicted of violent crimes in criminal justice reforms discussed and enacted in D.C. and nationally. • Seek improvements in the prison conditions in which they are held. • Support their acceptance by and integration into their communities upon release. A foundational principle of More Than Our Crimes is to include people currently incarcerated as well as those recently released in every aspect of their operations and outreach.

Organization	Information
National Association for the Advancement of Returning Citizens (NAARC) 1920 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 904-9961 **naarcdc@gmail.com** **https://naarcdc.com/**	NAARC aims to improve the quality of life of Returning Citizens, their families, and communities by addressing the broad range of social and economic needs through strategic management of public and private partnerships, political advocacy, community relations/organizing and economic empowerment.
Negotiation Works **www.negotiation-works.org**	Negotiation Works is a nonprofit organization that provides negotiation skills programs for marginalized residents of the District of Columbia metropolitan area, including women experiencing homelessness, domestic violence survivors, and people recently released from prison. Their signature program is a multi-week, interactive negotiation strategies course. Every week, staff and trained volunteers travel to local service providers to present the program, which incorporates role plays, group activities, and in-depth discussions among participants. Their programs empower participants to advocate for themselves and resolve disputes in all areas of their lives, including housing, employment, family life, and more. Program participants gain self-confidence and conflict resolution tools they can use to achieve greater financial security and personal stability.

Organization	Information
Neighbors for Justice PO Box 15825 Washington, DC 20003 **www.neighborsforjusticedc.org**	Neighbors for Justice was founded in August 2020 by neighbors who live a few blocks from the DC Jail and wanted to do more to support their neighbors at the D.C. Jail during COVID and beyond. MISSION Neighbors for Justice was formed to: • **Increase awareness** among the neighborhood on the lived experience of neighbors in the jail and issues related to incarceration and re-entry • **Support** their neighbors in the jail and D.C. residents in the federal Bureau of Prisons through specific, tangible actions. • **Advocate** on behalf of their neighbors in the jail via relevant proposed legislation and related decisions. • **Be a resource** to amplify local groups and organizations working to support these neighbors. STATEMENT OF BELIEFS • **All residents of the D.C. jail are our neighbors.** In proclaiming each other as neighbors, we commit to treating each other as neighbors. • **Our neighbors at the D.C. jail and all D.C. residents in federal and private prisons across the country deserve to be treated humanely, with care and consideration.** This includes: full and free access to hygiene products (soap, toothpaste, etc.), clean and temperature controlled facilities, good and prompt health care, fresh air and sunshine, physical activity, access to their loved ones by whatever means possible (phone, video conference, in-person visits), access to education, training, and support services • **We stand for investing more in communities** through health care, education, housing, re-entry, and social services to better serve D.C. residents and reduce the use of incarceration. • **We urge review and revision of policies** related to arrest and charging, sentencing, incarceration, and parole to better position all D.C. residents to thrive and decrease the number of justice involved residents. • **We support our neighbors following their re-entry** and aim to be a resource to the organizations serving D.C. returning citizens. • **We stand for an anti-racist society and anti-racist justice system.**

Organization	Information
Office of Rehabilitation and Development (ORD) for the Public Defender Service for the District of Columbia 633 Indiana Avenue, NW Washington, DC 20004 (202) 824-2349 **www.pdsdc.org**	**15-30-Life Support Group** is a bi-monthly group co-facilitated by social worker Betsy Biben and Yusef Rabb, who returned home after 26 years in prison. They have open discussions about reentry — family, friends, and partner relationships, social mores (customs, norms, and behaviors accepted by society), D.C. life now, skill challenges, their victims and their families, changes in D.C., nightmares and other sleep difficulties, managing feelings, including losses and past anger, leaving many others behind, transportation, and much more. **Chief's Advisory Board (CAB) of the Office of Rehabilitation and Development (ORD) for the Public Defender Service for D.C.** was established in 2017 and is made up of Returning Citizens chosen by the Chief to advise her on the needs of those who have served substantial prison time and are now successful in the community. Two board members are T16 (children waived up to adult court).
Office of Victim Services and Justice Grants (OVSJG) One Judiciary Square 441 4th Street, NW Suite 727N Washington, DC 20001 Phone: (202) 727-0605 TTY: 711 **www.ovsjg.dc.gov**	The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for victims of crime, youth, and their families in the District. In order to accomplish its mission, OVSJG coordinates and funds community-based and D.C. agency services for justice involved individuals and victims of crime.

Organization	Information
One in Four Podcast https://oneinfourpodcast.simplecast.com/	The One in Four podcast features organizations that provide reentry services to justice impacted individuals and testimonies from affected individuals regarding the major barriers to reentry. It focuses on the fact that One in Four (as the title suggests) adult Americans have a criminal record, thus the need to talk about re-entry and the impact of the criminal justice system on individuals, families and communities.
Open City Advocates 4202 Benning Road, NE Suite 2 Washington, DC 20019 (202) 678-9001 www.opencityadvocates.org	Open City Advocates (formerly Mentoring Today) fills two gaping holes in the juvenile justice system. 1) They provide zealous individualized representation and mentoring; and 2) they catalyze systemic improvements that will benefit all youth law student mentor-advocates support youth who have been sentenced in the juvenile system both during and after incarceration. Measurable outcomes include successful reintegration, protection of due process rights, and systemic improvements for the education, employment, and housing of at-risk youth.
Open Society Foundations 1739 Pennsylvania Avenue, NW 7th Floor Washington, DC 20006 (202) 721-5600 www.opensocietyfoundations.org	The Open Society Foundations are the largest private funder of independent groups working for justice, democratic governance, and human rights. They support criminal justice reform by developing alternatives to pretrial detention, broadening access to legal representation, and promoting new alliances for reform.

Organization	Information
Project New Opportunity (PNO) 1220 L Street, NW Washington, DC 20005 (773) 726-8123 **http://projectnewopportunity.org**	PNO's mission is to ensure the successful return of men and women from the Federal Bureau of Prisons. PNO's original mission was to serve individuals who were released ahead of their original federal bureau of prison sentence date because of: (1) a grant of Presidential clemency or sentence commutation; and (2) a "Drugs Minus Two" sentence modification. PNO is seeking to expand their services to people with D.C. criminal records.
Public Welfare Foundation 1200 U Street, NW Washington, DC 20009 (202) 965-1800 **info@publicwelfare.org** **www.publicwelfare.org**	The Public Welfare Foundation supports efforts to advance justice for people through its core values of racial equity, economic well-being, and fairness for all. Its Criminal Justice Program makes grants to state-based groups who are working to reduce incarceration levels and racial disparities through reforms in sentencing, charging, and supervision policies and procedures.
READY Center (Resources to Empower And Develop You) D.C. Department of Corrections 1901 E Street, SE Washington, DC 20003 Located behind the Correctional Treatment Facility (CTF) (202) 790-6790 **https://doc.dc.gov/service/ready-center**	The READY Center staff will assist people recently released from incarceration with access to services such as: Supplemental Nutrition Assistance Program (SNAP) and Medicaid through the Department of Human Services (DHS); linkage to behavioral health services through the Department of Behavioral Health (DBH); identification card and driving record information from the Department of Motor Vehicles (DMV); employment and job training services through the Department of Employment Services (DOES); and ongoing case management through the Mayor's Office on Returning Citizens Affairs (MORCA). In addition to these services, READY Center staff are also available to make referrals to community-based organizations (CBOs) that provide access to other D.C. resources and services.

Organization	Information
Recovery Café Mailing Address 1640 Columbia Road, NW Washington, DC 20009 Program Address 2419 Minnesota Avenue, SE Washington, DC 20020 (202) 937-6179 **https://recoverycafedc.org/**	Recovery Café is a healing, transformative recovery community for all who have been traumatized by addiction and other mental health challenges, homelessness, and incarceration. They believe that regardless of past trauma, addictive behaviors or mistakes made, everyone deserves a chance to get back up and try again. Their program is designed to help people maintain recovery, quality of life, and build resiliency. Their program components include: *Recovery Circles, School for Recovery, and Spiritual Development and Employment Assistance* They teach and model ways for people to manage mental health, maintain sobriety, and build community.
ReThink Justice DC Coalition **http://rethinkjusticedc.org**	The ReThink Justice DC Coalition is comprised of individuals and groups who are committed to reshaping the criminal legal system in the District of Columbia. ReThink participants advocate for reforms for issues related to the D.C. jail, such as reentry services for returning citizens, D.C. halfway houses, taking back control of D.C.'s legal system, and planning for replacement of the D.C. Jail.

Organization	Information
Returning Citizens Assistance Network (RCAN)	The Returning Citizens Assistance Network (RCAN) is a network of congregations that work with the Public Defender Service (PDS) in D.C. to assist their clients who are currently or formerly incarcerated. Members of RCAN congregations assist these individuals by helping with emergency needs for food and clothing, assisting efforts to find employment and housing and serving as mentors to provide friendship and guidance. Congregations in the network get information each month about PDS clients who need assistance and determine on a case by case basis who they can help. Congregations of any faith are invited to join RCAN and those who are interested should email Theo Brown at **dialogdays@gmail.com**.
Reunion DC **https://reuniondc.org**	Reunion DC is an all-volunteer, interfaith community that challenges the damaging effects of a failed justice system. They support the goals of men and women coming home from incarceration ("returning citizens") by offering a new way of thinking and a new set of friends. They believe current strategies of incarceration are broadly experienced as punitive and leave people and communities damaged and disengaged. As an answer, they offer practices and support that redeem, repair, and rebuild love within the community. They offer support groups to returning citizens through "Freedom" and "Reintegration" Circles to replace punitive justice with restorative justice. They seek to help people become part of a growing, caring community. As returning citizens share their story and listen to others, they will discover deeper relationships, develop new friendships, and receive unique, first-hand insight into the various issues of mass incarceration and re-entry.

Organization	Information
School Justice Project 1805 7th Street, NW Washington, DC 20001 (202) 618-1247 **www.sjpdc.org**	The School Justice Project's (SJP) special education attorneys work with their clients to protect and enforce special education rights. Through individual representation and individual advocacy programs they aim to spark a system-wide overhaul, changing the educational landscape for older court-involved students who are involved in D.C.'s juvenile and criminal justice systems. They serve people incarcerated in the D.C. Jail and in the Federal Bureau of Prisons.
Seventy Thousand Strong **http://seventythousandstrong.com/**	Seventy Thousand Strong seeks to amplify the needs and voices of the 70,000 Returning Citizens in D.C., their families, community advocates and allies who will fight to bring their people home and do what it takes to support them.
SOME (So Others Might Eat) 71 O Street, NW Washington, DC 20001 (202) 797-8806 **www.some.org/**	SOME is an interfaith, community-based service organization that exists to help and support residents of our nation's capital experiencing homelessness and poverty. SOME offers a variety of services, including affordable housing, counseling, addiction treatment, and job training. In addition, SOME helps meet immediate daily needs by providing food, clothing, and healthcare to those in need.
Southeast Ministry 3111 Martin Luther King Jr. Avenue, SE Washington, DC 20032 (202) 562-2636 **www.southeastministrydc.org**	Southeast Ministry is a grassroots social justice ministry of the Lutheran Church of the Reformation that listens to the needs of the community and develops culturally sensitive education programs that address the root causes of social problems such as poverty, illiteracy, and violence.

Organization	Information
The District of Columbia Compassionate Release Clearinghouse Write to: 700 4th Street, NW Washington, DC 20005 (202) 562-2636 **compassionatereleasedc@washlaw.org**	The District of Columbia Compassionate Release Clearinghouse is a coalition of organizations who have come together to help District of Columbia and federal prisoners who are seeking pro bono counsel to petition the court for a reduced sentence. To qualify for compassionate release, an incarcerated person must meet certain conditions involving disability, health, age, or other special circumstances. The Clearinghouse recruits private lawyers to represent people without charging a fee and these lawyers screen the cases before taking on clients. People interested in applying for a lawyer should write to: Compassionate Release, Washington Lawyers' Committee, 700 4th Street, NW, Washington, DC 20005 or email **compassionatereleasedc@washlaw.org**.
The National Reentry Network for Returning Citizens 3227 Dubois Place, SE Washington, DC 20019 (202) 491-3657 **www.thenationalreentrynetwork.org**	The National Reentry Network for Returning Citizens' mission is to build a strong, national network comprised of individuals returning from incarceration who support each other's successful reintegration. They use a client-centered approach to identify basic needs and to create a continuum of care that can address barriers to reentry, promote restorative practices, and reduce recidivism. They aim to reinvest in safe and healthy communities, create more living wage jobs, permanent housing and economic self-sufficiency for returning citizens.

Organization	Information
The Nehemiah Project 508 58th Street, NE Washington, DC 20019 **https://nehemiahprojectdc.org/**	The Nehemiah Project's (TNPDC) mission is to provide assistance to returning citizens, veterans, and those in recovery to obtain the treatment and support necessary to lead a healthy and productive life. They provide a safe and structured living environment, access to health care and social services, and link returning citizens to opportunities that can lead to a return to individual dignity and self-sufficiency—free from the depravity of homelessness, addiction and alcoholism, and active mental health disorders. The Nehemiah Project provides multiple housing solutions for homeless, justice-involved D.C. residents. Their goal is to reduce recidivism, homelessness, and the costs associated with multiple system and service use among D.C.'s returning citizens. The TNPDC design is an innovative reentry housing partnership model which focuses on establishing supportive housing for individuals at risk of housing instability. Men's Reentry Housing Pilot Program The Nehemiah Project also partners with University Legal Service' (ULS) Disability Rights D.C. (DRDC), D.C. Jail and Prison Advocacy Project (JPAP) to provide housing through the Office of Victim Services and Justice Grants (OVSJG) funded D.C. Men's Reentry Housing Pilot Program. The pilot program will combine JPAP's reentry services and The Nehemiah Project's bridge housing with wraparound services, with a goal toward residents securing permanent housing. **ULS Men's Reentry Housing Pilot Eligibility criteria:** • Must be a JPAP client (D.C. resident; documented diagnosis of serious mental illness or intellectual disability; and currently incarcerated or within 12 months of release from jail, prison, or halfway house/ RRC (residential reentry center). • Must be currently and chronically homeless, without safe and stable housing options • Must have a Qualifying Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) Assessment Score or Clinician Approval. • Must agree to follow the Men's Reentry Housing Pilot Handbook. • JPAP will not accept referrals directly into the housing pilot for individuals they have not worked with before

Organization	Information
The Rock Christian Church Ministries 4025 9th Street, SE Washington, DC 20032 (301) 541-8102 **www.trccm.org/**	The Rock Christian Church Ministries prides itself on love, respect, and community. They believe love is the key to unlocking the strong holds on life. They want visitors to their church to find freedom in the word God promises. They seek to remove "religion" and "religious attitudes" and replace it with love and joy.
The Second Look Project 400 5th Street, NW Suite 300 Washington, DC 20001 (202) 888-7520 **www.secondlookdc.org**	The Second Look Project is a non-profit legal services organization dedicated to providing quality advocacy and legal support for individuals given extreme sentences as children and young adults in the District of Columbia. Their work is focused on those who are eligible for sentence reductions under D.C.'s Incarceration Reduction Amendment Act ("IRAA"), as well as those seeking relief under D.C.'s Compassionate Release law. They provide direct representation to incarcerated individuals seeking relief, including those who are eligible under Second Look, and will provide training and litigation support for court-appointed and pro bono attorneys handling these cases. Their capacity for direct representation is limited and requests for representation will be handled on a case-by-case basis. Eligibility Criteria Individuals who are sentenced for an offense committed before they were 25 years old and who have been incarcerated at least 15 years may be eligible to seek release under the Incarceration Reduction Amendment Act. For those seeking relief under D.C.'s Compassionate Release law, relevant factors include age, medical conditions, length of time incarcerated or exigent family circumstances counseling someone's release. If you think you or a loved one could be potentially eligible for release, please contact them.

