

Notice:

Please be advised that The Liberation Foundation is not a law firm, and cannot provide legal advice. The enclosed materials are not a substitute for regular engagement with and adherence to your assigned probation or parole officer. This information is provided only to inform you of opportunities that may be available to you as you return from incarceration, it is not an exhaustive list of resources and should not be used as your only research source. Ranging from obtaining a license or ID to finding educational and career opportunities, the resources in this handbook will help you think about your next steps. Please note that The Liberation Foundation does not offer ongoing reentry services and cannot guarantee that the programming listed throughout the handbook will be available to you. The Liberation Foundation is in no way responsible or liable for the quality of these programs, nor your engagement with them.

You are responsible for adhering to all conditions of your release. While the resources below are designed to assist you in actualizing your home plan, the organizations and opportunities described here are not a substitute for maintaining your legal obligations as they relate to your terms of release.

You can contact The Liberation Foundation at P.O. Box 42586, Philadelphia, PA 19101 or via email at outreach@liberation-foundation.org.

Terrance Lewis



THE LIBERATION FOUNDATION

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First Steps ReEntry Checklist	
Check off the boxes to the right as you complete each part of your home plan.	
Immediate Release	
Know the conditions of your release and supervision	<input type="checkbox"/>
Make a plan for transportation from the facility	
Make a plan for taking your belongings and release documents with you	<input type="checkbox"/>
Make a plan for parole-approved housing immediately after your release: do you have a residence or can you stay with a family member/ friend? If not, look into halfway houses or living centers to apply to.	<input type="checkbox"/>
Obtain contact information of your supervisor or parole officer	<input type="checkbox"/>
Visit the Philadelphia Police Headquarters at 750 Race St, Philadelphia, PA 19106 within 24 hours after your release to receive your Yellowcard and inquire about parole conditions.	<input type="checkbox"/>
Important Documents	
Folder with all release paperwork	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>
Non-driver ID card or License ID	<input type="checkbox"/>
Social Security Card	<input type="checkbox"/>
Mailing Address (though not a document it is important that you have an address that people can send important documents to.)	<input type="checkbox"/>
Employment	
Prepare your resume, including any jobs you held while incarcerated.	<input type="checkbox"/>
Collect necessary IDs (social security, ID card).	<input type="checkbox"/>
Identify employment or work with your local CareerLink.	<input type="checkbox"/>
Make sure you have contact information (email, phone, and address) to give potential employers.	<input type="checkbox"/>
Technology	

Set up an email account.	<input type="checkbox"/>
Get a library card to access free internet.	<input type="checkbox"/>
Get a cell phone and phone-number. Set up your voicemail.	<input type="checkbox"/>
Housing	
Make a long-term housing plan: Where will you stay? What can you afford?	<input type="checkbox"/>
Look into public and private housing options.	<input type="checkbox"/>
Prepare how you will explain your history to potential landlords.	<input type="checkbox"/>
Healthcare	
Find out how and where you will be able to continue getting any medication you are prescribed.	<input type="checkbox"/>
Explore your health insurance options: Medicare or Medicaid	<input type="checkbox"/>
Find local mental health support groups or low cost mental health services.	<input type="checkbox"/>
Finances	
Open a bank account.	<input type="checkbox"/>
Learn about credit and check your credit score.	<input type="checkbox"/>
Find out if you owe any outstanding fees to the court.	<input type="checkbox"/>
Transportation	
Use public transportation to save costs.	<input type="checkbox"/>
Get a local transportation card.	<input type="checkbox"/>

1. Preparation While Incarcerated

Reentry starts from the moment you enter a correctional facility. Upon your initial placement, your mental and physical health is assessed, you are assigned a counselor, and you are given a time frame of incarceration. Later on, you may enroll in educational programs, support groups, and more. All of these, and more, are resources to help you prepare for your life outside.

a) Important Documents

At your facility, your counselor should grant you access to different resources by acting as a mediator between you and the state. Your counselor is supposed to help you gather identity documents and can get in contact with your family/contacts on the outside to retrieve birth certificates, state IDs, driver's licenses, etc., and apply for new documents. Having proper identification is necessary to start a job, apply for housing, register for benefits, and most other things and should be prioritized in your re-entry preparation.

(If your counselor does not succeed in helping you get the documents you need, applying for these documents should be a priority upon your release. We have resources for applying for State IDs and birth certificates in this guide in the *Getting Started* section)

Set yourself up, so you're preparing yourself for when you walk out the door. Have a resume prepared. Work on making sure that your birth certificate, social security card, and state ID are in place when you go to start looking for a job. Some of those things can happen while you're inside."

- Jeff Abramowitz

b) Vocational and Educational Opportunities

Your institution offers educational and vocational programs. Access is limited, but we recommend taking advantage of workforce development programs, educational courses, and programs, trade building, etc., when they are available. Waitlists for these programs are long so we strongly suggest requesting admission into any programs you are interested in every six months. While incarcerated, you will have more time to focus on these programs, and they are provided at no extra cost. Entering the outside world with an educational certificate or degree, job training, trade certificate, soft skills in communication, resume and cover letter writing, and responsibility will help you gain direction in your career aspirations, make you appeal to employers, and teach you valuable life skills.

"One of the best things someone can do when in prison is to get as much education as possible. That was a big thing for me. When I went into prison, I did not have a GED, but when I got out of prison, I did. It took me about five times, but I obtained it. From there, I had the opportunity to take college courses, and even to this day, I am taking college courses with Lancaster Bible College. Education gives me the tools to help me reinforce my choices to be much stronger, spiritually and emotionally. I believe this is one of the biggest reasons why I have not gone back to prison." - James Atkins

c) Explaining your background

Outside of the classroom, you can also practice interviewing and explaining your background. Chances are that your job will facilitate a background check where they will find out about prior convictions - being upfront about past convictions before you are asked about them shows integrity and gives you the power to explain yourself in a courteous rather than defensive way.

When bringing up your criminal history, be truthful but brief about your convictions and consider tying in extenuating circumstances. However, avoid giving too many details as you do not want to sound like you are justifying (even minor) criminal behavior. Diverting blame to other people in your life, police officers, court personnel, etc. can come across like you are not taking responsibility for your mistakes or like you are stuck in cycles that will lead you to reoffend. Instead, focus on explaining the steps you have taken to correct your behavior (e.g. anger management, counseling, cutting ties), how the experience has changed your behavior in a positive way. You can remind the employer that hiring you will be a benefit to them as you will be extra determined to perform well and continuously do so, or tell the landlord that you will be particularly mindful of keeping their place safe because of your dedication to success.

Once you have explained your conviction, there is no need to wait for a response from your interviewer. Instead, you should not let your past offenses define you and move on to highlighting positive attributes, work related skills, and qualifications.

"A week after I was fired, I obtained a second job, and the person who hired me said, "Man, you had a crap story. Because you are open and honest, I'm going to give you a job." I advise the men that I work with to be open and honest. I also tell them they have to believe in themselves and be a salesperson. Sell yourself and give them a reason why they would want to hire you" - David Garlock

d) Mental Health Services and Substance Abuse Services

Attaining the services you need while incarcerated can be a struggle due to inherent flaws in the structure of our criminal justice system. If you feel like your needs are being ignored, consider reaching out to family members, friends, or the PA Prison Society, for outside advocacy regarding your treatment and consistently contact your CPS case manager.

Furthermore, being med-compliant while incarcerated will reflect positively on your parole requirements. Not being med-compliant may result in stricter health and substance supervision. Upon your release, you are solely responsible for taking care of your mental health. The assessments from your incarceration can and should be used when seeking care and medication upon your release, as assessments can be expensive and hard to attain upon release. Taking care of your mental health comes in various different shapes including but not limited to support groups, counseling, inpatient treatment, medication, and engaging in leisure activities. In your homeplan, you should note resources and coping mechanisms to employ during times of crisis (support hotlines, family members, rehab centers, etc.) and also strategies for consistent wellness.

2. Homeplan and Settling in

As you are moving closer to your release, your focal point shifts from preparing and planning to continuing to focus on your goals. This means that you will have to continue to work on your mental health, family relationships, refraining from substance abuse and ending up in dangerous predicaments on your own.

Project HOPE is here to connect you to any resources you may need to start your life outside. We **strongly** encourage you to take notes on the different sessions and write down valuable advice and resources in your homeplan booklet to look back on during your reentry process.

a) Family and Friends

As you are getting closer to being released, you should consider reaching out to family members and friends that are positive influences. Having loved ones around you can be a source of encouragement and motivation to succeed.