Organization	Information
The Sentencing Project 1705 DeSales Street, NW 8th Floor Washington, DC 20036 (202) 628-0871 **www.sentencingproject.org**	The Sentencing Project works for a fair and effective U.S. criminal justice system by producing groundbreaking research to promote reforms in sentencing policy, addressing unjust racial disparities and practices, and by advocating for alternatives to incarceration. The Sentencing Project has worked for a fair and effective U.S. criminal justice system for 30 years.
Thrive D.C. 1525 Newton Street, NW Suite G1 Washington, DC 20010 (202) 737-9311 **www.thrivedc.org/programs/newdirections/**	Thrive D.C.'s New Directions Re-entry Program helps men and women who have been recently incarcerated in jail or prison. They provide case management services, including referrals for housing, sobriety maintenance, employment assistance, and life skills education. They also provide meals, toiletries, and clothing.
Thrive Under 25	THRIVE UNDER 25 is a transformative coalition that uses advocacy, legislation, and public education to end the racist, damaging, and punitive responses of D.C.'s adult criminal legal system toward people who came in contact with the system when they were under 25.
University Legal Services (ULS); Disability Rights D.C. (DRDC); D.C. Jail and Prison Advocacy Project (JPAP) 220 I Street, NE Suite 130 Washington, DC 20002 (202) 547-0198 **info@uls-dc.org** **www.uls-dc.org/**	Disability Rights D.C. (DRDC) at University Legal Services (ULS) is the federally designated protection and advocacy program for people with disabilities in the District of Columbia and is the Client Assistance Program under the Rehabilitation Act. DRDC's mission is to advocate for the human, civil, and legal rights of people with disabilities in the District of Columbia. The D.C. Jail and Prison Advocacy Project works with most clients pre-release in the D.C. Jail or Federal Bureau of Prisons, including halfway houses, so clients can access their benefits upon release.

Organization	Information
United Methodist Women **The United Methodist Church** 100 Maryland Avenue, NE Room 530 Washington, DC 20002 (202) 488-5660 **www.umcjustice.org/**	United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church. They seek to support the reentry community.
Unchained Media Collective **www.unchainedstories.com**	Through storytelling and advocacy work, Unchained Media Collective creates bridges between the often-unheard community of incarcerated and formerly incarcerated young people and the public — policymakers, attorneys, judges, and others whose decisions daily impact the futures of those behind bars to reach their full potential as creative, contributing members of society.
Vera Institute of Justice 1111 14th Street, NW Washington, DC 20005 (202) 465-8900 **www.vera.org**	The Vera Institute of Justice's mission is to build and improve justice systems to ensure fairness, promote safety, and strengthen communities. They work with communities to tackle pressing injustice issues such as mass incarceration, conditions of confinement, racial disparity, the loss of public trust in law enforcement, and the unmet needs of vulnerable and marginalized communities.
Voices for a Second Chance 1422 Massachusetts Avenue, SE Washington, DC 20003 (202) 544-2131 **www.vscdc.org**	Voices for a Second Chance can help people returning from incarceration with getting a social security card, identification, birth certificate, and clothing. They also offer individual and group counseling, referrals for housing, employment training programs, health care, and much more.

Organization	Information
Washington Lawyers' Committee for Civil Rights & Urban Affairs (WLC) 700 14th Street, NW Suite 400 Washington, DC 20005 (202) 319-1000 **www.washlaw.org**	The Washington Lawyers' Committee advocates for people confined to prisons, jails, immigration detention and other criminal system institutions that are confronted with unique and particularly cruel forms of state power. As long as mass incarceration is a fact, they believe the need for prisoners' rights advocacy will be essential. They also offer pro bono legal services involving issues of: employment discrimination, fair housing, public accommodations, public education, immigrant rights (immigrant access to services and other benefits), disability rights, D.C. prisoners' rights, LGBT, and veterans' rights.
The Washington Legal Clinic for the Homeless 1200 U Street, NW #3 Washington, DC 20009 (202) 328-5500 **www.legalclinic.org/**	The Washington Legal Clinic for the Homeless provides reentry specific housing related services. They represent D.C. residents facing housing discrimination and housing denials due to a criminal record.
We Aspire 441 4th Street, NW Washington, DC 20001 (202) 727-3900 **Virginia-Marie.Roure@dc.gov** **https://dslbd.dc.gov/service/aspire-entrepreneurship**	The Aspire to Entrepreneurship program partners directly with the Department of Employment Services' Project Empowerment. Accepted applicants enter a six-month business incubator program while receiving a Project Empowerment stipend.
Women Involved in Reentry Efforts **info.thewire@gmail.com** **https://thewiredc.org/**	The WIRE (Women Involved in Reentry Efforts) is a network of formerly incarcerated women who have successfully reintegrated back into the community after release. The Women of the WIRE have joined to provide peer support to other women returning from incarceration.

APPENDIX II: ORGANIZATIONS PROVIDING SERVICES TO SPECIFIC POPULATIONS

APPENDIX II: ORGANIZATIONS PROVIDING SERVICES TO SPECIFIC POPULATIONS

In D.C., we have access to many types of services for unique populations that you may find helpful, such as:

1. People seeking HIV/AIDS services
2. People seeking Immigration services
3. People seeking Legal services
4. People seeking Lesbian, Gay, Bisexual, Transgender, Questioning/ Queer, Intersex, and Asexual (LGBTQIA+) services
5. People seeking Veterans services
6. People seeking Women's services

This table provides names, contact information, and brief descriptions of organizations or agencies that serve these unique populations. Please note that this table does not include every organization in D.C. – there may be other organizations that are better suited to meet your unique needs. Do not hesitate to ask for help! Many of these organizations will recommend other places where you can seek help if they are not able to assist you.

Organization	Information
HIV/AIDS SERVICES	
HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) 899 North Capitol Street, NE 4th Floor Washington, DC 20002 (202) 442-5955 **www.dchealth.dc.gov/page/hivaids-hepatitis-std-and-tb-administration-hahsta**	HAHSTA partners with health and community-based organizations to offer HIV/AIDS and other STD and STI testing and counseling, prevention education and intervention, free condoms, medical support, and medication.

Organization	Information
Andromeda Transcultural Health Center 1400 Decatur Street, NW Washington, DC 20011 (202) 291-4707 **www.andromedahealth.org/**	Andromeda Transcultural Health Center provides HIV/AIDS support groups, referrals for financial assistance with utility and food bills, and housing assistance. Mental health programs provided are: alcohol and drug counseling, DWI program, individual, group, and family therapy, psychological testing, and psychosocial partial day programs for the chronically mentally ill.
Calvary Women's Services 1217 Good Hope Road, SE Washington, DC 20020 (202) 678-2341 **www.calvaryservices.org/**	Calvary Women's Services offers transitional housing for chronically homeless women. Women living with HIV/AIDS are considered. People must be referred by Community Partnership for the Prevention of Homelessness, 801 Pennsylvania Avenue, SE. (202) 543-5298.
Community of Hope Family Health and Birth Center 801 17th Street, NE Washington, DC 20002 Medical: (202) 398-5520 Conway Health and Resource Center 4 Atlantic Street, SW Washington, DC 20032 Medical: (202) 540-9857 Dental: (202) 540-9862 Marie Reed Health Center 2155 Champlain Street, NW Washington, DC 20009 Medical: (202) 540-9857 **www.communityofhopedc.org/**	Community of Hope provides three primary health care locations that offer confidential HIV/AIDS and STI testing and treatment, case management, and educational services to HIV infected homeless people and their families.

Organization	Information
Damien Ministries 2200 Rhode Island Avenue, NE Washington, DC 20018 (202) 526-3020 **www.damienministries.org/**	Damien Ministries offers services for those in the D.C. area living with HIV/AIDS. They offer a food bank, nutritional therapy, health and wellness support, testing and treatment, case management, and transitional housing for people living with HIV/AIDS. Eligibility includes: being a D.C. resident, HIV positive status, and agreeance to receive other Damien Ministries services.
Food and Friends 219 Riggs Road, NE Washington, DC 20011 (202) 269-2277 **www.foodandfriends.org/**	Food and Friends offers home-delivered meals, groceries, and nutrition counseling to home-bound people living with HIV/AIDS, Cancer, and other serious illnesses.
Gift of Peace, Missionaries of Charity 2800 Otis Street, NE Washington, DC 20018 (202) 269-3313 **www.service.catholic.edu/service-opportunities/weekly-service-opportunities/aging-and-disability/missionaries-of-charity.html**	Missionaries of Charity offers a 24-hour residence for homeless and indigent (poor) people diagnosed with a chronic or terminal condition and AIDS who require home care with no family or government assistance available.
Housing Counseling Services, Inc. (Gatekeeper Program) 2410 17th Street, NW Suite 100 Washington, DC 20009 (202) 667-7006 **www.housingetc.org/**	The Housing Counseling Services' Gatekeeper Program provides independent living, supportive and emergency housing assistance for individuals and families living with HIV/AIDS. They offer short-term financial assistance toward housing related expenses (rent/mortgage, utilities).

Organization	Information
Joseph's House 1730 Lanier Place, NW Washington, DC 20009 (202) 265-7174 **www.josephshouse.org/**	Joseph's House is a supportive and nurturing home for formerly homeless men and women living with AIDS and other terminal illnesses. They offer 24-hour nursing care, case management and transitional services.
La Clinica del Pueblo 2831 15th Street, NW Washington, DC 20009 (202) 462-4788 **www.lcdp.org/**	La Clinica del Pueblo offers bilingual, bicultural, comprehensive care for Latino immigrants living with HIV/AIDS. Services include case management, mental health and substance abuse services, rental assistance, and primary medical care.
Miriam's House - N Street Village 1333 N Street, NW Washington, DC 20005 (202) 939-2076 **www.nstreetvillage.org/about-the-village/programs-impact/housing-community/**	N Street Village's, Miriam's House, is a residential community for homeless and low-income women living with HIV and AIDS. They accept referrals through Bethany Women's Center.
Newcomer Community Service Center 1628 16th Street, NW 3rd Floor Washington, DC 20009 (202) 462-4330 **www.washington.dc.networkofcare.org/mh/services/agency.aspx?pid=Newcomer-CommunityServiceCenterImmigrationServices_2_1347_1**	Newcomer Community Service Center services include, job placement, counseling, social services, translation, ESL classes, crisis intervention, AIDS education and outreach, immigration services, fingerprinting, photos, and Educational Testing Service (ETS) testing.

Organization	Information
Us Helping Us, People Into Living, Inc. 3636 Georgia Avenue, NW Washington, DC 20010 (202) 446-1100 **www.ushelpingus.org/**	Us Helping Us, offers HIV prevention and support services, including: case management, Comprehensive Risk Counseling Services, and mental health services. They also offer specialized HIV education and risk reduction programs, discussion groups for Black gay/ bisexual men, and HIV outreach and STD testing.
Whitman-Walker at Liz (Formerly Elizabeth Taylor Medical Center) 1377 R Street, NW Suite 200 Washington, DC 20009 (202) 745-7000 **www.whitman-walker.org/locations-elizabeth-taylor-medical-center**	Whitman-Walker at Liz (formerly Elizabeth Taylor Medical Center) offers multi-dimensional medical and mental health services for people living with HIV/AIDS. They offer individualized treatment plans, groups, counseling, case management, buddy system, home care assistance, food bank, nutritional counseling, infusion, recreational activities, and access to all Whitman-Walker programs.
Max Robinson Center (Whitman-Walker Clinic) 2301 Martin Luther King Jr. Avenue, SE Washington, DC 20020 (202) 678-8877 **www.whitman-walker.org/location-max-robinsion-street**	The Whitman-Walker Health Max Robinson Center offers education and outreach, prevention, testing, screening, and counseling for people living with AIDS or HIV.

Free HIV Testing Sites in D.C.		
Quadrant	**Location**	**Metro access**
NW	**AIDS Healthcare Foundation Blair Underwood Health Care Center** 2141 K Street, NW Washington, DC 20037 (202) 293-8680 Call for walk-in hours **www.HIVCare.org**	Metrorail Foggy Bottom Metrobus S1, 38B, 90
NW	**Andromeda Transcultural Health** 1400 Decatur Street, NW Washington, DC 20011 (202) 291-4707 Call for appointments **http://andromedahealth.org/**	Metrobus 70, S2, S4, 52, 54
NW	**Metro Health DC** 1012 14th Street, NW #700 Washington, DC 20006 (202) 638-0750 Call for walk-in hours **www.metrohealthdc.org**	Metrorail McPherson Sq. Farragut West Metrobus 70, X2, S2, S4
NW	**La Clinica del Pueblo** 2831 15th Street, NW Washington, DC 20009 (202) 462-4788 Call for walk-in hours **www.lcdp.org/**	Metrorail Columbia Heights Bus S2, S4

Free HIV Testing Sites in D.C.		
Quadrant	**Location**	**Metro access**
NW	**Us Helping Us, People Into Living** 3636 Georgia Avenue, NW Washington, DC 20010 (202) 446-1100 Call for walk-in hours **www.uhupil.org**	Metrorail Petworth Metrobus 70, 72, 73
NW	**Whitman-Walker Clinic** 1525 14th Street, NW Washington, DC 20005 (202) 797-4439 By appointment **www.whitman-walker.org**	Metrorail U St/Cardozo Metrobus 52, 54
NE	**D.C. Health and Wellness Center** 77 P Street, NE Washington, DC 20002 (202) 741-7692 By appointment **www.dchealth.dc.gov/dc-health-and-wellness-center**	Metrorail NOMA Metrobus 90, 92
NE	**HIPS** 906 H Street, NE Washington, DC 20018 (202) 232-8150 Call for scheduled hours **www.hips.org/**	Metrobus X1, X2, 90, 92

Free HIV Testing Sites in D.C.		
Quadrant	**Location**	**Metro access**
NE	**Planned Parenthood** 1225 4th Street, NE Washington, DC 20002 (202) 347-8512 Call for walk-in hours **www.plannedparenthood.org/health-center/district-of-columbia/washington/20002/carol-whitehill-moses-center-4221-90230/hiv-testing**	Metrorail NOMA Metrobus X1, X2, 90, 92
NE	**Sasha Bruce Youthwork** 701 Maryland Avenue, NE Washington, DC 20002 (202) 675-9370 Call for walk-in hours **www.sashabruce.org**	Metrobus 90, 92, D6
NE	**The Women's Collective** 1818 New York Avenue, NE Washington, DC 20002 (202) 483-0320 Call for walk-in hours **https://womenscollective.org/**	Metrobus B2

Free HIV Testing Sites in D.C.		
Quadrant	**Location**	**Metro access**
NE	**Unity Health Care (Brentwood Clinic)** 1251-B Saratoga Avenue, NE Washington, DC 20018 (202) 469-4699 Call for walk-in hours **www.unityhealthcare.org/meet-our-providers**	Metrorail Rhode Island Avenue Metrobus D8
SE	**Family Medical Counseling Center** 2041 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 889-7900 Call for walk-in hours	Metrorail Anacostia Metrobus B2, 90, P6, P1
SE	**SMYAL** 410 7th Street, SE Washington, DC 20003 (202) 546-5940 Call for walk-in hours **https://smyal.org/youth/sexual-health/**	Metrorail Eastern Market Metrobus 32,34,36.39,90

Free HIV Testing Sites in D.C.		
Quadrant	**Location**	**Metro access**
SE	**Whitman-Walker Clinic** (Max Robinson Center) 2301 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 (202) 745-7000 Call for walk-in hours **www.whitman-walker.org/location-max-robinsion-street**	Metrorail Anacostia Metrobus B2, 90, P6, P1, U2, A42,A46
SW	**Unity Health Care (Southwest Clinic)** 850 Delaware Avenue, SW Washington, DC 20024 (202) 548-4520 By appointment **www.dcpca.org**	Metrorail Navy Yard

Organization	Information
IMMIGRATION SERVICES	
Ayuda, Inc. 2701 Prosperity Avenue Suite 300 Fairfax, VA 22043 (703) 444-7009 6925 B Willow Street, NW Washington, DC 20012 (202) 387-4848 **www.ayuda.com/**	Ayuda, Inc.'s representation services include but are not limited to: family-based immigration applications, removal defense, political asylum, Special Immigrant Juvenile Status (SIJS), Humanitarian applications (victims of crime, domestic violence, human trafficking), Violence Against Women Act petitions, and adjustments of status. The cost for a legal consultation is $100, per person (cash, debit, & credit accepted). Call for appointment times. (Spanish, Polish, Italian, French)
Bread for the City 1640 Good Hope Road, SE Washington, DC 20020 1525 7th Street, NW Washington, DC 20001 (202) 386-7616 **www.breadforthecity.org/legal/**	Bread for the City offers services for survivors of domestic violence in Civil Protection Orders, family law cases (like custody and divorce), and immigration cases (like VAWA self-petitions, U visas, and SIJS), and provides assistance to custodial and non-custodial parents in child support cases.
Capital Area Immigrants' Rights (CAIR) Coalition 1612 K Street, NW Suite 204 Washington, DC 20006 (202) 331-3320 ext. 7027 - Detained adult cases only (202) 870-5843 - Detained children cases only **www.caircoalition.org**	CAIR Coalition offers legal services focused exclusively on assisting detained immigrant men, women, and children in jails and juvenile facilities in Maryland and Virginia. CAIR Coalition's Detained Adult Program works specifically with adults detained by ICE in the capital area to provide information, support, and in some cases representation during the long and strenuous process in Immigration Court proceedings.

Organization	Information
CARECEN (Central American Resource Center) 1460 Columbia Road, NW Suite C-1 Washington, DC 20009 (202) 328-9799 **www.carecendc.org**	CARECEN's legal department helps community members navigate the confusing and intimidating immigration process. The program offers low- or no-cost services that include assistance with naturalization, family visa petitions, consular processing, obtaining and maintaining Temporary Protected Status, and filing for U Visas. In addition to direct services, CARECEN's legal department educates community members through "Know Your Rights" forums on topics including immigration, civil rights, and notario fraud. These services are provided through appointment only: call for available times. (Spanish).
Catholic Charities Diocese of Arlington Hogar Immigrant Services 6301 Little River Turnpike Suite 300 Alexandria, VA 22312 (703) 841-3830 **www.hogarimmigrantservices.org**	Catholic Charities Immigrant and Refugee Services helps newcomers become self-sufficient and productive members of American society by offering a combination of legal immigration consultation and representation, English-language instruction, other adult education programs, workforce development training, naturalization assistance, bilingual community education, and refugee resettlement and assistance services.

Organization	Information
Catholic Charities (D.C.) (Archdiocesan Legal Network) 924 G Street, NW Washington, DC 20001 (202) 772-4352 1618 Monroe Street, NW Washington, DC 20010 (202) 939-2420 12247 Georgia Avenue Silver Spring, MD (301) 942-1790 **www.catholiccharitiesdc.org/ils/**	The **Refugee Service Center** offers case management and employment support services to recent refugees, asylees, and victims of trafficking residing in D.C. as they seek to make a new start in the United States. **The Trafficking Victims Assistance Program (TVAP)** provides comprehensive and strength-based services for children and adult survivors of human trafficking so they can heal, get the justice they deserve and have safe and empowered lives. Catholic Charities legal immigration services provide representation to persons with detention service, removal proceedings, work authorization, asylum applications, family visas, work visas, BIA appeals, Federal court appeals, naturalizations, and community education. There is a small fee for each consultation.
Chinatown Service Center 500 I Street, NW Washington, DC 20001 (202) 898-0061 **www.chinatownscdc.org/**	Chinatown Service Center offers assistance through a social worker who assists with immigration issues including: income tax, public benefits referrals, and crime victim's assistance. Appointments are preferred, but walk-ins accepted. (Cantonese, Mandarin)

Organization	Information
DC Volunteer Lawyers Project 5335 Wisconsin Avenue, NW Suite 440 Washington, DC 20015 (202) 425-7573 **www.dcvlp.org**	DC Volunteer Lawyers Project RELIEF offers services to inform clients of their immigration options. RELIEF attorneys help victims navigate the complex immigration system with the goal of independence and long-term safety and security for themselves and their families. RELIEF clients will also have access to DCVLP's other services designed to help families achieve safety and stability in their lives. DCVLP attorneys assist domestic violence victims with protection orders, custody of children, guardianship, public benefits, and more while their advocates provide safety planning, crisis intervention and thoughtful referrals to their many community partners. All services are free
Ethiopian Community Center 7603 Georgia Avenue, NW Suite 100 Washington, DC 20012 (202) 726-0800 **www.ethiopiancommunitydc.org/**	The Ethiopian Community Center offers individuals non-legal immigration assistance through their ESL classes, citizenship/ naturalization process, family reunification and marriage-based petitions, computer literacy, public benefits assistance, employment counseling and authorization, and translation services. (Amharic, English)
Human Rights First 805 15th Street, NW Suite 900 Washington, DC 20005 (202) 547-5692 **www.humanrightsfirst.org/** (Spanish, French)	Human Rights First provides direct representation for asylum cases, and most immigration and naturalization issues. They provide screenings, referrals and supervision of pro bono attorneys representing clients in political asylum cases. Applicants must meet income guidelines. (Spanish, French)

Organization	Information
Legal Aid Justice Center Immigrant Advocacy Program 6066 Leesburg Pike Suite 520 Falls Church, VA 22041 (703) 778-3450 **www.justice4all.org**	Legal Aid's Immigrant Advocacy program offers low-income immigrants legal aid during their legal proceedings, counsels them about their rights and helps them to take steps to empower themselves and prepare for the worst, recover unpaid wages they have earned, combat workplace and housing discrimination, and fight for their civil rights.
Legal Aid Society of the District of Columbia 1331 H Street, NW Washington, DC 20005 (202) 628-1161 **www.LegalAidDC.org**	Legal Aid D.C. handles very limited immigration matters, including asylum, SIJS (Special Immigrant Juvenile Status), VAWA (Violence Against Women Act), and U and T visas. They generally do not handle naturalization/ citizenship matters or adjustments of status.
Lutheran Social Services National Capital Area (LSSNCA) 4406 Georgia Avenue, NW Washington, DC 20011 (202) 723-3000 **www.lssnca.org/**	The Citizen and Immigration (CIS) and Refugee Immigration Services (RIS) at LSSNCA offers immigration legal assistance to individuals and families. Legal services are open to all people seeking legal assistance with USCIS forms and applications. Services include: initial consultation, citizenship, counseling, family reunification, USCIS forms preparation and completion, TPS application, work authorization, asylum applications, family visas, and BIA appeals. Services focus on immigrants from Burma, Eritrea, Ethiopia, Sierra Leone, Somalia, Sudan, and Vietnam.

Organization	Information
Just Neighbors Immigration Legal Services 7630 Little River Turnpike Suite 900 Annandale, VA 22003 (703) 979-1240 **www.justneighbors.org/**	The mission of Just Neighbors is to provide immigration legal services to low-income immigrants and refugees in Virginia, especially those who are most vulnerable.
Mil Mujeres 4501 Ford Avenue Suite 301 Alexandria, VA, 22302 (202) 808-3311 **www.milmujeres.org/**	Mil Mujeres Legal Services (MMLS) is a 501(c)(3) nonprofit organization that provides holistic immigration legal services to low-income D.C. residents who are Spanish-speaking domestic violence survivors. Mil Mujeres staff available to speak Spanish and English.
Newcomer Community Service Center 1628 16th Street, NW 3rd Floor Washington, DC 20009 (202) 462-4330 **https://washington.dc.networkofcare.org/mh/services/agency.aspx?pid=Newcomer-CommunityServiceCenterImmigrationServices_2_1347_1**	The Newcomer Community Service Center offers assistance on immigration matters through an on-site counselor. Services include but are not limited to: work authorization, visa applications, family reunification, USCIS forms and applications, counseling, social services, translation, ESL classes, crisis intervention. Center staff are available to speak several languages and dialects including Cambodian, Chinese, French, Laotian, Vietnamese, and Spanish.

Organization	Information
Northern Virginia Family Service (NVFS) Headquarters 10455 White Granite Drive Suite 100 Oakton, VA 22124 (571) 748-2500 **www.nvfs.org**	NVFS represents clients in a wide variety of family-based and humanitarian immigration cases, including: • Naturalization applications and requests for certificates of citizenship • Adjustment of status ("green card") applications • Removal of conditions • Family and fiancée petitions • Consular processing • Temporary Protected Status • Deferred Action for Childhood Arrivals ("Dream Act") • NACARA • Cancellation of removal • VAWA-related applications for victims of domestic violence • U visa applications for victims of crime • T visa applications for victims of human trafficking • Special Immigrant Juvenile Status for abused, abandoned or neglected children • Asylum and Convention against Torture claims • Employment authorization (work permits) • Travel documents and advance parole • Freedom of Information Act requests • Defense against deportation They are unable to assist with employment-based applications, student visas or tourist visas. Call for assistance in obtaining low-cost representation in types of cases not listed above. (Spanish)

Organization	Information
Public Defender Service for the District of Columbia Civil Division 633 Indiana Avenue, NW Washington, DC 20004 (202) 628-1200 **www.pdsdc.org/about-us/legal-services/civil-legal-services-division**	The Civil Legal Services Division (CLS) provides legal representation to clients in a wide range of civil matters that are collateral or ancillary to the clients' involvement in the delinquency or criminal justice system, or that involve a restraint on liberty, including immigration consequences. They are a resource if you have questions about the immigration consequences of your criminal case or for questions about sealing your record. They do not represent anyone in actual immigration proceedings.
Restoration Immigration Legal Aid (RILA) 1815 N Quincy Street Arlington, VA 22207 (571) 429-5410 **www.restorationimmigration.org**	RILA offers services to low-income clients only through their legal aid ministry, to provide affordable legal counsel through their twice-monthly clinics held at Restoration Anglican Church, with up to 15 clients and their family members, served at each event.
Spanish Catholic Center 924 G Street, NW Washington, DC 20001 (202) 772-4352 1618 Monroe Street, NW Washington, DC 20010 (202) 939-2420 **www.catholiccharitiesdc.org/scc/**	Immigration Legal Services (ILS) focuses on the provision of direct legal immigration services to foreign-born individuals and their families. ILS assists people in immigration detention, removal hearings, work authorizations, asylum applications, family visas, work visas, BIA appeals and Federal Court appeals. There is a consultation fee, with walk-in clients seen on a first come, first serve basis. Center staff speak several languages and dialects including Spanish, Italian, and French.

Organization	Information
Tahirih Justice Center 6402 Arlington Boulevard Suite 300 Falls Church, VA 22042 (571) 282-6161 **www.tahirih.org/**	Tahirih Justice Center offers legal, advocacy, and public education to assist immigrant women and girls seeking protection against gender-based violence (rape, domestic violence, genital mutilation). They provide direct assistance with the gender-based asylum process and housing and temporary support. Language translations available. Center staff are available to speak several language and dialects.
U.S. Committee for Refugees and Immigrants 1719 13th Street, NW Washington, DC 20009 (703) 310-1130 1 (888) 872-0546 **www.refugees.org**	The U.S. Committee for Refugees and Immigrants' mission is to protect the rights and address the needs of people in forced or voluntary migration worldwide and support their transition to a dignified life.

REGIONAL ICE DETENTION CENTERS (DMV)

To obtain information about a detainee held at an ICE detention facility, call the telephone number for the respective facility between 8 a.m. and 4 p.m. You will need the individual's first, last and hyphenated names, D.O.B., and country of origin. To locate a detainee held by ICE, visit: **https://locator.ice.gov/odls/#/index**.

Detainees cannot receive incoming calls. If you need to get in touch with a detainee or leave an urgent message, call (434) 395-8114 and leave the detainee's full name, alien registration number and your name and telephone number where you can be reached. The detainee will be given your message. Video conferencing with a detainee can be coordinated through Capital Area Immigrants' Rights Coalition (202) 331-3320 **www.caircoalition.org**.

Anne Arundel County Detention Center
131 Jennifer Road, Annapolis, MD 21401
(410) 222-7374

Berks County Residential Center
1040 Berks Road, Leesport, PA 19533
(610) 396-0310 (VTC available)

Frederick County Adult Detention Center
7300 Marcie's Choice Lane
Frederick, MD 21704
(301) 600-2550

Howard County Detention Center
7301 Waterloo Road
Jessup, MD 20794
(410) 313-5200

Immigration Centers of America - Farmville Detention Center
508 Waterworks Road
Farmville, VA, 23901
(434) 395-8114

Pike County Correctional Facility
175 Pike County Boulevard
Lords Valley, PA 18428
(570) 775-5500

Virginia Peninsula Regional Jail
9320 Merrimac Trail
Williamsburg, VA 23185
(757) 820-3900 (VTC available)

Worchester Chester Detention Center
5022 Joyner Road, Snow Hill, MD 21863
(410) 632-1300

Organization	Information
LEGAL SERVICES	
Advocates for Justice and Education (AJE) 1200 G Street, NW Suite 725 Washington, DC 20005 (202) 678-8060 **www.aje-dc.org/**	Advocates for Justice and Education provides legal services to families in the area of special education, school discipline and school push-out issues. They also provide training to parents, youth, and professionals about the laws governing school discipline and expulsions.
Amara Legal Center 600 Pennsylvania Avenue, SE Suite 15255 Washington, DC 20003 (202) 257-6492 **www.amaralegal.org/**	Amara Legal Center offers direct representation to individuals of any age whose individual rights have been affected by their involvement in the commercial sex industry. Services include but are not limited to, civil protection orders, child custody, criminal defense, sealing or vacatur, and victim-witness advocacy. Consultation is free and the ALC's form can be found online.
Asian Pacific American Legal Resource Center 1627 K Street, NW Suite 610 Washington, DC 20006 (202) 393-3572 ext. 22 **www.apalrc.org/**	The APALRC offers legal interpreters (LIPs) to assist in direct services for limited-English proficient Asian-Americans in workers' rights. On-site interpretation is available for attorney-client meetings, interpretation via telephone, and translation of affidavits and other documents.