Friends and family also may be able to help you out with transportation from the facility and temporary housing or know of re-entry-friendly job openings. If your peers are unable to pick you up, consider public transit options.

b) Technology and Reachability

In order to achieve and maintain successful employment, housing, and social relationships, you need to be reachable via phone and e-mail. We list resources for free internet access, free phones, and instructions on how to set up an e-mail account in this resource guide . If you have been incarcerated for a while and today's technology is new to you, we suggest taking advantage of a free technology course or asking family and members for help.

Furthermore, you should have a mailing address that important documents can be sent to. If you do not have an address that you are comfortable having your mail sent to, you can set up a P.O. Box by visiting a local post office. Alternatively, if you are re-entering in Philadelphia, you can have all of your mail sent to Broad Street Ministries at 315 S Broad St, Philadelphia, PA 19107 and pick it up between 11am and 3pm Mo-Fri.

c) Housing

Obtaining temporary and permanent, stable housing is critical to the re-entry process.

Upon release, you may be able to stay with family or friends. If this is not possible, if it would create an unhealthy or unsafe living situation for you, or if your parole officer does not approve of your suggested options, consider reaching out to local shelters, halfway houses, and re-entry organizations with housing opportunities. We have included a list of resources regarding housing in the resource guides.

Transitioning to more permanent housing and applying to rent can be difficult, and you may experience discrimination due to your criminal background. Consider working with re-entry-friendly housing referral programs, be prepared to explain your situation, and don't get discouraged.

*Although it is great to have a list of prospective housing and employment opportunities, it is important not to reach out to them too early, as landlords, housing programs, shelters, and employers usually fill their residences/roles based on immediate needs. Reaching out too early (although well-intended) may make you seem unprepared at the time of application and reflect poorly in the future. If you are certain that your release date is coming up within the next 30 days, you can start introducing yourself and writing applications.

d) Employment

Upon release, one of your main responsibilities will be securing employment. In order to be prepared and "hireable", you will need to present identity documents, a residential address, and a phone number or e-mail address to your employer.

You should also have a resume on hand, be able to write a cover letter, and know how to pitch yourself to employers. When facing prospective employers, it is important to show your best side - this means appearing in professional clothing, being well-groomed, and advocating for yourself. There are programs that provide professional clothing to re-entrants, some of which are included in the resource guide.

Furthermore, it is great to have a career path in mind and apply to this genre of jobs. However, it can be hard to score the right fit right away, so you may need to apply to a wide range of jobs (some of which you may deem less desirable). Once you have secured a position and an income, you can still change your path.

e) Healthcare

Upon release, you will have to navigate accessing health services and medication. The easiest way to receive the medication you need is providing caregivers with your health assessments and medical records from your previous correctional institution.

You may be eligible for Medicare or Medicaid, which are explained in this guide under Benefits & Assistance. Without adequate insurance, affordable healthcare is hard to come by but there a lot of institutions are working on making treatment accessible to all. We also have a list of health centers, referral programs, and other health-related resources services that provide services at low or no cost. Many treatment centers provide services at a sliding scale cost. Neglecting physical health can impact your ability to work, enjoy life, be active, etc., which is why it is imperative to seek out care even when it seems intimidating.

f) Finances

Another logistical task of setting up your life is opening a bank account if you do not already have one. This will make maintaining money easier. However, opening up bank accounts and credit cards comes with great responsibility. Overdrafting a bank account or taking on credit card debt that you can not pay off will accumulate extra fees and leave you in unfavorable standing with financial institutions. Having bad credit can hinder you from taking out loans for housing, education, business and more down the line. Be sure to learn about credit options, and saving, and consider taking a financial literacy class to develop and assure responsible spending and banking habits.

g. Know the Resources Around You

Throughout the Project HOPE program, you learn about different resources to help you with your re-entry process. In this resource guide, we also have a comprehensive compilation of programs and resources around you to help with almost all aspects of re-entry. Write down particularly suitable resources and information in your homeplan, familiarize yourself with it, and keep the homeplan and resource guide accessible so you know where to go and who to reach out to in a crisis regarding your physical and mental health, for education, employment, housing, accessing benefits, free phones, internet usage, and more.

Through the Project HOPE and other programs, doing your own research and going out in the world, you will meet other people who were in similar situations as you or are receptive to your ideas and background. It is important to network and build relationships with others whose contact might come in handy down the line.

Leveraging those networks, going outside of your comfort zone, meeting different people, broadening your horizons, all of those things provided a cocktail for success for me. I think it can be replicated for the tens of thousands of men and women that are incarcerated in the Department of Corrections.

- Brandon Flood

3. Personal Advancement

a) Mentorship

The process of reentering comes with a unique set of challenges. Reconnecting with your family, getting along with your P.O., finding housing, understanding technology, and much more come with difficulties. It is important to surround yourself with people who understand what you are going through, give advice, hold you accountable, and help you succeed. Consider reaching out to other successful reentrants from your circle, through Project Hope, internet groups (e.g. Facebook), support groups, or through other local organizations.

“To help safeguard against my returning to prison, I would surround myself with mentors. Not just one, but as many as four mentors at one time. I could trust my mentors to hold me accountable. I would allow myself to be vulnerable to them and could share anything with them. This was a powerful thing for me.”

- James Atkins

b) Vocational and Educational opportunities II

Juggling the stresses of life outside of prison can be hectic and stressful. However, once you are secure and have some extra time to spare, it might be beneficial to dedicate some of your time to job training programs, education, technology or life skill classes, internships, or picking up a trade in order to build the life and career you envision for yourself. Working towards a satisfactory goal and life can keep you motivated and ensure comfort later on.

“You're given a second bite at the apple. Instead of coming home and saying I'll settle for that entry-level job in a supermarket. Let's say I always wanted to be a welder. I want to get a welding certification. I want to learn how to do that to have a career. When men and women visit me, the biggest challenge is getting them to understand that they can do new and challenging things. You just need to know what you want and have the passion and drive to do it.”

- Jeff Abramowitz

c) Entrepreneurship

Whether you have dreams of establishing your own business or would like to start investing, it is crucial to make sure you are financially secure before making investments. No investment is risk-free, and no investment option that claims to be risk-free is reputable in any way. Before investing your money, it is always important to consider whether the investment could financially ruin you in case it does not work out. If an unlucky investment could leave you unable to afford basic living expenses like rent, utilities, or groceries, it is not worth the risk.

However, this is not intended to avert you from investing entirely. Developing a business plan and executing it can very well be worth it and lucrative, and we are glad to see reentrants prosper by starting their own businesses or investing in stocks, real estate and more. Under Money Management, you will find resources regarding investing, saving, and more.

Searchable Databases and Connective Hubs:

These online websites will provide you with a thorough list of reentry services near you. For specific opportunities, continue to the following sections.

PA 211

If you need to connect with resources in your community, but don't know where to look, PA 211 is a great place to start. From help with a utility bill to housing assistance, after-school programs for kids, and more, you can dial 211 or text your zip code to 898-211 to talk with a resource specialist for free. Their specialists will listen to your needs, and give you information on programs in your community that might be able to help.

- Visit the link to access a collectivized list of reentry programs and resources in your zip code: https://www.pa211.org/search/19103/50/?search_term=Ex-Offender%20Reentry%20Programs

Fair Shake Reentry Packet

Fair Shake is a comprehensive, interactive database dedicated to increasing re-entry success for returning citizens across the country. Their database includes the nation's largest reentry Resource Directory with over 14,500 entries and 300+ reentry guides, employment tools for both formerly incarcerated people and employers, an Educate Yourself! section with links to many free web-based education resources, *and much more*.

- Direct link to their website: <https://www.fairshake.net>

FindHelp.org

Find Help is America's leading social care network, and includes over 300,000 human-verified services across the country.

- Visit the link and type in your zip code to connect to free or reduced-cost financial assistance, food pantries, medical care, housing, education, and more: https://www.findhelp.org/?ref=ab_redirect

Department of Corrections Interactive Re-entry Map:

The interactive reentry service map that displays services for individuals in Pennsylvania by county. After choosing a county, you may select the service you are interested in (employment, domestic violence & victim rights, transportation, physical and mental health, etc.)

- Visit <http://reentrymap.cor.pa.gov/>

Philadelphia Reentry Coalition Resources List

The Philadelphia Reentry Coalition comprises 115 members, including local, state, and federal government agencies, community-based service providers, researchers, advocates, returning citizens, faith-based groups, and others. Their aim is to bring reentry-focused Philadelphia organizations and agencies together to collectively reduce recidivism.