Organization	Information
Ayuda, Inc. 6925 B Willow Street, NW Washington, DC 20012 (202) 387-4848 **www.ayuda.com/**	Ayuda provides expert legal services so that low-income immigrants can overcome barriers and access justice. Individuals unaware of their rights and overwhelmed by a complex legal bureaucracy and language barriers, may require the aid of a professional to navigate the U.S. immigration system. Ayuda's staff attorneys and pro bono program serve more than 3,000 women, men, and children every year by helping them obtain visas, work authorization, legal status, and more. Ayuda's legal consultation fee is $100. If you are unable to pay, please ask to apply for a waiver of their legal fee. (Spanish, Polish, Italian, French)
Bread for the City 1525 7th Street, NW Washington, DC 20001 (202) 265-2400 **www.breadforthecity.org**	Bread for the City legal services include: landlord /tenant cases, family issues (representing survivors of domestic violence in Civil Protection Orders and family law cases (divorce, and custodial and non-custodial parents in child support cases), public benefits (TANF, SNAP, Medicaid eligibility and termination).
Catholic Charities (D.C.) (Archdiocesan Legal Network) 924 G Street, NW Washington, DC 20001 (202) 772-4352 1618 Monroe Street, NW Washington, DC 20010 (202) 939-2420 **www.catholiccharitiesdc.org**	Catholic Charities provides free to low fee legal services and representation in the following types of cases: child custody, consumer debt/ bankruptcy, domestic violence, employment disputes, immigration, guardianships, landlord-tenant disputes, public benefits, and wills.

Organization	Information
Central American Resource Center (CARECEN) 1460 Columbia Road, NW Suite C-1 Washington, DC 20009 (202) 328-9799 **www.carecendc.org**	The Central American Resource Center provides Immigration legal assistance with naturalization, family-based petitions, asylum applications, work authorizations, document translations. Counseling and educational workshops on foreclosure preventions, credit and financial management, tenant rights, and technical assistance to tenants groups and associations.
Children's Law Center (CLC) 501 3rd Street, NW 8th Floor Washington, DC 20001 (202) 467-4900 **www.childrenslawcenter.org/**	Children's Law Center provides direct, free legal services to at-risk children, their families, and foster and kinship caregivers. They focus on cases involving custody, special education, adoption, and SSI for children.
Christian Legal Aid of the District of Columbia 907 Maryland Avenue, NE Washington, DC 20002 (202) 710-0592 **www.christianlegalaid-dc.org/**	Christian Legal Aid of the District of Columbia sponsors free legal aid clinics that provide legal assistance. Legal issues typically addressed include elder law (wills, powers of attorney, etc.), employment, expungements, and housing. Please call for intake hours. Christian Legal Aid also partners with community organizations and churches to provide monthly workshops. Contact their office for more information on locations and hours.

Organization	Information
Columbus Community Legal Services; Catholic University Columbus School of Law 3602 John McCormack Road, NE Washington, DC 20064 (202) 319-6788 **www.law.edu/academics/legal-externships-and-clinics/clinics/columbus-community-legal-services/index.html**	Columbus Community Legal Services offers representation by students in cases involving: domestic violence, domestic relations disputes, civil law matters, and tax controversies.
Community Legal Services of Prince George's County, Inc. 6301 Ivy Lane Suite 720 Greenbelt, MD 20770 Office located in Upper Marlboro Courthouse, Upper Marlboro, MD (240) 391-6370 **www.clspgc.org/**	PG County's Community Legal Services office represents low-income individuals with matters in PG County Courts involving: Family law, domestic violence, small claims, landlord/tenant, special education, and elder law.
Consumer Law Resource Center D.C. BAR Bldg. B 510 4th Street, NW Room 208 Washington, DC 20001 **www.dcbar.org/pro-bono/volunteer/consumer-law**	The Consumer Law Resource Center offers legal consultation and court information related to consumer law, debt collection, security deposit refunds, small claims, and utility disputes.

Organization	Information
Counsel for Child Abuse & Neglect (CCAN) D.C. Superior Court 500 Indiana Avenue, NW Room 4415 Washington, DC 20001 (202) 879-1406 **www.dccourts.gov/superior-court/family-court-operations/counsel-for-child-abuse-and-neglect**	CCAN facilitates and trains appointed lawyers representing indigent parents and children in civil abuse and neglect cases.
DC Affordable Law Firm 1717 K Street, NW Washington, DC 20006 (202) 844-5430 Email: **info@dcaffordablelaw.org** **www.dcaffordablelaw.org**	Recognizing the need for accessible legal assistance for residents of the District of Columbia, Georgetown University Law Center, Arent Fox LLP, and DLA Piper LLP joined together to create the DC Affordable Law Firm ("DCALF") in 2015. DCALF, a charitable non-profit, charges modest fees consistent with a client's ability to pay. They provide representation in the following legal areas: **Family Law**: Alimony, Custody and Visitation, Divorce, Custodial Power of Attorney, and Child Support. **Immigration**: Asylum, Application For Permanent Residency and Citizenship, Special Immigrant Juvenile Status (SJIS), and U Nonimmigrant Status (U Visa). **Estate Planning**: Wills, Probate, Financial Powers of Attorney, and Medical Powers of Attorney.

Organization	Information
D.C. Bar Pro Bono Center Advice & Referral Clinic Clinics held at Bread for the City locations 1525 7th Street, NW Washington, DC 20001 1640 Good Hope Road, SE Washington, DC 20020 (202) 737-4700 ext. 3297 **www.dcbar.org/for-the-public/help-for-individuals/advice.cfm**	D.C. Bar's Pro Bono Center offers legal advice and assistance for people in D.C. with low incomes. Services include: civil, consumer disputes, family law, wage claims (employer owes you wages), landlord and tenant eviction or refusal to make repairs, bankruptcy clinic seminars and possible representation. Incarcerated people cannot be represented.
D.C. Jail and Prison Advocacy Project – Disability Rights D.C.; University Legal Services 220 I Street, NE Suite 130 Washington, DC 20002 (202) 527-7033 **www.uls-dc.org/protection-and-advocacy-program/programs/dc-jail-and-prison-advocacy-project/**	D.C. Jail and Prison Advocacy Project offers legal and social advocacy for individuals with psychiatric disabilities, including intellectual disabilities, detained at the D.C. Jail, CTF, and the Federal Bureau of Prisons (BOP) or at a halfway house (within 6 months of release). They provide legal assistance (ADA protection), transitional planning and application(s), case management, and 6 month post-release aftercare and monitoring.
Rising for Justice; formerly D.C. Law Students in Court) 4340 Connecticut Avenue, NW Suite 214 Washington, DC 20008 (202) 638-4798 **www.risingforjustice.org**	The Rising for Justice program offers third-year law students under supervision of a licensed D.C. attorney, the opportunity to represent clients in criminal misdemeanor, juvenile, landlord-tenant, and small claims/consumer cases. Clients must meet low-income guidelines. UDC social work students under supervision assist with social service needs.

Organization	Information
Domestic Violence Intake Center (SAFE, US Attorney's Office, Legal Aid) D.C. Superior Court 500 Indiana Avenue, NW Suite 4235 Washington, DC 20001 (202) 879-0152 **www.mpdc.dc.gov/page/domestic-violence-intake-center**	The Domestic Violence Intake Center offers legal representation to its clients through civil protection orders, child custody and child support, modification of CPO, and other advocacy for victims of domestic violence.
Family Court Self-Help Center D.C. Superior Court 500 Indiana Avenue, NW Room JM-570 Washington, DC 20001 (202) 879-1212 **www.dccourts.gov/services/family-matters/self-help-center**	Family Court Self-Help Center offers legal consultations and printed information for unrepresented people on legal matters (divorce, custody, visitation, child support).
Georgetown University Criminal Defense & Prisoner Advocacy Clinic 600 New Jersey Avenue, NW Suite 130 Washington, DC 20001 (202) 662-9575 **www.law.georgetown.edu/experiential-learning/clinics/criminal-defense-prisoner-advocacy-clinic/**	Georgetown University's Criminal Defense and Prisoner Advocacy Clinic offers student attorneys who represent adults facing misdemeanor charges in D.C. Superior Court and facing parole or supervised release revocation from the United States Parole Commission.

Organization	Information
HEARD (Helping Educate to Advance the Rights of Deaf Communities) P.O. Box 1160 Washington, DC 20013 Videophone: (202) 436-9278 **www.behearddc.org**	HEARD assists deaf, deaf-blind, and Hard of Hearing (DDBDDHH) prisoners with equal access to civil and human rights entitlements (interpreters, telephone communication, medical and legal services). They maintain a US deaf prisoners database.
Homebound Elderly Project (Project HELP) 601 E Street, NW Washington, DC 20049 (202) 434-2120 **www.aarp.org/legal-counsel-for-elderly/what-we-do/info-2017/homebound-elderly-project.html**	Project HELP's attorneys visit eligible homebound seniors and provide legal services (wills, power of attorneys and public benefits). A long-term care ombudsman monitors quality care for D.C. residents in D.C. licensed nursing, board, and care homes.
Howard University School of Law – The Clinical Law Center 2900 Van Ness Street, NW Notre Dame Hall Room G18 Washington, DC 20008 (202) 806-8082 **www.law.howard.edu/content/clinical-law-center**	Howard Law provides supervised law student representation to individuals through a variety of clinics. The clinics include Criminal Justice Clinic, Civil Rights Clinic, Fair Housing Clinic, Reentry Clinic, and Child Welfare Clinic.
LawHelp.Org/D.C. **www.LawHelp.Org**	LawHelp provides an on-line intake and referral service for general information (not a legal advisor) to help low and moderate-income D.C. residents address civil legal issues: family law, public benefits, consumer protection, employment, housing, and immigration. Must meet federal income guidelines to receive services.

Organization	Information
Legal Aid Society of the District of Columbia 1331 H Street, NW Suite 350 Washington, DC 20005 (202) 628-1161 **www.legalaiddc.org**	Legal Aid Society provides services in landlord/tenant, disability, public benefits, and family law (i.e. custody, visitation, guardianship) issues. Assist survivors of Domestic Violence with securing Civil Protection Orders. Free to indigent D.C., MD, VA residents. Representation in D.C. cases only. Strict income guidelines.
Legal Counsel for the Elderly (LCE) 601 E Street, NW Washington, DC 20049 (202) 434-2120 **www.aarp.org/legal-counsel-for-elderly/**	Legal Counsel for the Elderly (LCE) provides legal assistance to elderly people (age 60+) related to: public benefits, wills, pensions, evictions, landlord-tenant disputes, consumer litigation, advocacy for veteran benefits, protective services, housing, foreclosures, nursing homes, civil matters, community residence and assisted living facilities and guardianships. They also handle Social Security and Supplemental Security Income disability cases for D.C. residents age 55 and older. LCE handles most types of civil (not criminal) legal matters. Fees are based on income.
Legal Network (Catholic Charities) 924 G Street, NW Washington, DC 20001 (202) 350-4305 **www.catholiccharitiesdc.org/legalnetwork/**	Catholic Charities Legal Network offers civil legal representation for D.C. indigent and low-income people. Legal services include: government entitlements, housing, labor, and employment, insolvency/bankruptcy, domestic relations, wills, probate, and guardianship.

Organization	Information
Multi-Door Dispute Resolution Division D.C. Superior Court Main Building JM 300 500 Indiana Street, NW Washington, DC 20001 (202) 879-1549 **www.dccourts.gov/superior-court/multi-door-dispute-resolution-division**	Multi-Door Dispute Resolution offers alternative dispute resolution, mediation, arbitration, and neutral case evaluation. Civil legal matters include: family, child support and visitation, tax probate, and citizen non-filed disputes. Walk-ins (Mon - Fri 8:30 a.m. to 5:00 p.m. in Room 114).
National Health Law Program 1444 I Street, NW Suite 1105 Washington, DC 20005 (202) 289-7661 **www.healthlaw.org**	The National Health Law Program's services offer advocacy and direct support to legal service programs, community-based organizations, private bar, and providers seeking assistance on health care issues that affect uninsured or underinsured low- income people (i.e., healthcare, managed care, Medicaid, language access, reproductive health rights, and civil rights).
Neighborhood Legal Services Program 64 New York Avenue, NE Suite 180 Washington, DC 20002 (202) 832-6577 **www.nlsp.org**	Neighborhood Legal Services Program offers representation in consumer rights, family law, public benefits, public assistance, social security and unemployment, employment and housing discrimination. Foreclosure Clinic: provides legal advice and counseling — no direct representation — in how to avoid, delay, prevent foreclosure. No representation in criminal matters.

Organization	Information
Office of D.C. Long-Term Care Ombudsman Program (DCLTCOP) 601 E Street, NW Washington, DC 20049 (202) 434-2190 **www.dcoa.dc.gov/service/long-term-care-ombudsman-services**	DCLTCOP advocates for the rights of elderly persons receiving long-term, home, and nursing care.
Office of Police Complaints (OPC) 1400 I Street, NW Suite 700 Washington, DC 20005 (202) 727-3838 **www.policecomplaints.dc.gov/**	The Office of Police Complaints (OPC) is an independent agency that reviews complaints of misconduct against the sworn D.C. Metropolitan Police Dept. (MPD) or D.C. Housing Authority Police Dept. (HAPD). Complaints can be filed in person, by mail, or online.
Office of Tenant Advocate (OTA) 2000 14th Street, NW Suite 300 North Washington, DC 20009 (202) 719-6560 **www.ota.dc.gov**	OTA offers emergency housing and relocation expenses for D.C. tenants displaced due to: Fire, floods, and government closures. Provides temporary hotel accommodations, storage expenses (up to 60 days), first month's rent, security deposit and utility deposit. They also provide legal advice and direct representation at judicial hearings.
Open City Advocates 4202 Benning Road, NE #2 Washington, DC 20019 (202) 678-9001 **www.opencityadvocates.org**	Open City Advocates support youth who have been sentenced in the juvenile system both during and after incarceration. They advocate for successful reintegration, protection of due process rights, and systemic improvements for the education, employment, and housing of at-risk youth.

Organization	Information
School Justice Project 1805 7th Street, NW Washington, DC 20001 (202) 618-1247 **www.sjpdc.org**	The School Justice Project's (SJP) special education attorneys work with their clients to protect and enforce special education rights. Through individual representation and systemic advocacy programs, they aim to spark a system-wide overhaul, changing the educational landscape for older court-involved students with special education needs who are involved in D.C.'s juvenile and criminal justice systems.
So Others Might Eat (SOME) 71 O Street, NW Washington, DC 20001 (202) 797-8806 **www.some.org**	SOME can assist people with legal issues, obtaining benefits, and in connecting to other government agencies. Services include: legal assistance; obtaining D.C. identification; applying for Medicaid and other insurance; assistance with housing applications; assistance with working with government agencies; and referrals.
The Public Defender Service for the District of Columbia (PDS) 633 Indiana Avenue, NW 2nd Floor Washington, DC 20004 (202) 628-1200 **www.pdsdc.org**	The Public Defender Service for the District of Columbia (PDS) represents and advocates for adult and youth clients in a wide range of legal matters through several divisions including: Trial, Civil, Appeals, Special Litigation, Parole, and Community Defender (Juvenile Services Program and Prisoner and Reentry Legal Services program), office of rehabilitation and development, and mental health.
Tahirih Justice Center 6402 Arlington Boulevard Suite 300 Falls Church, VA 22042 (571) 282-6161 **www.tahirih.org**	The Tahirih Justice Center offers legal, advocacy, and public education to assist immigrant women and girls seeking protection against gender-based violence (rape, domestic violence, genital mutilation). They provide direct assistance with the asylum process, housing need, and financial support. Center staff speak several languages and dialects. Sliding fee.

Organization	Information
The Jacob Burns Community Legal Clinics George Washington University Law School 2000 G Street, NW Washington, DC 20052 (202) 994-7463 **www.law.gwu.edu/clinics**	George Washington University Law School provides supervised law student representation to individuals through a variety of clinics. Assistance includes family law, criminal, health benefits, immigration, employment issues, post-conviction prisoner rights & reentry, and small business.
Tzedek DC 4340 Connecticut Avenue, NW Suite 319 Washington, DC 20008 (202) 274-7386 **www.tzedekdc.org**	Tzedek DC's mission is to safeguard the legal rights of low-income D.C. residents dealing with often unjust, abusive, and illegal debt collection practices, as well as other consumer protection problems like credit reporting issues, identity theft, and predatory lending. Tzedek DC's Defensive Debt program can help with collections, representations in debt lawsuits, and credit report disputes. Call for more information.
UDC David A. Clarke School of Law 4340 Connecticut Avenue, NW Washington, DC 20008 (202) 274-7400 **www.law.udc.edu/default.aspx**	UDC Law conducts screenings and intakes for individuals seeking services in: housing and consumer issues, community development, family law, public benefits, juvenile special education, Immigration, and a low-income taxpayer clinic.
University Legal Services 220 I Street, NE Suite 130 Washington, DC 20002 (202) 547-4747 **www.uls-dc.org/**	ULS offers representation, protection, and advocacy for individuals with developmental disabilities and/or mental illness. It also provides housing assistance for: 1st time home buying, home rehabilitation programs, money management, and credit counseling.

Organization	Information
Washington Lawyers' Committee for Civil Rights & Urban Affairs 700 14th Street, NW Suite 400 Washington, DC 20005 (202) 319-1000 **www.washlaw.org**	Washington Lawyers' Committee for Civil Rights & Urban Affairs offers direct pro bono legal services involving issues of: Employment discrimination, fair housing, public accommodations, public education, immigrant rights (immigrant access to services and other benefits), disability rights, D.C. prisoners' rights, LGBT, and veterans' rights.
Washington Legal Clinic for the Homeless 1200 U Street, NW 3rd Floor Washington, DC 20009 (202) 328-5500 **www.legalclinic.org/**	Washington Legal Clinic for the Homeless offers representation, advice and advocacy in all civil legal matters for D.C. homeless people, including: public benefits, housing, employment, immigration, impact litigation, and legislative and policy-related issues. You must call for an appointment, no walk-ins.
Whitman-Walker Health Services 2301 Martin Luther King, Jr. Avenue, SE Washington, DC 20020 1525 14th Street, NW Washington, DC 20005 (202) 745-7000 **www.whitman-walker.org**	Whitman Walker offers civil legal services for people living with HIV/AIDS: Public entitlements, child custody, and discrimination in employment, housing, & public accommodations, estate planning, immigration. Intake interview via telephone to determine problem and income eligibility. Office consultations and services by appointment.
LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER/QUESTIONING, INTERSEX, AND ASEXUAL (LGBTQIA+) SERVICES	
[The] Triangle Club 2030 P Street, NW Washington, DC 20036 (202) 659-8641 **www.triangleclub.org**	The Triangle Club provides gay, lesbian, bisexual, and transgender (GLBT) people with a safe and dependable meeting space in accordance with the 12-step traditions of Alcoholics Anonymous.

Organization	Information
Al-Anon/AlaTeen/ACOA (Adult Children of Alcoholics) (202) 635-2023 **www.al-anon-alateen-dcmd.org/index.php/site/meetings/**	Al-Anon/Alateen offers support through their supportive services for drinkers, friends, and family affected by drinking. Resource for AA/NA meeting locations. **www.adultchildren.org**
Alcoholics Anonymous 4530 Connecticut Avenue, NW Suite 111 Washington, DC 20008 (202) 966-9115 **www.aa-dc.org/**	All are welcome to AA meetings; there are separate meetings for gays and lesbians.
Casa Ruby 7530 Georgia Avenue, NW Washington, DC 20012 (202) 355-5155 **www.casaruby.org**	Casa Ruby offers co-educational services for youth ages 16 -24. They offer transitional housing and support services for LGBTQIA+. Length of support is determined as needed.
Courtney's House P.O. Box 48626 Washington, DC 20002 (202) 525-1426 24- hour emergency cell: (202) 423-0480 **www.courtneyshouse.org**	Courtney's House offers outreach, protection, and support for LGBTQIA+ survivors (ages 12-21) of sex trafficking. Street outreach between 12:30 a.m. and 5:30 a.m. to rescue or support survivors. Please call for the operating hours of their Drop-in Center.

Organization	Information
HIPS 906 H Street, NE Washington, DC 20002 (202) 232-8150 Hotline: 1 (800) 676-4477 **www.hips.org**	HIPS promotes the health, rights, and dignity of individuals and communities impacted by sexual exchange and/or drug use due to choice, coercion, or circumstance. They believe that those engaged in sex work, sex trade, and drug use should be able to live healthy, self-determined, and self-sufficient lives free from stigma, violence, criminalization or oppression. They always offer syringe exchange, both through their drop in center or via delivery on their outreach van, condom distribution, access to overdose prevention supplies, and linkage to HIPS full menu of support services, as well as mental health support, access to housing, and substance use treatment in a client centered harm reduction environment. Multiple support groups occur daily and include refreshments. Clients can drop in to their center Monday - Friday for showers and laundry, access to their clothing closet, and get connected to HIPS services.
Human Rights Campaign 1640 Rhode Island Avenue, NW Washington, DC 20036 (202) 628-4160 **www.hrc.org/local-issues/community/washington-dc**	Human Rights Campaign is a civil rights organization working to achieve equality for LGBTQIA+ Americans. Their organization offers information, advocacy, and community outreach to the LGBTQIA+ community and beyond.

Organization	Information
Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Affairs 2000 14th Street, NW Suite 206A Washington, DC 20009 (202) 727-9493 **www.lgbtq.dc.gov**	As Liaison between the Mayor's Office and the LGBTQIA+ community, the Liaison offers advocacy, technical assistance, research, public education, and awareness. They do not offer individual representation or advocacy.
Metropolitan Community Church of Washington D.C. 474 Ridge Street, NW Washington, DC 20001 (202) 638-7373 **www.mccdc.com**	The Metropolitan Community Church of Washington, D.C. offers counseling for individuals, couples, families and parents of gay and lesbian individuals. They also offer religious and advocacy activities, information, and referral services.
MPD Lesbian, Gay, Bisexual and Transgender Liaison Unit (LGBTLU) 801 Shepherd Street, NW Washington, DC 20011 (202) 727-5427 **www.mpdc.dc.gov/page/lesbian-gay-bisexual-and-transgender-liaison-unit-lgbtlu**	MPD LGBTLU department focuses on the safety of the LGBT community. Their services include, community education, hate crime investigation, and neighborhood patrol functions. Officers notify the GLLU (Gay and Lesbian Liason Unit) when they receive incident reports involving LGBT people. 911 Emergency Call Operators refer calls immediately to the GLLU Team.
Parents, Family and Friends of Lesbians and Gays, D.C. (PFLAG) 1828 L Street, NW Suite 660 Washington, DC 20036 (202) 467-8180 **www.pflag.org/about**	PFLAG promotes the health and wellbeing of gay, lesbian, and bisexual people, their families and friends through support, education, and advocacy to end discrimination and to secure equal civil rights.

Organization	Information
Sexual Minority Youth Assistance League (SMYAL) Drop In Center 410 7th Street, SE Washington, DC 20003 (202) 546-5940 **www.smyal.org/**	SMYAL offers counseling, rap groups, HIV counseling and testing, art programs, and special events for sexual minority youth (age 13-21) lesbian, gay, bisexual, transgender, and questioning sexuality. Please call for Drop-in hours.
Sexual Minority Youth Assistance League (SMYAL) Transitional House Main Office 410 7th Street, SE Washington, DC 20003 (202) 546-5940 **www.smyal.org/housing/**	SMYAL offers LGBTQIA+ transitional housing (ages 18-24) for 18 months to 2 years. Double occupancy apartment living (individual bedrooms, full kitchens, Internet access), case management, group counseling, $200 monthly stipend. Applicant must meet certain requirements.
PFLAG National (Straight for Equality) 1828 L Street, NW Suite 660 Washington, DC 20036 (202) 467-8180 **www.straightforequality.org**	PSFLAG offers Straight for Equality which provides information and resources to help straight allies understand and the support LGBTQIA+ community.
Us Helping Us, People Into Living 3636 Georgia Avenue, NW Washington, DC 20010 (202) 446-1100 **www.ushelpingus.org**	Us Helping Us offers HIV prevention and support services, case management, Comprehensive Risk Counseling Services, mental health services. Specializes in HIV education and risk reduction programs including retreats and discussion groups for Black gay/bisexual men.

Organization	Information
Wanda Alston Foundation 300 New Jersey, NW Suite 900 Washington, DC 20001 (202) 733-3643 **www.wandaalstonfoundation.org**	The Wanda Alston Foundation offers a structured (18 month) transitional living program for LGBTQIA+ (ages 13-24). Must be self-identified as LGBTQIA+, agree to receive in-house case management services, and become involved in a structured activity (school, employment, vocational training). Applicants must have completed VI-SPDAT Pre-screening survey.
Whitman Walker Health Youth Services (formerly MetroTeen Aids) 651 Pennsylvania Avenue, SE Washington, DC 20003 (202) 543-9355 **www.whitman-walker.org/location-youth-services**	Whitman Walker offers youth ages 13-24 who are at risk or affected by HIV/AIDS: Outreach, education, advocacy, HIV testing. A Counseling and Drop-in Center is available. Please call for available hours.
Whitman-Walker Health, Substance Use Services 1525 14th Street, NW Washington, DC 20005 (202) 745-7000 **www.whitman-walker.org/care-program/substance-use-services**	Whitman Walker offers these assessments and treatment: Gay and lesbian recovery and aftercare groups, support groups for people with AIDS or who are HIV positive, 42-week outpatient program, sliding scale, non- working persons may work off fee.
Whitman-Walker Health, Behavioral Health Services for Gay and Lesbian 1701 14th Street, NW Washington, DC 20009 (202) 745-7000 **www.whitman-walker.org/behavioral-health**	Whitman Walker offers individual and group psychotherapy, medication management.

Organization	Information
VETERAN SERVICES	
Fendall Heights (SOME) 2025 Fendall Street, SE Washington, DC 20001 (202) 797-8806 **www.some.org/**	SOME's Fendall Heights location offers transitional housing for 21 families where the head of household is a veteran. Case management and group meetings are required. Families must be eligible for Section 8; all members must be substance use free; must pay a security deposit; and must be employed or in a vocational training program.
Health Care for Homeless Veterans 1500 Franklin Street, NE Washington, DC 20018 (202) 745-8000 ext. 57302 **www.washingtondc.va.gov/services/homeless/index.asp**	Health Care for Homeless Veterans offers outreach services to homeless veterans in Montgomery county, Prince George's County, and Charles County, MD, and Northern, VA. Referrals for housing, substance abuse, other general health services.
Incarcerated Veterans Reentry Program Community Resource and Referral Center (CRRC) 1500 Franklin Street, NE Washington, DC 20018 1 (844) 698-2311 **www.va.gov/homeless/reentry.asp**	CRRC assists veterans returning home from prison or jail. Case managers connect with returning veterans up to 6 months prior to release from prison and assess their reentry needs. Eligibility: Honorable discharge or general discharge. Referrals through BOP/DOC, agency or self-referrals accepted.
Neighborhood Legal Services Program 64 New York Avenue, NE Washington, DC 20002 (202) 832-6577 **www.nlsp.org/**	Neighborhood Legal Services Program offers civil legal assistance for homeless, income eligible veterans. They assist with securing benefits, discharge upgrades, access to employment, housing, and estate planning. Intake via telephone or walk-in.

Organization	Information
Southeast Veterans Service Center (Access Housing) 820 Chesapeake Street, SE Washington, DC 20032 (Men) 840 Chesapeake Street, SE Washington, DC 20032 (Women) (202) 745-8685 **www.washingtondc.va.gov/locations/Southeast_Washington_DC.asp**	Southeast Veterans Service Center offers transitional housing, Single Room Occupancies (SRO), and a Drop-In Center for eligible veterans. Veterans progress through housing, employment, and treatment opportunities. Apply at Veteran's Hospital, 50 Irving Street, NW (202) 745-8629. No-walk ins.
U.S. VETS 152 Wayne Place, SE Washington, DC 20032 (202) 441-0478 **www.usvetsinc.org/washingtondc**	U.S. Vets offers supportive housing and employment and legal services. Eligibility for these services include: Honorable or General Discharge, disabled, or chronically homeless.
VET Center 1296 Upshur Street, NW Washington, DC 20011 (202) 726-5212 **www.washingtondc.va.gov/features/myVA_Vet_Centers.asp**	VET Center offers readjustment counseling for combat veterans. Services include individual and group counseling, substance abuse, and post-traumatic stress disorder groups, benefit assistance, referrals to housing, and medical services.
Veterans Administration Narcotic and Alcoholic Treatment (Substance Abuse Recovery Program [SARP]) VA Hospital 50 Irving Street, NW Washington, DC 20422 (202) 745-8000, ext. 8336 **www.washingtondc.va.gov/departments/psychology-substance-abuse.asp**	The VA offers a 17-week intensive outpatient program Monday – Friday. An evening program is available for working veterans. Individual, group, and vocational counseling is offered and the program is 12-step (NA/AA) oriented. It is Methadone maintenance contracted through United Planning Organization.