- The link will redirect you to a comprehensive list of documents and resources regarding finding housing, clearing your criminal record, accessing benefits, knowing your employment rights, etc: <https://www.philadelphiareentrycoalition.org/reentry-resources-list>

We Elevate 215 Reentry Support Hub

The Elevation Project's mission is to meet the needs of people at risk of incarceration or those who were formerly incarcerated by providing holistic services in a safe and supportive environment in order to empower fresh starts and open new pathways. Their work will improve lives, reduce recidivism and crime, and drive systemic change. They offer assistance with applying for benefits, job applications, resume building, clothing, and other support as needed. The hub offers opportunities to receive CPR training, become ServSafe & Osha certified, and other training as available.

- Their support hub is right in the center of West Philadelphia and they are open Monday - Friday from 10am - 2pm and in the evening Monday, Wednesday and Friday from 5pm - 7pm.
- Visit <https://www.weelevate215.org/reentry-support-hub.html> to find out more or call 267-225-4105

Impact Services

Impact Services provides many workforce, business, and housing programs to returning citizens. These programs connect persons with jobs, help ex-offenders to develop skills for re-entry into the workforce, provide assistance with and connection to housing opportunities, as well as trade training and apprenticeship programs. Impact Services also provides assistance in obtaining the necessary identification documentation for employment.

- Visit <https://www.impactservices.org> or call (215) 739-1600 to access a full list of their resources

Philadelphia Network of Care ReEntry Services Directory:

Philadelphia offers an online, searchable database for re-entry services in your zip code. Follow the link to find agencies and programs near you!

- Visit <https://philadelphia.pa.networkofcare.org/pr/services/index.aspx>

Social Services

Broad Street Ministries

Broad Street Ministries offers holistic meal, social, and reentry services for Philadelphians. Located at 315 South Broad Street, Philadelphia, PA 19107, they offer lunch Monday- Friday from 11:30am-1:00pm, a secure mailing location from 11:30am-3pm Monday through Friday, case management services, re-entry services, personal care services, and clothing services.

Additionally, Broad Street Ministries partners with credited Philadelphia organizations to offer other stabilizing services. These include but are not limited to housing assistance, medical and behavioral health services, public benefits and legal assistance, workforce development, and HIV/AIDS testing and referral.

- Visit <https://www.broadstreetministry.org> to find out more.

The Philadelphia Access Center

The Philadelphia Access Center began as a social services information and referral center. More than twelve years later, social services are still the largest part of their ministry. Their compassionate social service case coordinators meet with guests one-on-one to work through whatever issues they are facing. From navigating a crisis to simply answering questions, their case coordinators are here to be good neighbors to anyone in need.

Information, referrals, and advocacy are available for a multitude of resources, including (but not limited to) food, clothing, emergency shelter, housing, substance abuse, children's resources, senior programs, public assistance, and many others.

- If you have questions or would like to make an appointment, please visit them at 1832 South 11th Street (11th & Mifflin Streets) Philadelphia, PA 19148 or contact them at (215) 389-1985 pacinfo@philaccess.org. Appointments are not necessary but highly recommended to ensure their coordinators have adequate time to meet with you. Their hours are Monday-Thursday, 9:00 AM - 3:00 PM, Friday, 9:00 AM - 12:30 PM. Services are free of charge and are available to all without restriction!
- Visit <https://philadelphia-access-center6.webnode.com/services/socialservices/>.

Mayor's Office of Reintegration Services—RISE

RISE works closely with enrolled participants to develop individualized plans focused on successful and permanent reintegration and long-term self-sustainability. Services provided include case management, courses in life skills and job readiness, linkages to various wrap-around supports, and employment assistance.

- Contact them at 215-683-3370.

Face to Face

Face to Face provides services and support to struggling families, individuals, and the homeless. Face to Face offers a Dining Room, a nurse-managed Health Center, a Legal Center, a Social Services Center, and Children's Summer Camps and After School programs.

- They are located at 123 East Price Street, Philadelphia, PA 19144
- Contact them at (215) 849-0179 and learn more at <https://facetofacegermantown.org/>

The Wardrobe

The Wardrobe assists, by appointment, anyone who needs free clothing to help them move to employment or independence. When you request an appointment, you'll choose the type of clothing you need, including casual clothing to fill your closet after suffering a setback such as overcoming trauma, abuse, crisis, or after incarceration or professional clothing for a job search and interview.

- To make an appointment in Philadelphia, Delaware County, or Bucks County, visit <https://careerwardrobe.org/services/client-services/>.

Obtaining or Renewing your State ID:

Getting a state ID is an important first step. A valid ID is often required for job applications, accessing healthcare, and acquiring housing. Please also seek opportunities to obtain an ID before returning home, as this opportunity is offered within many SCI facilities.

- **Method 1: [Impact Services First Step ID program](#):**
 - The First Step ID Program helps inmates obtain identity documents they need to be able to apply for employment and benefits. They make the process simple and fast by filling out the paperwork for you. Once released, participants can come to their office to pick up their documents.
 - Contact: Adele Hedgspeth 215-739-1600
 - Address: 1952 E. Allegheny Avenue Philadelphia, PA 19134
 - <https://www.impactservices.org/jobs/re-entry-programs>

- **Method 2: [PennDOT: Getting a State ID](#):**
 - **Step 1: You may mail the appropriate form following the instructions listed on the form to PennDOT, or visit your local [Driver's License Center](#) and take along the following:**
 1. A completed Form [DL-54A](#) (PDF), “Application for Initial Photo Identification Card.”
 2. [Acceptable Proof of Identification](#)
 3. Your Social Security Card:
<https://www.ssa.gov/myaccount/replacement-card.html>
 4. A check or money order payable to PennDOT for the appropriate [fee](#) (cash is not accepted) and, if you are 18 or older, two [acceptable forms of address verification](#) are required.
 - **Step 2:** When your application and supporting documentation have been reviewed and processed, a Driver’s License Center staff member will direct you to the Photo Center to have your photo taken for your Photo ID card.
 - **Step 3:** Once your photo has been taken, you will be issued your Photo ID card.

- **Method 3:** [Broad Street Ministry's](#) free state ID program:
 - Broad Street Ministry's free state ID program helps returning citizens obtain a state ID at no cost. Broad Street Ministry is located [315 S. Broad Street Philadelphia, PA 19107](#) and is open from 11:30am - 3:00pm Monday through Friday. Here are the qualifications you will need in order to obtain your state ID:
 1. If you've never had a state ID, lost your ID or it was stolen, you will need to go to Broad Street Ministry during open hours and ask for staff members Chrissy Holloway (Mail Associate) or Aaliyah Davis (Mail & ID Manager). Let them know you need an ID and ask them to give you a "Peppermint Letter" to take to PennDOT at [801 Arch Street, Philadelphia, PA 19107](#). Take the letter along with your social security card and birth certificate to this specific PennDOT and you will be able to obtain a free ID
 2. If you DID have your state ID but it's expired or needs to be renewed, go to BSM and ask for a homeless advocacy letter. They will give you this letter which you will take to PennDOT at [801 Arch Street, Philadelphia, PA, 19107](#) and retrieve your ID.

- **Method 4:** [Pennsylvania Department of Transportation's new law provides Free ID's for Pennsylvanians Experiencing Homelessness:](#)
 - All incarcerated individuals and/or individuals in halfway houses, shelters or hotels qualify for this free ID program according to the PA Homeless Photo Identification Card [fact sheet](#)
 - How to apply for the free PA State ID card.
 - The applicant must visit their local PennDOT center and inform the counter staff they are applying for a new state ID, or renewing an old state ID, and are requesting a free ID due to their homeless status because they just came home.
 - PLEASE BRING YOUR PRISON ID WITH YOU to PennDOT and if you have your social security card bring this as well.
 - If you are incarcerated, ask your prison social worker to get your PA state ID for you. This is YOUR right.

*If you are homeless, please write to the Liberation Foundation at outreach@liberation-foundation.org, and we will assist you with a letter verifying your homeless status.