Organization	Information
Veterans Assistance Center (Job information for Veterans) 1722 I Street, NW Washington, DC 20421 (202) 530-9260 **www.benefits.va.gov/washington/**	The Veterans Assistance Center offers benefit assistance, career information, and placement assistance through their program.
Veterans Compensated Work Therapy (CWT) 50 Irving Street, NW Washington, DC 20422 (202) 745-8000, Ext. 5274 **www.va.gov/HEALTH/cwt/Locations.asp**	Veterans Compensated Work Therapy is a vocational rehabilitation program matching veterans with employment opportunities. Employment counselors assess veterans' work aptitude. If limited skills or capacity to work independently, the VA will employ (temporarily up to 2 years) at one of its facilities.
Southeast Washington VA Clinic, Community Based Outpatient Clinic (CBOC) 820 Chesapeake Street, SE Washington, DC 20032 (202) 745-8685 **www.washingtondc.va.gov/locations/Southeast_Washington_DC.asp**	The Southeast Washington VA Clinic offers case management, employment assistance, clothing and hygiene packets, a computer lab, legal assistance, housing counseling/referrals, a medical clinic, transportation, a VA medical community clinic, and VA benefits and counseling.
Veterans on the Rise (VOTR) 5002 Sheriff Road, NE Washington, DC 20019 (202) 388-4090 **www.veteransontherise.org**	Veterans on the Rise offers transitional (individual and family) and Supportive Independent (Individual) housing for veterans. They also provide case management, mentoring, wellness counseling, behavioral health counseling and therapy, job skills training with post-placement mentoring support. Individual and group counseling for substance abuse, anger management, life skills, and AIDS education are also provided.

Organization	Information
WOMEN SERVICES	
The Women's Collective 1881 New York Avenue, NE Suite 229 Washington, DC 20020 (202) 483-7003 **www.thewellproject.org/partners/womens-collective**	The Women's Collective (TWC) is a leading community health and human service agency that provides direct services and advocates for the health and human rights of girls and women. They offer women living with or at risk of HIV/AIDS and other STDs preventative care, case management, support services, individual and group counseling, medical referrals, and community outreach.
Calvary Women's Services 1217 Good Hope Road, SE Washington, DC 20020 (202) 678-2341 **www.calvaryservices.org**	Calvary Women's Services provides services, which include transitional and permanent housing, personalized case management, life skills and education opportunities, job training, health and wellness services, on-site therapy and daily addiction recovery meetings.
Community Family Life Services (CFLS) 305 E Street, NW Washington, DC 20001 (202) 347-0511 **www.cflsdc.org**	Community Family Life Services caters all of their programming to women's reentry and victims of domestic violence. They offer housing, parenting, mentorship, employment support, release planning for women in custody, clothing, tokens, food, medical case management and HIV testing, as well as many other supports.
House of Ruth 5 Thomas Circle, NW Suite 4 Washington, DC 20005 (240) 200-4472 **www.houseofruth.org**	House of Ruth offers comprehensive support for women, children and families. Services encompass enriched housing for families and single women, trauma-informed daycare for children, and free counseling to empower anyone, regardless of gender, who is a survivor of trauma and abuse.

Organization	Information
Life After Release 4710 Auth Place 2nd Floor Camp Springs, MD 20744 (202) 667-7001 **https://lifeafterrelease.org/**	Life After Release (LAR) is a women-based, formerly incarcerated-led organization. LAR provides support for the needs of formerly incarcerated women re-entering their communities in the District of Columbia, Maryland, and Virginia (DMV). They empower women by teaching them how to manage life after release from incarceration. They also teach them grassroots organizing and advocacy skills to shape legislation and policy that affects their lives. LAR offers several reentry programs and criminal justice reform initiatives, including the Justice Liberation Institute to promote self-determination among the formerly-incarcerated community.
Mary's Center for Maternal and Child Care Adams Morgan 2333 Ontario Road, NW Washington, DC 20009 Fort Totten 100 Gallatin Street, NE Washington, DC 20011 Georgia Ave-Petworth 3912 Georgia Avenue, NW Washington DC 20011 (202) 483-8196 Appointment line: 1 (844) 796-2797 **www.maryscenter.org**	Mary's Center for Maternal and Child Care offers medical care for uninsured pregnant women, prenatal care, a pediatric clinic, health education classes and a home visiting program for Mary Center patients. They offer pregnancy tests and accept D.C. Medicaid. Spanish speakers are available.

Organization	Information
Mayor's Office on Women's Policy and Initiatives John A. Wilson Building 1350 Pennsylvania Avenue, NW Suite 332 Washington, DC 20004 (202) 442-8150 **https://communityaffairs.dc.gov/**	The Mayor's Office on Women's Policy and Initiatives supports and advocates for women's issues through research and community involvement; establishes public and private partnerships to address women's issues in Washington, D.C.; and provides programs and workshops for women in the District to advance their health and economic status.
N Street Village (Wellness Center) 1333 N Street, NW Washington, DC 20005 (202) 939-2076 **www.nstreetvillage.org**	N Street Village's program offers a women's primary care medical clinic, health consultation and coordination services, health education and health promotion activities, yoga, nutrition, exercise, mental health, and arts.
Safe Sisters Circle P.O. Box 15126 Washington, DC 20003 (202) 596-5209 **www.safesisterscircle.org**	Safe Sisters Circle provides free culturally specific, holistic, and trauma-based services to Black women survivors of domestic violence and/or sexual assault primarily living in D.C. Wards 7 and 8.
The Northwest Center: Maternity Home 2702 Ontario Road, NW Washington, DC 20009 (202) 483-2857 **www.northwestcenter.net**	The Northwest Center Maternity Home offers transitional housing for expectant mothers and their children (up to 5 yrs.). Program participants receive case management and job/life skills training. Northwest's program provides 24-hour live-in staff and case managers.

Organization	Information
The Northwest Center: Pregnancy Center 2702 Ontario Road, NW Washington, DC 20009 (202) 483-7008 **www.northwestcenter.net**	The Northwest Center Pregnancy Center offers testing (after positive test clients are educated on all life-affirming choices available). Northwest's Pregnancy Center offers counseling, prenatal education, parenting classes, material assistance for long-term clients, diapers for infants, formula for returning clients, emergency formula and diapers. They offer a crib Voucher "Pack and Play" program (expectant mothers receive voucher for new crib).
Thrive D.C. 1525 Newton Street, NW Washington, DC 20010 (202) 737-9311 **www.thrivedc.org/**	**Dinner program for Homeless Women** - Early dinner, showers, laundry, mail, computer lab, enrichment and therapeutic activities for women who are experiencing food insecurity, housing instability and/or economic hardship. **Women In New Directions (WIND) program**- Provides reentry support for women transitioning back into the community after incarceration. WIND participants participate in life skills and empowerment classes and customer service training. Participants are supported with a stipend and transportation assistance throughout their participation in the program.
Women Involved in Reentry Efforts (The WIRE) **info.thewire@gmail.com** **www.thewiredc.org**	A network of formerly incarcerated women who have successfully reintegrated back into the community after release. The Women of the WIRE have joined to provide peer support to other women returning from incarceration.

APPENDIX III: SUMMARY OF FEDERAL BUREAU OF PRISONS (BOP) DIRECTORY OF NATIONAL PROGRAMS

APPENDIX III: SUMMARY OF FEDERAL BUREAU OF PRISONS (BOP) DIRECTORY OF NATIONAL PROGRAMS

Program Description	BOP Institution		
The **Literacy Program** helps people develop fundamental reading, math, and writing skills to prepare them to get a General Educational Development (GED) credential.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	All	All	All
	South Central Region	**Southeast Region**	**Western Region**
	All	All	All
The **English-as-a-Second Language (ESL) Program** is designed to help limited English proficient people improve their English to at least an 8th grade listening and reading comprehension level.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	All	All	All
	South Central Region	**Southeast Region**	**Western Region**
	All	All	All

Program Description	BOP Institution		
	Mid-Atlantic Region	**North Central Region**	**Northeast Region**
The **Occupational Education Program** is designed to help people acquire marketable skills in a wide variety of trades. (Cont.)	• **Alderson FPC** • **Ashland FCI** • **Baltimore RRM** • **Beckley FCI** • **Big Sandy USP** • **Butner FCC** • **Cumberland FCI** • **Gilmer FCI** • **Hazelton FCC** • **Lee USP** • **Mid-Atlantic RO** • **Morgantown FCI** • **Nashville RRM** • **Petersburg FCC** • **Raleigh RRM** • **Rivers CI** • **Lexington FMC** • **Manchester FCI** • **McCreary USP** • **McDowell FCI** • **Memphis FCI**	• **Chicago RRM** • **Detroit RRM** • **Duluth FPC** • **Englewood FCI** • **Florence FCC** • **Greenville FCI** • **Kansas City RRM** • **Leavenworth USP** • **Marion USP** • **Milan FCI** • **Minneapolis RRM** • **Sandstone FCI** • **Springfield MCFP** • **St Louis RRM** • **Terre Haute FCC** • **Thomson AUSP** • **Waseca FCI** • **Yankton FPC** • **North Central RO** • **Oxford FCI** • **Pekin FCI** • **Rochester FMC**	• Allenwood FCC • Berlin FCI • Brooklyn MDC • Canaan USP • Cincinnati RRM • Danbury FCI • Devens FMC • Elkton FCI • Fairton FCI • Fort Dix FCI • Lewisburg USP • Loretto FCI • McKean FCI • Moshannon Valley CI • New York MCC • New York RRM • Northeast RO • Otisville FCI • Philadelphia FDC • Philadelphia RRM • Pittsburgh RRM • Ray Brook FCI • Schuylkill FCI

Program Description	BOP Institution		
	South Central Region	**Southeast Region**	**Western Region**
The **Occupational Education Program** is designed to help people acquire marketable skills in a wide variety of trades.	• Adams County CI • Aliceville FCI • Atlanta RRM • Atlanta USP • Bennettsville FCI • Coleman FCC • D. Ray James CI • Edgefield FCI • Estill FCI • Guaynabo MDC • Jesup FCI • Montgomery RRM • Orlando RRM • Pensacola FPC • Southeast RO • Talladega FCI • Tallahassee FCI • Williamsburg FCI • Yazoo City FCC • Marianna FCI • McRae CI • Miami FCI • Miami FDC • Miami RRM • Montgomery FPC	• Bastrop FCI • Beaumont FCC • Big Spring (Flightline) CI • Big Spring CI • Big Spring FCI • Bryan FPC • Carswell FMC • Dallas RRM • El Reno FCI • Forrest City FCC • Great Plains CI • La Tuna FCI • Oakdale FCC • Pollock FCC • Reeves III CI • San Antonio RRM • Seagoville FCI • South Central RO • Texarkana FCI • Three Rivers FCI • Fort Worth FMC • Giles W. Dalby CI	• Atwater USP • Dublin FCI • Herlong FCI • Lompoc FCC • Long Beach RRM • Mendota FCI • Phoenix FCI • Phoenix RRM • Sacramento RRM • Safford FCI • Seattle RRM • Sheridan FCI • Taft CI • Terminal Island FCI • Tucson FCC • Victorville FCC • Western RO

Program Description	BOP Institution		
	Mid-Atlantic Region	**North Central Region**	**Northeast Region**
The mission of **Federal Prison Industries, Inc. (FPI)** is to protect society and reduce crime by preparing people for successful reentry through job training. (Cont.)	• FCI Ashland, KY-Low • FCI Beckley, WV-Medium • FCC Butner, NC-Complex • FCI Cumberland, MD-Medium • FCI Gilmer, WV-Medium • FMC Lexington, KY-Adm. • FCI Manchester, KY-Medium • FCI Memphis, TN-Medium • FCC Petersburg, VA-Complex	• FCI Englewood, CO-Low • FCI Greenville, IL-Medium • USP Leavenworth, KS-Medium • USP Marion, IL-Medium • FCI Milan, MI-Low • FCI Sandstone, MN-Low • FCC Terre Haute, IN-Complex • FCI Waseca, MN-Low (F)	• FCC Allenwood, PA-Complex • FCI Elkton, OH-Low • FCI Fairton, NJ-Medium • FCI Fort Dix, NJ-Low • FCI Schuylkill, PA-Medium

Program Description	BOP Institution		
The mission of **Federal Prison Industries, Inc. (FPI)** is to protect society and reduce crime by preparing people for successful reentry through job training.	**South Central Region**	**Southeast Region**	**Western Region**
	• FCI Bastrop, TX-Low FCC Beaumont, TX-Complex • FPC Bryan, TX-Minimum (F) • FCI El Reno, OK-Medium • FCC Forrest City, AR-Complex • FCI La Tuna, TX-Low FCC Oakdale, LA-Complex • FCC Pollock, LA-Complex • FCI Seagoville, TX-Low FCI Texarkana, TX-Low	• USP Atlanta, GA-Medium • FCC Coleman, FL-Complex • FCI Edgefield, SC-Medium • FCI Estill, SC-Medium • FCI Jesup, GA-Medium • FCI Marianna, FL-Medium • FCI Miami, FL-Low FPC Montgomery, AL-Minimum • FPC Pensacola, FL-Minimum • FCI Talladega, AL-Medium • FCI Tallahassee, FL-Low (F) • FCC Yazoo City, MS-Complex (F) = Female Program	• USP Atwater, CA-High • FCI Dublin, CA-Low (F) • FCC Lompoc, CA-Complex • FCI Phoenix, AZ-Medium • FCI Safford, AZ-Low • FCI Sheridan, OR-Medium • FCC Victorville, CA-Comp
The **Parenting Program** provides people information through directed classes on how to enhance their relationship with their children even while incarcerated.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	All	All	All
	South Central Region	**Southeast Region**	**Western Region**
	All	All	All

Program Description	BOP Institution		
The **Bureau Rehabilitation and Values Enhancement (BRAVE) Program** is a cognitive-behavioral, residential treatment program designed to facilitate favorable institutional adjustment and reduce incidents of misconduct.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	• **Beckley FCI**	NA	NA
	South Central Region	**Southeast Region**	**Western Region**
	NA	NA	• **Victorville FCC**
The **Challenge Program** is a treatment program developed for males in penitentiary settings. It provides treatment to high security people with substance abuse problems and/or mental illnesses on a special therapeutic unit.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	• USP Big Sandy, KY-High • USP Hazelton, WV-High • USP Lee, VA-High • USP McCreary, KY-High	• USP Terre Haute, IN-High	• USP Allenwood, PA-High • USP Canaan, PA-High
	South Central Region	**Southeast Region**	**Western Region**
	• USP Coleman I, FL-High • USP Coleman II, FL-High	• USP Beaumont, TX-High • USP Pollock, LA-High	• USP Atwater, CA-High • USP Tucson, AZ-High
Drug Abuse Education is designed to encourage people with a history of drug use to review the consequences of their choice to use drugs and the physical, social, and psychological impacts of this choice.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	All	All	All
	South Central Region	**Southeast Region**	**Western Region**
	All	All	All

Program Description	BOP Institution		
The **Female Integrated Treatment (FIT) Program** offers integrated cognitive-behavioral treatment for substance use disorders, mental illness, and trauma related disorders to women.	The FIT Program is located at FSL Danbury, CT-Low		
The **Mental Health Step Down Unit Program** is a residential treatment program offering an intermediate level of care for people with serious mental illnesses.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	• FCI Butner, NC-Medium	NA	• USP Allenwood, PA-High (Secure)
	South Central Region	**Southeast Region**	**Western Region**
	NA	• USP Atlanta, GA-Medium (Secure)	NA
The **Nonresidential Drug Abuse Program** is a flexible, moderate intensity cognitive-behavioral treatment program designed to meet the needs of a variety of people including people who are waiting to enter or do not qualify for the Residential Drug Abuse Program (RDAP) or who have otherwise been referred for treatment.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	All	All	All
	South Central Region	**Southeast Region**	**Western Region**
	All	All	All