Documents you need in order to obtain your State ID and how to obtain them:

1. **Social Security Card** - The social security online application is free and will take anywhere between 35 minutes to an hour to complete. Here are some key items that you **MUST** have to complete your online application successfully.
 - i. U.S Mailing Address - PO Box, Business Address is not acceptable
 - ii. Email address - Please have your username and password available and login to ensure you have access
 - iii. Your social security number
 - iv. Have access to a working computer for an hour
 - v. Have access to a working cell phone for an hour
 - vi. Your PA state ID or Driver's license 8 digit number
 - b. First, you need to create an email account and make sure you write down your username and password for that account.
 - c. Next, you go to ssa.gov. Scroll to the bottom of the page to the ITEMS OF INTEREST section. Select "[Replacement Social Security Card](#)"
 - d. Then you select "Create your account" You will be taken to the next [page](#) and you will see the blue link that reads "sign in with LOGIN.GOV", and the green link which reads "sign in with ID.me" Two links beneath that, on those colored links you will select the "Create an account" link
 - e. You will be prompted to the [secure login](#) page, where you can insert your email address and create a password. Select Create an Account.
 - f. On the [next screen](#), you will input the same email you used to create your account and select your preferred language. (English - default, Espanol, Francais). Check the box that reads: *I read and accept the login.gov Rules of Use* and click submit
 - g. Within 2 minutes, you should receive an email from **Login.gov** which asks you to confirm your email address. Click the blue Confirm your email address link, which will be located in the body of the email. When you click that button, you'll be prompted back to the [secure login page](#) automatically and input the same password you used for step D. (Word of advice, try and keep the same usernames and passwords as much as possible)
 - h. The next screen will be an [Authentication Method Setup](#). Which is an extra layer of security to keep your account safe! Scroll to the bottom of this page and select **Text or Voice Message**. - If you do not have a phone, please use the phone of a trusted

- member of your circle that you have consistent access to i.e. spouse, children, sibling, parent, friend, or case worker. Click continue.
- i. The next screen will have you [Send your security code via text message \(SMS\) or phone call](#). Insert your number or the number of someone you trust, and you can either select for them to send a code via text message or phone call. (I recommend text messages, you won't miss the call, it's easier on the battery life, and if it's loud, you can still be able to read the message regardless of the noise.) You should immediately receive a code to your phone via text or phone call. Insert that code into the [website](#) in the box that reads "One-time code" and click enter. *Please note: the code expires within 10 minutes. If for some reason, you do not enter the code in the time frame, select resend code.* [The next screen](#) will congratulate you on making your account. Select Agree and Continue.
 - j. After this step, you will finally be at the stage to verify who you are in order to obtain your social security card. On this [page](#), you will ABSOLUTELY need these four qualifications to obtain your social security card. Scroll to the bottom of the page, click *I agree to the terms of service*, and click next
 - i. Have a valid email address
 - ii. Have a Social Security number
 - iii. Have a U.S. mailing address
 - iv. Be at least 18 years old
 - k. The next page is the [Please tell us who you are](#) page. Where you will insert your legal first, middle initial, last name, and suffix given to you at birth. *Please no aliases unless you legally changed your name!* Then insert your social security number given to you at birth, your date of birth, home address, or address where you want the card sent to. *Has to be a residential address. Cannot be a business address or a PO Box.* Enter in a 10-digit phone number ex) 215-XXX-XXXX. Click next at the bottom of the screen
 - l. [Next page](#) will ask you if you want to add an extra level of security. For the purpose of the Reentry Guide, we will select the first option on the screen, which is "No, thanks. I don't want to add Extra Security at this time." Click next
 - m. You will then come to the "[Get your activation code](#)" page, where you will again be asked how you want to receive your activation code. For the purpose of the Reentry Guide, we will select TEXT MESSAGE and click next. With your phone in hand, you should receive a message that says, "Your Social Security Activation Code is XXXXXXXX. Enter that number and click next.

- n. The next page is a [Congratulations page](#). Click next. After that, it'll be another [terms of service](#) page. Scroll to the bottom of the page, click the box that reads "I agree to the Terms of Service", then click next.
- o. Next page, you'll be in your [mySocialSecurity](#) account. Select Request a Replacement Social Security Card. You'll be prompted to the next page to ask if your email address is still [xxxx@xxxx.com](#)? Click yes. Another question will appear underneath it and ask do you have a state driver's license or ID card? If yes, select yes, then select the state you have your license or ID. The next question will read: are you requesting a replacement card for someone else; select no. Then it'll ask if you need to change the name on your card. After that, it'll have your birthday pop up, and the question will read Is Month/Date/Year the date of birth on your driver's license or ID Card; select yes. Next question: Do you have a mailing address; select yes. The final question will read: do you need to change your date of birth, place of birth, citizenship, or parents' names? Select No. Click Next
- p. You will be prompted to another verification screen where you will need to input your identity again. You will insert your full legal name at birth and social security number. Select the type of state Identification you have (Driver's license or state ID). Next, you will enter your state ID/driver's license number, which is an 8-digit number located on the front of your ID/Drivers license. Then you'll select the state where it was issued, enter your U.S. mailing address and a daytime phone number. Scroll to the bottom to the electronic signature section. Read the description, click the "I have read and agree with the statements above" button, and click submit.

***PLEASE PRINT THE CONFIRMATION PAGE FOR YOUR RECORDS!!**

2. Pennsylvania State ID/ Driver's License number.

- a. If you HAD a state Id in the past but do not have it now. You can call the DMV customer service number at 717-412-5300. You will be asked a series of questions to establish your identity in order to receive your driver's license number or state identification number. When you call, let the receptionist know that you had your ID/driver's license before and that you need the 8-digit number because you misplaced it.

Obtaining a Driver's License:

- [PennDOT: Getting a Driver's License:](#)
 - Step 1: Get an initial learner's permit. An initial Learner's Permit is issued to any individual, 16 years of age or older, who has never been licensed to operate a vehicle, a new resident who has never been licensed, or a new resident who has been licensed in another state but whose driver license has expired over 6 months ago.
 - Step 2: Visit a Driver's License Center with the following:
 - The completed [DL-180](#) (PDF linked here)
 - [Proof of identity](#), which is listed on the reverse side of [DL-180](#) (PDF). *Note: If you are changing your name, you must present original documents supporting name changes such as a marriage certificate, divorce decree, or court order.*
 - [Two acceptable proofs of residency](#), listed on the reverse side of [DL-180](#) (PDF), if you are 18 years of age or older.
 - Your Social Security card.
All required forms are available online at www.dmv.pa.gov
 - All PennDOT Driver License Centers and the Riverfront Office Center Customer Counter accept debit and credit cards. All of PennDOT's Driver License Centers accept debit or credit cards, checks, or money orders as forms of payment, but no cash.
 - Step 3: Take your eye screening and Knowledge Test at a PennDOT Driver License Center. Once passed, you will be issued your Initial Learner's Permit.
 - Step 4: Schedule a road test either [online](#) or by calling 717-412-5300. Additionally, certain [third-party businesses](#) are certified by PennDOT to administer the road test for a market-driven fee.

Obtaining a Birth Certificate:

For online services: You may order a birth certificate online (24 hours/day, 7 days/week) from Pennsylvania's only authorized vendor at mycertificates.health.pa.gov. In addition to the standard birth certificate fee of \$20, a \$10 processing fee also applies. Payment is by credit or debit card. If applying by mail, please submit payment in the form of a check or money order made payable to "VITAL RECORDS." Cash is not accepted.

Office Hours and Locations: Vital Records Offices are open for walk-in services, Monday through Friday, 8:00AM – 4:00PM. Closed holidays.

- Erie: 1910 West 26th Street, Erie, PA 16508
- Harrisburg: Forum Place, 1st Floor, 555 Walnut Street, Harrisburg, PA 17101
- New Castle: 105 Nesbitt Road, New Castle, PA 16105
- Philadelphia: 110 N. 8th Street, Philadelphia, PA 19107

For further information, please visit:

<https://www.health.pa.gov/topics/certificates/Pages/Birth-Certificates.aspx>

Free birth certificate services:

- Governor Tom Wolf put in place a Pennsylvania law that individuals experiencing homelessness can get the \$20 birth certificate fee waived. You can access the form [here](#).
 - In addition to filling out the free birth certificate application, you must have an advocate fill out and sign the bottom section before you submit it. Here's a list of qualified individuals that can fill out the advocate section at the bottom of the application
 - PROJECT HOPE staff
 - Director of the facility where the individual is residing. Example: prison social worker, captain, or any case manager.
 - Attorney/lawyer who is representing you

YOU MUST HAVE BEEN BORN IN PENNSYLVANIA TO QUALIFY

Registering to Vote:

You can register to vote through the Pennsylvania Department of State's online application. *Before you begin, be sure to have your Pennsylvania driver's license or PennDOT ID card handy.* If you don't have one, there are other options. Once you submit your online application, it will be forwarded to the appropriate county voter registration office for processing.