Program Description	BOP Institution		
	Mid-Atlantic Region	**North Central Region**	**Northeast Region**
The **Residential Drug Abuse Program (RDAP)** provides specialized treatment services for people with co-occurring substance abuse and mental illness and/ or medical problems. (Cont.)	• FPC Alderson, WV-Minimum (2, F) • FCI Beckley, WV-Medium • USP Big Sandy, KY-High • FCI-I Butner, NC-Medium • FCI-II Butner, NC-Medium • FCI Cumberland, MD-Medium • SCP Cumberland, MD-Minimum • SFF Hazelton, WV-Low (F) • FMC Lexington, KY-Low • FMC Lexington, KY-Low (D) • FCI Memphis, TN-Medium • FCI Morgantown, WV-Minimum • (2) • FCI Petersburg, VA-Low • FCI Petersburg, VA-Medium • Rivers CI, NC-Low (contract) (F) = Female Program	• FPC Duluth, MN-Minimum • FCI Englewood, CO-Low • FCI Florence, CO-Medium • SCP Florence, CO-Minimum • SCP Greenville, IL-Minimum (F) • SCP Leavenworth, KS-Minimum • USP Leavenworth, KS-Medium • USP Marion, IL-Medium • FCI Milan, MI-Low • FCI Oxford, WI-Medium • SCP Pekin, IL-Minimum • FCI Sandstone, MN-Low • USMCFP Springfield, MO-Adm. (D) • FCI Terre Haute, IN-Medium • FCI Waseca, MN-Low (F) • FPC Yankton, SD-Minimum (2) (F) = Female Program	• FCI Allenwood, PA-Low • FCI Allenwood, PA-Medium • FCI Berlin, NH-Medium • USP Canaan, PA-High • FCI Danbury, CT-Low • FCI Elkton, OH-Low • FCI Fairton, NJ-Medium • FCI Fort Dix, NJ-Low (2) • SCP Lewisburg, PA-Minimum • SCP McKean, PA-Minimum • FCI Schuylkill, PA-Medium

Program Description	BOP Institution		
	South Central Region	**Southeast Region**	**Western Region**
The **Residential Drug Abuse Program (RDAP)** provides specialized treatment services for people with co-occurring substance abuse and mental illness and/or medical problems.	• FCI Bastrop, TX-Low • FCI Beaumont, TX-Low • FCI Beaumont, TX-Medium • SCP Beaumont, TX-Minimum • USP Beaumont, TX-High • FPC Bryan, TX-Minimum (F) • FMC Carswell, TX-Adm. (F, D) • FMC Carswell, TX-Adm. (F, S) • FCI El Reno, OK-Medium • FCI Forrest City, AR-Low • FCI Forrest City, AR-Medium • FMC Fort Worth, TX-Low • FCI La Tuna, TX-Low • FCI Seagoville, TX-Low (2) • SCP Texarkana, TX-Minimum (D) = Dual Diagnosis Program (F) = Female Program (S) = Spanish Program (2) = 2 Programs at the Facility	• FCI Coleman, FL-Low • USP Coleman, FL-High • SCP Edgefield, SC-Minimum • FCI Jesup, GA-Medium • FCI Marianna, FL-Medium • SCP Miami, FL-Minimum • FCI Miami, FL-Low (S, 2) • FPC Montgomery, AL-Minimum (2) • FPC Pensacola, FL-Minimum • SCP Talladega, AL-Minimum • FCI Tallahassee, FL-Low (F) • FCI Yazoo City, MS-Low Program (F) = Female Program (S) = Spanish Program (2) = 2 Programs at the Facility	• FCI Dublin, CA-Low (2, F) • FCI Herlong, CA-Medium • FCI Lompoc, CA-Low • FCI Phoenix, AZ-Medium • SCP Phoenix, AZ-Minimum (F) • FCI Safford, AZ-Low • FCI Sheridan, OR-Medium • SCP Sheridan, OR-Minimum (2) • FCI Terminal Island, CA – Low • FCI Terminal Island, CA – Low (D) (D) = Dual Diagnosis Program (F) = Female Program (2) = 2 Programs at the Facility

Program Description	BOP Institution		
The **Resolve Program** is a cognitive-behavioral program designed to address the trauma related mental health needs of people. It also seeks to decrease the incidence of trauma related psychological disorders and improve a person's level of functioning.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	• FPC Alderson, WV-Minimum (F) • SFF Hazelton, WV-Low (F) • SCP Lexington, KY-Minimum (F) (F) = Female Program	• ADX Florence, CO-Maximum (M) • SCP Greenville, IL-Minimum (F) • FCI Waseca, MN-Low (F) (F) = Female Program (M) = Male Program	• FCI Danbury, CT-Low (M) • SCP Danbury, CT-Minimum (F) • FSL Danbury, CT-Low (F) (Activating) (F) = Female Program (M) = Male Program
	South Central Region	**Southeast Region**	**Western Region**
	• FPC Bryan, TX-Minimum (F) • FMC Carswell, TX-Adm. (F) (F) = Female Program	• FCI Aliceville, AL-Low (F) • SCP Coleman, FL-Minimum (F) SCP Marianna, FL-Minimum (F) • FCI Tallahassee, FL-Low (F) (F) = Female Program	• FCI Dublin, CA-Low (F) • SCP Victorville, CA-Minimum (F) (F) = Female Program

Program Description	BOP Institution		
The **Sex Offender Treatment Program – Nonresidential (SOTP-NR)** is a moderate intensity program designed for low to moderate risk sexual offenders.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	• FCI Petersburg, VA-Medium	• FCI Englewood, CO-Low • USP Marion, IL-Medium	• FCI Elkton, OH-Low
	South Central Region	**Southeast Region**	**Western Region**
	• FMC Carswell, TX-Adm. (F) • FCI Seagoville, TX-Low (F) = Female Program	• FCI Marianna, FL-Medium	• USP Tucson, AZ-High
The **Sex Offender Treatment Program - Residential (SOTP-R)** is a high intensity program designed for high-risk sexual offenders.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	NA	• USP Marion, IL-Medium	• FMC Devens, MA-Adm.
	South Central Region	**Southeast Region**	**Western Region**
	NA	NA	NA
The **Skills Program** is a residential treatment program designed to improve the institutional adjustment of people with intellectual disabilities and social deficiencies.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	NA	NA	• FCI Danbury, CT-Low
	South Central Region	**Southeast Region**	**Western Region**
	NA	• FCI Coleman, FL-Medium	NA

Program Description	BOP Institution		
The **Steps Toward Awareness, Growth, and Emotional Strength (STAGES) Program** is a residential treatment program for people with serious mental illnesses and a primary diagnosis of Borderline Personality Disorder.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	NA	• USP Florence, CO-High (Secure) • FCI Terre Haute, IN-Medium	NA
	South Central Region	**Southeast Region**	**Western Region**
	NA	NA	NA
The **Life Connections Program (LCP)** is a residential faith-based program offered to people of all faith traditions, including those who do not have a religious preference.	**Mid-Atlantic Region**	**North Central Region**	**Northeast Region**
	• FCI Petersburg, VA-Low	• USP Leavenworth, KS-Medium • FCI Milan, MI-Low • USP Terre Haute, IN-High	NA
	South Central Region	**Southeast Region**	**Western Region**
	• FMC Carswell, TX-Adm. (F) (F) = Female Program	NA	NA

APPENDIX IV: HALFWAY HOUSE RULES BY FACILITY

APPENDIX IV: HALFWAY HOUSE RULES BY FACILITY

Each halfway house serving D.C. people has its own unique set of rules. You are encouraged to ask staff at the halfway house where you are placed for the handbook specific to that facility. This table is a brief overview to provide you with a quick reference for some common rules that will affect your stay at a halfway house. Please note that this table does not include all of the rules at each halfway house and sometimes rules and even halfway houses change. For further descriptions of the rules included in the table and rules that are not listed here, please see the handbook for each respective halfway house.

Rule	Community Solutions, Inc. **(Men & Women)** *Delaware*	CORE DC **(Men)** *Washington, D.C.*	Fairview **(Women)** *Washington, D.C.*	Volunteers of America Chesapeake **(Men & Women)** *Baltimore, MD*
Budget/ Reporting Wages Requires residents to report working wages and/or establish bank accounts.	√	√	√	√
Personal Hygiene/ Cleanliness Requires residents to maintain good personal hygiene and a clean personal living space.	√	√	√	√

Rule	Community Solutions, Inc. (Men & Women) *Delaware*	CORE DC (Men) *Washington, D.C.*	Fairview (Women) *Washington, D.C.*	Volunteers of America Chesapeake (Men & Women) *Baltimore, MD*
Intake/Sign-in/ Orientation Requires residents to sign-in/out when the resident leaves the house and/or during orientation for new residents.	√	√	√	√
Step/Level System Requires residents to complete certain steps at each level to be eligible for re-entry and/or house privileges.	√	√		√
Contraband Prohibits residents from possessing certain items.	√	√	√	√
Curfew Requires residents to be on the premises by a prescribed (certain) time.	√	√	√	√

Rule	Community Solutions, Inc. (Men & Women) *Delaware*	CORE DC (Men) *Washington, D.C.*	Fairview (Women) *Washington, D.C.*	Volunteers of America Chesapeake (Men & Women) *Baltimore, MD*
Job/Education Requires each resident to obtain employment or enroll in educational training.	√	√	√	√
Smoking Prohibits Smoking on the premises (NO SMOKING).	√	√	√	√
Drug/Alcohol Testing Requires residents to partake in regular drug testing.	√	√	√	√
House Chores Requires each resident to participate in a house chore.	√	√		
Visitors Allows each resident to have visitors subject to specific conditions.	√	√	√	√

Rule	Community Solutions, Inc. (Men & Women) *Delaware*	CORE DC (Men) *Washington, D.C.*	Fairview (Women) *Washington, D.C.*	Volunteers of America Chesapeake (Men & Women) *Baltimore, MD*
Pass Privileges Gives passes to residents to see family members for a certain amount of time.	√	√	√	√
Treatment Program Requires residents who have a history of drug and alcohol abuse to participate in a substance abuse treatment program.		√	√	√

DISTRICT OF COLUMBIA COURT OF APPEALS

APPENDIX V: TABLE OF AUTHORITIES & LEGAL CITATIONS

APPENDIX V: TABLE OF AUTHORITIES & LEGAL CITATIONS

The tables below provide a list of applicable Laws, Correctional Institution Policies, and Government Policies, mentioned in each of the chapters above. With each authority there is an appropriate citation. These tables have been included to empower you to examine and research the laws and policies which affect you. This is not an all-inclusive list. Laws and policies are ever changing and when they change, their appropriate citation names and numbers may change as well. Keep this in mind when doing further research.

- **Law:** A law is a rule that governs a form of conduct or action that is binding.
- **Correctional Institution Policies:** Correctional Institutional Policies are rules and procedures used within the D.C. Jail or the Federal Bureau of Prisons, which inform and govern staff training, administration, and implementation of programs.
- **Government Policies:** Government policies include rules and regulations enacted by government agencies, which inform and govern the implementation of regulations and programs.
- **Citation:** A citation is a reference to authoritative documents and sources. A citation provides a direct method for finding the appropriate legal authority.

Chapter 1: Preparing for Release from the Federal Bureau of Prisons	
Law	**Citation**
1972 Parole Guidelines	28 C.F.R. § 2.80(p).
1987 Parole Guidelines	28 C.F.R. § 2.80(o).
Application for Reduction of Sentence ("Reduction in Minimum Sentence")	D.C. Code § 24-401c.
Clemency Board Establishment Act of 2018	D.C. Code §§24-481.01 – 24-481.08 The law establishes a Clemency Board within the Executive Office of the Mayor (EOM) to review the applications of people serving D.C. Code offenses and determine which applicants to recommend to the President of the United States for clemency.
Compassionate Release	D.C. Code §24-403.04.
Correcting or Reducing a Sentence or Collateral; Setting Aside Forfeiture	D.C. Superior Court Rule of Criminal Procedure 35
Authorization of Parole; Custody; Discharge (Parole Eligibility Statute)	D.C. Code § 24-404.
D.C. Good Time Credit Act of 1987 Educational Good Time Institutional Good Time	D.C. Code § 24-428-434 D.C. Code § 24-221.01 (Prior Codification §24-429) D.C. Code § 24-201.29 [Repealed] (Prior Codification §24-428)
Determinate Sentence	D.C. Code § 24-403.01
District of Columbia Sentence Computation Manual	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. P5880.33, District of Columbia Sentence Computation Manual (2010).

Chapter 1: Preparing for Release from the Federal Bureau of Prisons	
Education, Training and Leisure Time Program Standards	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. 5300.21 Education, Training and Leisure Time Program Standards (Feb. 18, 2002).
Educational Good Time Credits	D.C. Code §§ 24-221.01 - 24-221.06.
First Step Act of 2018	First Step Act, S. 756, 115th Cong. (2nd Sess. 2018). Public Law Number 115-139
Good Time	D.C. Code §24-403, new section, 3a-I Good Time Credit for Felony Offenses Committed before August 5, 2000
Good Time Credit for Felony Offenses Committed Before August 5, 2000	D.C. Code §24-401.01a
Indeterminate Sentence	D.C. Code § 24-403
Inmate Work and Performance Pay	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. 5251.06, Inmate Work and Performance Pay (Oct. 1, 2008).
Inmate Central File, Privacy Folder, and Parole Mini-File	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. P5800.17
Literacy Program (GED Standard)	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. 5350.28, Literacy Program (GED Standard) (Dec. 1, 2003).
Medical and Geriatric Parole	D.C. Code §§ 24-461 - 24-468.

Chapter 1: Preparing for Release from the Federal Bureau of Prisons	
Modification of an Imposed Term of Imprisonment for Violations of Law Committed Before 25 Years of Age; Incarceration Reduction Amendment Act of 2016 (IRAA)	D.C. Code § 24-403.03
Motions for Compassionate Release for Individuals Convicted of Felony Offenses	D.C. Code §24-403.04
Occupational Education Programs	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. 5353.01, Education, Occupational Education Programs (Dec. 17, 2003).
"Old Law" Good Time Credit Statutory Good Time Extra Good Time	18 USC 4161 [Repealed] 18 USC 4162 [Repealed]
Omnibus Criminal Justice Reform Amendment Act of 1994	D.C. Law 10-151, Bill No. 10-98 (repealed).
Postsecondary Education Programs for Inmates	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. P5354.03 Postsecondary Education Programs for Inmates (Dec. 17, 2003).
Parole Guidelines for D.C. Code offenses	28 C.F.R. § 2.80; see also 28 C.F.R. §§ 2.200 - 2.220.
Reduction in Minimum Sentence	28 CFR § 2.76
Residential Drug Abuse Program (RDAP)	18 U.S.C. § 3621
Sentencing Reform Act of 2000	D.C. Act 13-406, 47 D.C. Reg. 7249 (codified as amended at D.C. Code § 24-403.01 (2013 & Supp. 2016)).
Supplemental Security Income for the Aged, Blind and Disabled	42 U.S.C §§ 1381 - 1385.

Chapter 2: Preparing for Release from the D.C. Department of Corrections	
Law	**Citation**
Adult Technical Career Training	D.C. Code §§ 38-1011.01 - 38-1011.05.
D.C. Dep't of Corrections Policy and Procedure on Educational Services	D.C., D.O.C. Policy and Procedure, No. 4110.7F, Educational Services (Dec. 19, 2016).
D.C. Dep't of Corrections Policy and Procedure on Good Time Credits	D.C., D.O.C. Policy and Procedure, No. 4341.1B, Good Time Credits (Jan. 17, 2017).
D.C. Dep't of Corrections Policy and Procedure on Inmate Institutional Work Program	D.C., D.O.C. Policy and Procedure, No. 4210.2H, Inmate Institutional Work Program (Aug. 25, 2015).
D.C. Dep't of Corrections Policy and Procedure on Inmate Marriages	D.C., D.O.C., Policy and Procedure, No. 4160.6D, Inmate Marriages (July 16, 2013).
D.C. Dep't of Corrections Policy and Procedure on Inmate Voting Process	D.C. Program Statement, No. 4020.4A, Inmate Voting Process (Jan. 17, 2017).
D.C. Dep't of Corrections Program Manual on Medical Management	D.C., D.O.C. Program Manual, No. 6000.1I, Medical Management (June 20, 2017).
D.C. Dep't of Corrections Policy and Procedure on Mental Health Step-down Unit	D.C., D.O.C. Policy and Procedure, No. 6000.3A, Mental Health Step-Down Unit (July 21, 2017).
D.C. Dep't of Corrections Policy and Procedure on Re-entry Program and Services	D.C., D.O.C. Policy and Procedure, No. 4923.5E, Re-entry Program and Services (Jan. 17, 2017).

Chapter 2: Preparing for Release from the D.C. Department of Corrections	
D.C. Dep't of Corrections Policy and Procedure on Religious Programs	D.C., D.O.C. Policy and Procedure, No. 4410.1H, Religious Programs (Jan. 31, 2018).
D.C. Dep't of Corrections Policy and Procedure on Residential Substance Abuse Treatment Program (RSAT)	D.C., D.O.C. Policy and Procedure, No. 6050.3D, Residential Substance Abuse Treatment Program (RSAT) (Feb. 27, 2019).
D.C. Dep't of Corrections Program Statement on Admission, Transfers and Releases	D.C., D.O.C. Program Statement, No. 4353.1C, Admission, Transfers and Releases (Oct. 18, 2011).
D.C. Dep't of Corrections Program Manual on Work Release Program and Halfway House Placement	D.C., D.O.C. Program Manual, No. 8010. 1B, Work Release Program (January 18, 2018).
Good Time Credits	D.C. Code §§ 24-221.01 - 24-221.06.
Individualized Education Programs	20 U.S.C. § 1414(d)
Medicaid Benefits	D.C. Code § 4-204.05.
Medicare Supplement Insurance	D.C. Code §§ 31-3701 - 31-3710.
Special Supplemental Nutrition Program for Women, Infants, and Children	42 U.S.C. § 1786.
Supplemental Security Income for the Aged, Blind and Disabled	42 U.S.C §§ 1381 - 1385.

Chapter 3: Probation, Parole, & Supervised Release	
Law	**Citation**
Community Supervision Services Operations Manual	Court Services and Offender Supervision Agency, Community Supervision Services Operations Manual, **www.csosa.gov/wp-content/uploads/bsk-pdf-manager/2018/08/CSS-Operations-Manual.pdf**.
Interstate Compact	28 C.F.R. § 2.107.
Intrafamily Proceedings Generally (Civil Protection Order)	D.C. Code §§ 16-1001 – 16-1006.
Parole, General Provisions	D.C. Code §§ 24-401 - 24-409; see also 28 C.F.R. §§ 2.70-2.107.
Parole, Release, Supervision, and Recommitment of Prisoners, Youth Offenders, and Juvenile Delinquents	28 C.F.R. §§ 2.200 – 2.220
Probation	D.C. Code §§ 24-301 - 24-306.
Prohibited acts A; penalties (Expungement for Simple Possession of a Controlled Substance)	D.C. Code § 48-904.01(e).
Sex Offender Registry Act (SORA)	D.C. Code §§ 22-4001 - 22-4017.
Sentencing, Supervised Release, and Good Time Credit for Felonies Committed on or after August 5, 2000	D.C. Code § 24-403.01-24-403.03
Youth Rehabilitation Act (YRA)	D.C. Code §§ 24-901 - 24-907.

Chapter 4: Gun, DMV, & Sex Offender Registration	
Law	**Citation**
Gun Offender Registration	D.C. Code §§ 7-2508.01 - 7-2508.07.
Impaired Operating or Driving, Part B. Operating a Vehicle	D.C. Code §§ 50-2206.11 – 50-2206.18.
Sex Offender Registration	D.C. Code §§ 22-4001 - 22-4017.
Sex Offender Registration Act of 1999 (SORA)	D.C. Law 13-137.

Chapter 5: Important Tools for Successful Reentry	
Law	**Citation**
Universal Service Support for Low-Income Consumers (Lifeline Program)	47 C.F.R. §§ 54.400 - 54.423.

Chapter 6: Records	
Law	**Citation**
Criminal Record Sealing Act of 2006	D.C. Code §§ 16-801 - 16-807.
Freedom of Information Act (FOIA)	5 U.S.C. § 552.
Inmate Central File, Privacy Folder, and Parole Mini-File	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. P5800.17
The District of Columbia Freedom of Information Act (FOIA)	D.C. Code §§ 2-531 - 2-540.

Chapter 7: Transportation	
Law	**Citation**
NONE	

Chapter 8: Legal Protections for People with Criminal Records	
Law	**Citation**
Criminal Record Sealing Act of 2006	D.C. Code §§ 16-801 - 16-807.
Prohibited Acts of Discrimination, Part B: Employment (Fair Credit in Employment Amendment Act of 2016)	D.C. Code § 2-1402.11.
Fair Criminal Record Screening Amendment Act of 2014 ("Ban the Box")	D.C. Code §§ 32-1341 - 32-1346.
Fair Criminal Record Screening for Housing Act of 2016 ("Ban the Box for Housing")	D.C. Code §§ 42-3541.01 - 42-3541.10.
Federal Bonding Program	The Federal Bonding Program was never codified into law. Instead, it remains a Department of Labor administered project funded under demonstration authority.
Rules for Computing Work Opportunity Credit	26 U.S. Code §§51-52
Subchapter I-B. Non-Health Related Occupations and Professions Licensure	D.C. Code §§47-2853.01 – 47-2853.30
Health Occupations Boards	D.C. Code §§3-1201.01 – 3-1213.01
Subchapter V. Licensing, Registration, or Certification of Health Professions	D.C. Code §§3-1205.01 – 3-1205.24
Youth Rehabilitation Act (YRA)	D.C. Code §§ 24-901 - 24-907 (2019).

Chapter 9: Public Benefits	
Law	**Citation**
Disability Insurance Benefit Payments	42 U.S.C. § 423.
Discount Program for Low-Income Electricity Customers	D.C. Code § 8-1774.14.
Discount Program for Low-Income Gas Customers	D.C. Code § 8-1774.15.
Food Stamp Expansion	D.C. Code §§ 4-261.01 - 4-261.23.
Interim Disability Assistance	D.C. Code § 4-204.07.
Low-Income Home Energy Assistance Program (LIHEAP)	42 U.S.C §§ 8621 - 8630.
Medicaid Benefits	D.C. Code § 4-204.05.
Public Assistance Programs	D.C. Code §§ 4-205.01 - 4-205.82.
Special Supplemental Nutrition Program for Women, Infants, and Children	42 U.S.C. § 1786.
Supplemental Security Income for the Aged, Blind, and Disabled	42 U.S.C §§ 1381 - 1385.

Chapter 10: Family	
Law	**Citation**
Amendment of Order Establishing Alimony, Child Support, or Maintenance; Award as Money Judgment	D.C. Code § 46-204.
BOP Program Statement on Marriages of Inmates	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. 5326.05, Marriages of Inmates (Sep. 22, 2011).

Chapter 10: Family	
BOP Program Statement on Parenting Programs	U.S. Dep't of Justice, Federal Bureau of Prisons Program Statement, No. 5355.03, Parenting Program Standards (Jan. 20, 1995).
Child Support Guideline	D.C. Code § 16-916.01.
Custody of Children	D.C. Code § 16-914.
D.C. Dep't of Corrections Policy and Procedure on Inmate Marriages	D.C., D.O.C., Policy and Procedure, No. 4160.6D, Inmate Marriages (July 16, 2013).
Establishment of Paternity by Voluntary Acknowledgment and based on Genetic Test Results	D.C. Code § 16-909.01.
Grounds for Divorce, Legal Separation, and Annulment	D.C. Code § 16-904.
Modification, Termination, or Enforcement of a Guardianship Order	D.C. Code § 16-2395.
Third Party Custody	D.C. Code §§ 16-831.01 - 16-831.13

Chapter 11: Healthcare	
Law	**Citation**
Affordable Care Act (ACA) ("Obamacare")	42 U.S.C. § 18001 (2010).
D.C. Healthcare Alliance Re-Enrollment Reform Amendment Act of 2017	D.C. Law 22-62.
Examination and Treatment for Emergency Medical Conditions and Women in Labor	42 U.S.C. § 1395dd.
Medicaid Benefits	D.C. Code § 4-204.05.

Chapter 11: Healthcare	
Medicare Supplement Insurance	D.C. Code §§ 31-3701 - 31-3710.
Part B of the Ryan White HIV/AIDS Treatment Extension Act of 2009	111 P.L. 87, 123 Stat. 2885 (2009).
Unfair Insurance Trade Practices, Unfair discrimination	D.C. Code § 31-2231.11; see also Chester A. McPherson, Interim Commissioner, D.C. Bulletin 13-IB-01-30/15, Prohibition of Discrimination in Health Insurance Based on Gender Identity or Expression (Feb. 27,2014).

Chapter 12: Housing	
Law	**Citation**
Continuum of Care for Individuals and Families who are Homeless (D.C. "Right to Shelter")	D.C. Code § 4-753.01(c) (1).
D.C. Landlord and Tenant Law	D.C. Code §§ 42-3201 - 42-3232.
Discount Program for Low-Income Electricity Customers	D.C. Code § 8-1774.14.
Discount Program for Low-Income Gas Customers	D.C. Code § 8-1774.15.
Fair Criminal Record Screening for Housing Act of 2016 ("Ban the Box for Housing")	D.C. Code §§ 42-3541.01 - 42-3541.08.
Inclusionary Zoning Implementation	D.C. Code §§ 6-1041.01 - 6-1041.09.
Low Income Home Energy Assistance Program (LIHEAP)	42 U.S.C. §§ 8601 - 8630.

Chapter 12: Housing	
Rent Supplement Program: Establishment of program and distribution of funds	D.C. Code § 6-226.
Low-Income Housing Assistance, Voucher Program	42 U.S.C. § 1437f (o).
Project-Based and Sponsor-Based Voucher Assistance	D.C. Code § 6-227.

Chapter 13: Education	
Law	**Citation**
Americans with Disabilities Act of 1990 (ADA)	42 U.S.C. § 12101.
D.C. Dep't of Corrections Policy and Procedure on Educational Services	D.C., D.O.C. Policy and Procedure, No. 4110.7F, Educational Services (Dec. 19, 2016).
Provision of Tuition Grants	D.C. Code §§ 38-1207.01 - 38-1207.07.
Supervision of Adult Education Program	D.C. Code § 38-2608.

Chapter 14: Employment	
Law	**Citation**
Fair Criminal Record Screening Amendment Act of 2014 ("Ban the Box")	D.C. Code § 32-1341 - 32-1345.
Federal Bonding Program	The Federal Bonding Program was never codified into law. Instead, it remains a Department of Labor administered project funded under demonstration authority.
Rules for Computing Work Opportunity Credit	26 U.C.S. §§ 51 - 52; see also Small Business and Work Opportunity Tax Act of 2007, 110 P.L. 28, 121 Stat. 190 (2007).

Chapter 15: Finances	
Law	**Citation**
Debt Collection	D.C. Code § 28-3814.
Fair Debt Collection Practices Act	15 U.S.C. § 1692 – 1692p.
Truth in Lending Act (TILA)	15 U.S.C. § 1601 – 1667f.

Chapter 16: Voting and Civil Participation	
Law	**Citation**
District of Columbia Home Rule ("Home Rule Act")	D.C. Code §§ 1-201.01 - 1-207.71.
D.C. Dep't of Corrections Policy and Procedure on Inmate Voting Process	D.C. Program Statement, No. 4020.4, Inmate Voting Process.
Jury Plan for the Superior Court of the District of Columbia	Jury Plan for the Superior Court of the District of Columbia, February, 2020.
Jury System Plan	D.C. Code § 11-1904.
National Voter Registration Act (NVRA) ("Motor Voter Act")	52 U.S.C. §§ 20501-20511.
Qualification of Elector (Voter)	D.C. Code § 1–1001.02
Qualification of Jurors	D.C. Code § 11-1906.
Regulation of Elections	D.C. Code §§ 1-1001.01 - 1-1001.18.

LEARN ABOUT THE COMMUNITY DEFENDER DIVISION

COMMUNITY DEFENDER DIVISION (CDD)

The Public Defender Service for the District of Columbia's **Community Defender Division** (CDD) was established in 1999, to provide legal services for children and adults in the District who face the challenges of arrests, convictions, and incarceration. CDD assists persons for whom the legal barriers of system involvement prevent the successful reintegration into their homes, neighborhoods, and communities. CDD understands that reentry begins at the moment an individual has contact with the system. An encounter as brief as an arrest can have numerous legal and practical implications that could alter the course of a person's life — time away from work could lead to the loss of employment and of the promise of a career; loss of wages could lead to the inability to meet financial obligations such as rent. Criminal convictions and prison sentences often mark the beginning of years of disenfranchisement and struggles — poor education, lack of vocational training relevant to the local market, and deterioration of family dynamics and support systems. A juvenile or criminal record can have long-lasting and devastating implications that can result in confinement to a life of poverty. CDD's goal in fulfilling PDS's mission through its Prisoner and Reentry Legal Services (PRLS) and Juvenile Services Programs (JSP) is to renew hope for a bright future and to promote the success of community members while bringing meaning to second chances.

PRISONER AND REENTRY LEGAL SERVICES

The **Prisoner and Reentry Legal Services** program provides legal representation and advocacy to protect the rights of D.C. prisoners and individuals seeking to remove obstacles, including collateral consequences, caused by having a criminal record in the District of Columbia. If you have ever been involved in the D.C. criminal justice system by being arrested, being charged, having pre-trial release conditions, being convicted of a misdemeanor or felony, being on community supervision (probation, parole, supervised release), or being sentenced (community corrections, jail, prison), you may be eligible

for our legal services. Areas of legal representation and advocacy include, but are not limited to: Prisoner Legal Services & Advocacy; Reentry Legal Services & Advocacy; and Community Engagement and Policy Work.

Community Defender Division
Prisoner & Reentry Legal Services

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