WHO CAN REGISTER AND VOTE?

You may register and vote if you hold citizenship in the United States for at least one month before the next election; are a Pennsylvania resident and resided in your election district for at least 30 days before the next election; and will be at least 18 years of age on the day of the next election.

If you meet any of the below qualifications, you can register to vote:

- Are **convicted of a misdemeanor** and are confined in a penal institution
- **Were released (or will be released by the date of the next election)** from a correctional facility or community confinement facility upon completion of your term of incarceration for conviction of a misdemeanor or a felony
- Are on **probation** or **released on parole**
- Are a **parolee living in a community confinement center** (except for state intermediate punishment (SIP) inmates)
- Are under **house arrest (home confinement)**, regardless of conviction status or the status of the conditions of confinement

WHO CANNOT REGISTER TO VOTE? You are not eligible to register and vote if you:

- Are currently confined in a penal institution for conviction of a felony (even if you are also incarcerated for one or more misdemeanor offenses) and will not be released from confinement before the next election
- Are in a community confinement facility or other alternative correctional facility for conviction of a felony and will not be released before the date of the next election
- Were convicted of violating any provision of the [Pennsylvania Election Code](#) within the last four years

HOW CAN YOU REGISTER TO VOTE?

If you are qualified to register to vote, you may apply to register:

- **Online:** You may visit and submit online voter registration applications or download and print the voter registration application from the Department of State's website at register.votespa.com.
- **Mail:** You can obtain a voter registration application by contacting your county board of elections.
- **Phone:** You may also request a voter registration mail application over the phone by calling the Department of State at 1-887-VOTESPA (1-887-868-3772).

VOTING WHILE INCARCERATED:

- Contact your county board of elections to request an absentee ballot application or download, complete, and mail the absentee ballot application to your county board of elections.
- Upon receiving your absentee ballot, you must complete the ballot in secret, enclose it in the envelope marked "Official Absentee Ballot", and then place it in the second envelope.
- Fill out, date, and sign the declaration of the elector printed on the second envelope.
- Seal the envelope and mail it to your county board of elections.

WHERE DO YOU REGISTER?

If you are in a penal institution, your residence for voter registration is:

- The last place you registered to vote before confinement in a penal institution; or your last known address before confinement; or
- A new residence established while confined (for example, if your spouse establishes a new residence where you intend to reside upon your release from confinement). A penal institution or community confinement facility **cannot** be your residence address for registering to vote; however, you may use those locations for your mailing address

Relevant Websites:

- <https://www.cor.pa.gov/community-reentry/Pages/Voting-Rights.aspx>
- <https://www.pavoterservices.pa.gov/Pages/VoterRegistrationApplication.asp>

Technology

Public libraries in your town, city, or county will have free technology centers. You can use the computers in tech centers to access your email anytime. Setting up an email address is very important when applying for jobs.

To set up an email account, you must have a cell phone to send and receive text messages. You might be texted a code at your phone number to verify your identity. If you do not have access to a cell phone, you can create a free account at <https://protonmail.com/signup> without including a phone number.

These services currently offer free emailing:

- Google Mail or “GMAIL”: www.gmail.com
- Outlook: <https://outlook.live.com/owa/>
- AOL: <https://login.aol.com>
- ProtonMail: <https://protonmail.com/signup> (no phone number necessary)
- Computer Skills Website: <https://www.fairshake.net/computer-skills-email-2/>

Free Cell Phone Services:

- If you are a Pennsylvania resident you can qualify for an [assurance wireless phone](#). To qualify, you would need to collect government assistance in some form, such as
 - Medical
 - SNAP/food stamps
 - Social security
 - Housing assistance

Most social services agencies know about the assurance wireless or qlink wireless free phone service. Just let them know that you want the free assurance wireless service, and you should be able to apply on the spot. In Philadelphia, Assurance wireless representatives usually set up posts near most homeless shelters and will complete the application for the participant on the spot for free, and they'll leave with a phone. They set up posts in front of Broad Street Ministry on Thursdays during open hours when the weather breaks, 15th and JFK, Walmart on Christopher Columbus Boulevard in South Philly.

To apply online and have a phone shipped to a local address, visit <https://www.assurancewireless.com/apply-now>. To speak to an Assurance Wireless representative in your neighborhood, call 1-888-898-4888.

Computer Classes and Services

1. The Free Library of Philadelphia offers computer classes at many neighborhood libraries. By taking these classes, you can learn computer fundamentals like setting up an email account, using Microsoft Word and Excel, searching and applying for jobs online, and much more. Computer classes are available for all skill levels. Some of the classes are also offered in Chinese and Hindi languages. To find classes near you, go to libwww.freelibrary.org/programs and select “computer classes.”

The Free Library also has Hot Spots and neighborhood library computer labs to bring computer access, classes, and the internet to neighborhoods throughout Philadelphia. Hot Spots and computer labs provide guided instruction as well as open-access computer time. See freelibrary.org/hotspots for locations.

The public computers at all 54 neighborhood library locations provide internet access, word processing, and printing (25 cents per page) for Free Library card holders. Free Wi-Fi is also available at all locations. For more information, contact your local neighborhood library or call **215-686-5322**.

2. **Technological Literacy Courses through Philadelphia OIC.** Join the Technology power skills center and take advantage of free digital literacy courses. These introductory courses will familiarize you with internet basics, understanding WiFi, how to use email, and other programs and applications. You will also learn to build a resume in Microsoft Word and how to apply to jobs online.

To join the next class, call (215) 236-770 ext. 348 or email Program Contact JaRonn Burnett at jburnett@philaoic.org. You can also visit this site to learn more about the program: <https://www.philaoic.org/programs/computer-literacy>.

Free computer and internet access is available at the Free Library of Philadelphia.

Get Started: Visit your neighborhood library, call **215-686-5322**, or visit freelibrary.org/locations. For a complete list of free internet resources, see Appendix.

Healthcare**PA Enrollment Services**

The Department of Human Services works with PA Enrollment Services to enroll members in the HealthChoices program. The HealthChoices enrollment specialists help people who are enrolled in Medicaid to choose a health plan.

- You can call an enrollment specialist at 1-800-440-3989. If you need to apply for Medicaid first, you may apply online at <https://www.compass.state.pa.us/compass.web/Public/CMPHome> or contact your local County Assistance Office. Find your County Assistance Office here: <https://www.dhs.pa.gov/Services/Assistance/Pages/CAO-Contact.aspx/>.

Oak Street Health

This primary care center in Pennsylvania accepts Medicare insurance. They provide chronic condition care, wellness & preventive care, psychiatry, behavioral health, and medicare benefit support.

Locations

- Aramingo- 3621 Aramingo Ave. Philadelphia, PA 19134
 - M-F 8:00am-5:00pm
- Cheltenham- 2401 West Cheltenham Ave. Wyncote, PA 19150
 - M-F: 8:00am-5:00am
- Cobbs Creek- 6232 Market Street Philadelphia, PA 19139
 - M-F: 8:30am-4:30am
- Fern Rock -1200 West Godfrey Ave Suite 3100 Philadelphia, PA 19141
 - M-F 8:00am - 5:00pm
- Germantown - 220 West Cheltenham Ave Philadelphia, PA 19144
 - M-F 8:00am - 5:00pm
- Parkside - 5050 Parkside Ave, Suite 2 Philadelphia, PA 19131
 - M-F 8:00am - 5:00pm
- Roosevelt - 2311 Cottman Ave, Suite 71 Philadelphia, PA 19149
 - M-F 8:00am - 5:00pm
- South Philly - 2310 S. Christopher Columbus Blvd Philadelphia, PA 19148
 - M-F 8:00am - 5:00pm
- Strawberry Mansion - 2301 North 29th St Ste 500 Philadelphia, Pa 19132
 - M-F 8:00am - 5:00pm
- University City - 37 South 40th St Second Floor Philadelphia, PA 19104
 - M-F 8:00am - 6:30pm

Institute for Community Justice

ICJ provides links to healthcare, free of charge and regardless of patients' insurance status. These services include:

1. **BenePhilly**: Offers FREE one-on-one enrollment support to help Philadelphia residents apply for over 20 public benefits. Trained counselors assist with completing applications, organizing key documents, and tracking their applications' status.
 - Contact them at benephilly@phila.gov or (844) 848-4376
2. **Diana Baldwin Mental Health Clinic**: Provides culturally competent behavioral health services that address the psychological, social, and emotional needs of every patient.
 - Make an appointment or direct questions at 215-525-8657
 - They are located at 1211 Chestnut Street, Suite 605, Philadelphia, PA 19107
3. **FIGHT Family Dentistry**: Specializes in a trauma-informed approach to dental care and welcomes patients with dental anxiety or a history of infrequent dental visits. We also coordinate with Philadelphia FIGHT medical providers and case management to ensure priority scheduling for existing FIGHT patients.
 - Contact them at 215-525-3046 or dental@fight.org
 - They are located at 1207 Chestnut Street, 4th floor, Philadelphia, PA 19107
4. **John Bell Health Center**: Provides comprehensive, culturally competent primary medical care to adults age 18 and older.
 - Contact them at (267) 725-0252
 - They are located at 1207 Chestnut St., 3rd floor Philadelphia, PA 19107

Philadelphia Health Access Network (PHAN)

PHAN impacts individuals by giving them the tools and confidence to navigate the healthcare system, leading to increased continuity of coverage and ultimately, better health outcomes. Over the past five years, PHAN has enrolled over 9,500 Pennsylvanians in healthcare coverage and fielded tens of thousands more questions about health coverage that come in through our toll-free health insurance helpline. Beyond this, PHAN works to ensure that those we have enrolled understand their benefits, know how to access them, and ultimately are empowered to get the care they need.

- Through this link <https://pahealthaccess.org/gethelp/> or through calling (877) 570-3642, PHAN will help set you up with an affordable healthcare provider, and help you figure out if you are eligible for other benefits. You may also email them at helpline@pahealthaccess.org with any questions.

Delaware Valley Community Health

Delaware Valley Community Health (DVCH) is a community-focused health care organization providing affordable, accessible, primary medical, dental and behavioral health care and preventive services to the uninsured and underinsured patients in its service area. DVCH accepts all insurances and patients are eligible for the Sliding Fee Discount Scale (SFDS) according to their income and family size.

Locations:

- Fairmount Primary Care Center - 1412 Fairmount Avenue Philadelphia, PA 19130
 - Medical: 215-235-9600, Dental: 215-684-5349
- Fairmount Primary Center at Girard - 820 W Thompson Street Philadelphia, PA 19122
 - 215-827-8010
- Fairmount Primary Center at Horizon House - 5901 Market St. Philadelphia, Pa. 19139
 - 215-222-2466
- Maria de los Santos Health Center - 401 West Allegheny Avenue Philadelphia, PA 19133
 - Medical: 215-291-2500, Dental: 215-291-2509
- Maria de los Santos Women's Health Center - Plaza Allegheny 400 West Allegheny Avenue, Unit B-5 Philadelphia, PA 19133
 - 215-207-0522
- Maria de los Santos Express Care Center - Plaza Allegheny 400 West Allegheny Avenue, Unit B-3 Philadelphia, PA 19133
 - 215-546-7501
- Norristown Regional Health Center - 1401 DeKalb Street Norristown, PA 19401
 - Medical: 610-278-7787, Dental: 484-322-2449
- Parkview Health Center - 841 East Hunting Park Avenue 2nd Floor Philadelphia, PA 19124
 - Medical: 215-537-7695, Podiatry: 215-291-9591

Mental Health Services:

The Following Resources are connective hubs for low to no cost mental health and counseling services.

Pan American Mental Health

PanAmerican has a reentry services department for returning citizens who need free psych evaluations. A psych evaluation depicting a mental illness is a great way to help fast-track you to obtain social security benefits.

Pan America is also a Medication Management hub, to re-up on your prison medication or be prescribed new ones.

If you have a spouse or children, Pan America is a great one stop shop for your entire family's mental health. They have Individual & Family Psychotherapy services and Family based mental health.

Pan American Mental Health welcomes Spanish-speaking individuals and has bilingual doctors, nurses and staff. They are open for walk-in at three locations:

- 4519 N 5th Street, Philadelphia, PA 19140 M-F 8:00am - 8:00pm. Phone - 215-457-1620.
- 2561 N Front Street, Philadelphia, PA 19133 M-F 8:00am - 8:00pm. Phone - 215-425-8909
- 1 Wilson Ave, Bristol, PA 19007 M-F 8:00am - 8:00pm. Phone - 215-788-6080

NAMI | Other Support Resources

NAMI PHILADELPHIA is an affiliate of The National Alliance on Mental Illness (NAMI), the nation's largest grassroots mental health organization. They offer numerous free crisis hotlines, support groups, and family resources.

Get Started: Call us at 267-687-4381 and dial 1 for the Helpline option. NAMI can help connect you with services, resources, and information. If you are experiencing a mental health crisis: **Suicide and Crisis Intervention Hotline: (215) 686-4420. National Suicide Prevention Lifeline 1-800-273-TALK extension 8255.**

Northeast Treatment Center “NET”

NET is dedicated to helping individuals and families heal, recover, and rebuild their lives through providing services regarding addiction recovery, mental health, child welfare, and juvenile justice.

- Location: 499 N 5th St Suite A Philadelphia, PA 19123.
- Phone: 215-451-7000

DBHIDS | Department of Behavioral Health and Intellectual Disability services

The 24-hour Mental Health Delegate Line provides a variety of services, including consultations, referrals, deployment of crisis specialists, and short-term mental health residencies.

- For more information on the services offered, visit <https://dbhids.org/>. The cost is free. Free. Contact them at (215) 685-6440.

Depression, Anxiety, and Addiction Resources in Philadelphia PA

Healthy Minds Philly is a connective hub of a wide array of services pertaining to mental health, grief, addiction, substance use, familial safety provisions, and food and housing resources. Access this compiled resource list, which includes free to low-cost mental health service providers, at <https://healthymindsphilly.org/resources/>

Open Path Philadelphia, PA

Open Path Philadelphia is an online service that will match you with a Therapist that will provide low-cost personal psychotherapy services between \$30 and \$60 dollars per session. Sessions are offered in person and online. You will also be responsible for paying a one-time \$59 fee for a lifetime Open Path membership. You can search for a therapist for free before booking a session or purchasing a membership.

- Visit openpathcollective.org or <https://openpathcollective.org/city/philadelphia/> to learn more.

Courdea

Courdea provides treatment for behavioral, mental health, and relationship concerns. They are experts in treating people who have acted harmfully or have personal and relationship issues. Courdea accepts a growing list of private insurance and may offer fees on a sliding scale. Fee subsidies are available for some clients receiving treatment for harmful behavior.

- Call them at 215-242-2235 or visit <https://www.courdea.org/treatment-2/treatment/>.

Black Men Heal

Founded in 2018 by Tasnim Sulaiman, the nonprofit aims to remove the stigma attached to mental health care for men of color, connect providers with clients, and eliminate the cost of quality therapy. BMH provides eight free, in-person therapy sessions to men of color. The first eight sessions are free; after that, providers will accept insurance and/or offer reduced rates for those who lack insurance.

- Apply for their services at <https://blackmenheal.typeform.com/to/eaXNIo>.

Drexel Psychological Services Center

Drexel University offers individual and group counseling through its professionals and doctoral students to any Philadelphian, Drexel affiliation or not. Services cost \$15 per hour if you make less than \$30,000 per year and go up to \$50 per hour for income of \$120,000 and up.

- To schedule an intake, call 215-553-7128.

Hispanic Community Counseling Services

The Latino-operated Hispanic Community Counseling Services offers high-quality mental health, substance abuse, and educational services and does not turn away undocumented patients. They charge using a sliding scale.

- Contact the 1952 Allegheny Avenue location at (215) 291-8151 or the 3221 Kensington Avenue location at (215) 425-6900.

Jewish Family and Children's Services of Greater Philadelphia

JFCS provides counseling for adults, teens, and children. The nonprofit also hosts workshops about substance abuse, violence, and cyberbullying and even has a “friendly callers line,” operated by volunteers on Monday through Friday, 9am to 5pm, for anyone feeling lonely or isolated, at (267) 256-2075. JFCS offers a sliding scale and Financial Assistance Program.

- To apply, visit <https://jfcsp Philly.org/request-service/>.

Mango Tree Counseling and Consulting

Mango Tree LLC is a mental health resource center based out of William Way Community Center. Its focus is on counseling Asians and Asian Americans. Services include couples therapy, wellness seminars, and group therapy. They charge using a sliding scale from \$60 to \$90 per week.

- Contact them for a free phone consultation at (267) 204-2706.

WOAR

WOAR provides free trauma informed therapy services to children and adults who have experienced sexual violence. It does not matter if the sexual trauma occurred yesterday or 40 years ago. WOAR works with everyone. Regardless of gender or disability, anyone who has experienced this type of trauma (or is concerned about someone who has) may call WOAR's Hotline (215-985-3333).

- They are located at 1617 John F Kennedy Blvd., Suite 800, Philadelphia, PA 19103. Learn more at <https://www.woar.org/about-woar/>.

CHOICE

CHOICE provides children and family services, domestic/sexual violence education, drug/alcohol treatment, education, health information, re-entry services, and reproductive health information.

- They are located at 1233 Locust Street Philadelphia, PA 19107.
- You may contact them at PO Box 40835 Philadelphia, PA 19107
- You can call them at (215) 985-3356 ext 12.
- Learn more at <http://www.choice-philadelphia.org/wp/>.

COMHAR

COMHAR provides a wide variety of programs for individuals and families affected by mental health or intellectual disability issues.

- They are located at 100 W Lehigh Avenue, Philadelphia, PA 19133.
- You may contact them at (215) 203-3000. Learn more at <https://www.comhar.org/services>.

Hotlines

Note: In case of emergency, always call 911.

[Crisis hotlines and resources](https://www.apa.org/topics/crisis-hotlines): visit <https://www.apa.org/topics/crisis-hotlines>

24-Hour National Suicide Prevention Lifeline | 1-800-273-8255

Available 24 hours a day, 7 days a week via phone and online chat. The National Suicide Prevention Lifeline provides free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

National Domestic Violence Hotline | 1-800-799-7233

Available 24 hours a day, 7 days a week via phone and online chat. The National Domestic Violence Hotline (The Hotline) is available for anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

National Alliance on Mental Illness (NAMI) Helpline | 1-800-950-6264

Available Monday through Friday, 10:00am to 6:00pm Eastern Standard Time. The NAMI Helpline assists individuals and families with questions about mental health disorders, treatment, and support services.

SAMHSA's National Helpline | 1-800-662-4357

SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.

Get help immediately by calling 1-888-501-8982 to speak with an addiction helpline advisor now. In case of an emergency, always call 911.

Accessing Mental Health Services: Alcohol and Substance Abuse Services

Alcohol and Substance Abuse Services

Peace Valley Recovery

This resource details several options for Drug and Alcohol Resources in Philadelphia, including residential treatment facilities, emergency services, outpatient services, support groups, and sober living centers.

- They can be contacted 24/7 at 267-263-7303 or visit peacevalleyrecovery.com.

Free Alcohol, Drug and Other Rehab Resources in Philadelphia, PA

This resource details several options for Drug and Alcohol Resources in Philadelphia, including residential treatment facilities, emergency services, outpatient services, support groups, and sober living centers.

- Visit <https://www.freerehabcenters.org/city/pa-philadelphia> to find out more.

Philadelphia, PA Free and State Funded, Non-Profit Rehab Centers

This resource details several free rehab centers in the Philadelphia Area. They are familiar with the application processes and can guide you according to your insurance status.

- For faster service, call 800-607-2263 to speak with one of their advisors.
- Visit <https://www.freerehab.center/ci/pa-philadelphia> for more information.

New Jerusalem Laura Drug and Alcohol Treatment Center

New Jerusalem Laura Drug and Alcohol Treatment Center Men and Women's drug and alcohol treatment center recovery.

- They are located at 2101 W Norris St Philadelphia, PA - 19121
- Call 215-763-8806 to find out more

Project Home Philadelphia

Project Home Philadelphia provides housing and employment services, health care, behavioral health, and substance abuse treatment, food, clothing, and education.

- They are located at 1515 Fairmount Avenue Philadelphia, PA 19130
- You can reach them at 215-232-7272

Redirection Center Substance Abuse Recovery

Redirection Center Substance Abuse Recovery provides substance abuse counseling, transitional apartments, job readiness training and more.

- You can contact them at 215-535-8581 or PO Box 23072 Philadelphia, PA 19124

St. Elizabeth's Recovery House

St Elizabeth's Recovery House offers 26 single-room occupancy units for men who are homeless and have a substance use disorder (with or without a co-occurring mental illness).

- They are located at 1850 North Croskey Street Philadelphia, PA 19121
- You can reach them at (215) 763-1820

Behavioral Health Special Initiative (BHSI)

BHSI provides telephone assessments, referrals and drug and alcohol treatment funding for men and women in Philadelphia who are uninsured or underinsured. Referrals to BHSI can be made by the individual seeking treatment, crisis response centers, hospitals, drug, and alcohol treatment providers, and community organizations. Referrals are made to licensed, contracted drug and alcohol providers within and outside of the city. BHSI is part of the Department of Behavioral Health and Intellectual disability Services (DBHIDS)

- Call (215) 546-1200 or visit bhsi-dbhids.org

Hazleton Treatment Center (outpatient opioid treatment)

Hazleton Treatment Center is an outpatient treatment center located in the Hazleton Shopping Center that provides substance abuse medication-assisted treatment and individual/group counseling. They are willing to accept patients with criminal backgrounds on an outpatient basis.

- Website:
<https://pinnacle-treatment.com/location/pennsylvania/hazleton/hazleton-treatment-services/>
- Address: 534 W Broad St., Hazleton, PA 18201
- Contact: (570) 535-3412

The Keenan House (inpatient addiction treatment)

The Keenan House exclusively serves men and involves psycho-educational treatment. Many of their clients are referred through the criminal justice system.

- Address: 18 S. 6th St., Allentown, PA 18101
- Contact: (610) 439-8479 or email: keenanreferrals@treatmenttrends.or

ADAPPT Residential Reentry & Treatment Services (Berks Cty, PA)

Administers chemical dependency treatment programs for men and women who are under sentence and who have been classified to minimum release custody. The chemical dependency program involves both group and individual therapy that is reality based, concentrating on preparing each client to cope drug and alcohol free upon reentry to independent living. Group Home residency is designed to assist clients in acquiring basic living skills to cope in an ever-changing society.

- Address: 428 Walnut St., Reading, PA 19601
- Contact: (610) 478-8600 or visit

https://berks.pa.networkofcare.org/mh/services/agency.aspx?pid=ADAPPTGEO_2_762_1

Conewago Place

The inpatient drug and alcohol treatment program for men focuses on an holistic approach to achieve and maintain sobriety. They target patients' spiritual, physical, mental, and emotional needs through and provide various types of individual and group therapy, gardening activities, job training, music therapy, nutrition training, ServSafe and First Aid/ CPR certifications and more.

- Website: <https://www.firetree.com/locations/conewago-place/>
- Address: 424 Nye Rd, Hummelstown, PA 17036
- Phone: (717) 533-0428

Victim Services**Philadelphia County Victims Services, Office of the District Attorney**

Provides support and services for victims of crime in Philadelphia, and specialized services for elderly victims.

- Located at The Widener Building Three South Penn Square Philadelphia, PA 19107
- Call (215) 686-8027 or visit www.phila.gov/districtattorney

Philadelphia Juvenile Victim Services

Offer services for victims of juvenile offenders and juvenile victims of adult offenders.

- Call (215) 686-4095 or (215) 686-7604
- Located at 1801 Vine Street Philadelphia, PA 19103

North Central Victim Services

Help for victims of all crimes in the 22nd and 23rd Police Districts.

- Call (215) 763-3280 or visit www.northcentralvictimsservices.org
- Located at 1415 N. Broad Street, Suite 222 Philadelphia, PA 19122

Northeast Victim Services

Advocacy, support, and assistance for victims of crime in the 2nd, 7th, 8th, and 15th Police Districts.

- Call (215) 332-3888 or visit www.nevs.org
- Located at Revere Commons, Suite 4, 2824 Cottman Avenue Philadelphia, PA 19149

Northwest Victim Services

Support, advocacy, and assistance for crime victims in the 5th, 14th, 35th, and 39th Police Districts

- Call (215) 438-4410 or visit www.northwestvictimsservices.org
- Located at 6301 Germantown Avenue 2nd Floor, Suite 1 Philadelphia, PA 19144

Victim/Witness Services of South Philadelphia

Direct assistance and support for crime victims, witnesses, and families in the 1st, 3rd, and 17th Police Districts

- Call (215) 551-3360 or visit www.vwssp.org
- Located at 1426 South 12th Street Philadelphia, PA 19147

Mentors/Life Coaches and Support-Based Organizations**The Pennsylvania Prison Society Mentoring Program**

The program is currently offered 6 months prior to release for men incarcerated in SCI Chester and SCI Phoenix. Mentorship continues after returning home.

- *Get Started: You must be incarcerated at either Chester or Phoenix to be eligible.*
- Visit <https://www.prisonsociety.org/mentoring>

Action Wellness Programs

Action Wellness provides an array of medical case management, housing, drug rehabilitation, employment, and peer support programs for returning citizens.

- Located at 1216 Arch Street, 6th Floor, Philadelphia, PA 19107
- Call 215-981-0088 or visit www.actionwellness.org

Focus on Fathers (FOF)

FOF is a community-based fatherhood support program that offers parenting education, case management, and job-readiness training. FOF helps fathers create and maintain healthy, positive involvement in their children's lives. The overall goal of these services is to increase the participation of fathers in activities that support an active and positive parenting role. All of our services are free and voluntary and are open to any Philadelphia father, stepfather, or other male caregiver who has a child age 24 or younger.

- Address: Centre Square East, 1500 Market Street, Philadelphia, PA 19102
- Get Started: Call 267-765-2361 or email lwoody@phmc.org
- Website: www.focusonfathers.org

Scranton Catholic Social Services

The Scranton Catholic Social Services serves those in poverty and hardship. They have food pantries located in Carbondale, Hazleton, Scranton, and Wilkes-Barre. They also have regular food and clothing distributions in Carbondale, Hazleton, and Scranton. They also provide emergency shelter to those in need in Scranton, Wilkes-Barre, and Hazleton. They coordinate permanent supportive housing for young adults and individuals with mental health challenges needing assistance with life skills and preparation for independent living.

- Address: 300 Wyoming Avenue, Scranton, PA 18503-1279.
- Website: <https://www.dioceseofscranton.org/css/catholic-social-services/>
- Call (570) 207-2238

Legal Services

Notice: The Liberation Foundation is not a law firm and cannot provide legal advice.

Community Legal Services Philadelphia

Provides free legal services and assistance to those with a criminal record. CLS can help waive or reduce debts, payment plans, and costs associated with your case. In addition, CLS helps individuals that may not be eligible for employment due to their criminal record. They are taking clients by phone only.

- Call (215) 881-3700 to set up an appointment.

Philadelphia Legal Aid Network

Navigate their updated site to find answers to your legal questions, talk with a navigator on LiveChat, and locate public defenders or legal aid providers in your county.

- Visit <https://palegalaid.net/find-legal-help> to find out more

HAP Lawyers “Homeless Advocacy Project”

HAP assists in retrieving identity documents like birth certificates, social security cards, fast-tracking you to disability benefits (SSI & SSDI), reconnecting with your children after incarceration, receiving veteran benefits, and more.

- Located at 1429 Walnut Street, 15th Floor Philadelphia, PA 19102
- Call 215-523-9595, Toll Free: 800-837-2672
- Email: info@haplegal.org

Senior Law Center Services

SeniorLAW Center provides a wide array of civil legal services across Pennsylvania. With offices in Philadelphia, Bucks, Chester, Delaware and Montgomery Counties, as well as statewide services for older Pennsylvanians through its statewide PA SeniorLAW HelpLine, they pursue justice for older people.

- Phone: Intake Line (215) 988-1242, Monday through Thursday, 10:00 a.m. – 12:00 p.m.
- Walk-Ins *for emergencies only*: Tuesdays and Thursdays, 9:00 a.m. – 12:00 p.m. at Two Penn Center, 1500 John F. Kennedy Boulevard, Suite 1501 Philadelphia, PA 19102
- Emergencies are: elder abuse, eviction, loss of home (i.e. mortgage foreclosure, imminent eviction), recent utility shutoff, frozen bank account, unauthorized use of bank account or credit card
- Victims of elder abuse can walk in or call our office anytime the office is open

GED or High School Equivalency Assistance

Institute for Community Justice (ICJ)

The ICJ provides free GED assistance. They partner with The Helms Academy to provide quality, free GED classes and adult learning opportunities. These are available virtually so people can participate at their own pace. The Helms Academy also provides connection to college classes and pays for the GED test.

- To be referred for GED services, please contact Marlon MacAllister at mmacallister@fight.org or 215-525-0460 x362.

Philadelphia OIC GED/High School Equivalency Training

Prepare to earn your GED or High School Equivalency! These courses will help prepare you for your exam.

- Call Philadelphia OIC at (215) 236-7770 and press 0 to speak with an operator. You can also email the program contact JaRon Barnett at jb_arnett@philaoic.org to express interest. Learn more at <https://www.philaoic.org/programs/hiset-training>.

Beyond Literacy

Beyond Literacy provides free classes and training to help adults achieve their personal and professional goals. They offer Adult Basic Education, high school equivalency preparation (GED® and HiSET® tests), workforce preparation, and English language classes and tutoring—at zero cost.

- Locations:
Center City: 211 N. 13th Street, 4th Floor Philadelphia, PA 19107
North Philadelphia: 100 W. Oxford Street Suite W-1000 Philadelphia, PA 19122
West Philadelphia: 229 N. 63rd Street Philadelphia, PA 19139
- Learn more at <https://beyondliteracy.org/programs/> or call 215-474-1235.

High School Diploma Correspondence Programs

American School

Offers accredited middle school and high school courses at an affordable cost. www.americanschool.org.

- You can reach them at 2200 East 170th Street Lansing, IL 60438, 708-418-2800, customerrelations@americanschool.org, or learn more at www.americanschool.org.

Brigham Young University (BYU)

BYU Independent Study is a nonprofit educational program that offers online courses for university, middle, and high school and free non-credit courses.

- You can reach them at 120 Morris Center Provo, UT 84602-0300, indstudy@byu.edu, and 1-800-914-8931. Learn more at is.byu.edu.

North Dakota Center for Distance Education

Offers a High School Diploma program with a variety of courses available.

- For more information, contact NDCDE to speak to an academic advisor. You can reach them at 4776 28th Ave S Suite 301 Fargo, ND 58104, ndcde.enroll@k12.nd.us or 701-298-4830. Learn more at www.ndcde.org.

Higher Education Opportunities

Community College of Philadelphia's **I am more** reentry engagement program

I Am More is a college-wide initiative designed to holistically address the academic, career and social needs of formerly incarcerated students as they pursue a certificate or associates degree at the college

- Get Started: Contact Derrick A. Perkins, 215.751.8877 or iammore@ccp.edu

Correspondence Courses by Mail

Seattle Central Community College

This Washington-based community college offers more than 30 correspondence courses that can be taken by mail. All courses must be completed within six months of their start date, and enrollment is open to anyone 18 years or older. The credits earned from these courses may be applied to associate degree programs at the school.

Some courses available by mail include: Principles of Accounting, Microeconomics, Medical Terminology, General Psychology, U.S. History, Oceanography, History of Jazz, and Human Nutrition.

- Contact the Distance Education program and request an enrollment packet at 206.934.4060, 1.800.510.1724 or corres@seattlecolleges.edu
- Address: Correspondence Courses Program, Seattle Central Community College, 1701 Broadway, BE 1140, Seattle, WA 98122

Oklahoma State University

Oklahoma State University (OSU) offers a variety of courses that can be completed by mail through its Correspondence Education Office. Most courses must be completed within one year, though some have shorter time frames. It is not possible to complete an entire degree program through correspondence learning at OSU, but students can apply their credits towards an on-campus degree program. Correspondence courses available from OSU include: Technical Writing, Fire Protection Management, Introduction to Literature, Elementary German, Calculus, Linear Algebra, American Government, and Meteorology.

- Call the Office of Individual Study at 405-744-6390.

Murray State University

This 4-year school in Murray, Kentucky, offers correspondence courses through its continuing education division. These courses are available to U.S. residents who have a high school diploma or equivalent. Students must complete the course within 52 weeks of enrollment, and final exams must be taken either on campus or at a local location under supervision of an approved proctor. Courses available by mail from Murray State include: Animal Science, American National Government, Personal Health Issues, Foundations of Public Administration, and State and Local Politics.

- www.murraystate.edu/academics/continuingeducation/distancelearning/correspondencecourses/howtoapply

Adams State University

This university offers correspondence courses at the undergraduate and career levels for prisoners. They are regionally accredited by the North Central Association of Colleges and Schools, offer a Masters of Business Administration degree, and offer all of their courses in a paper-based format. They are also very prisoner-friendly, offer all of the courses required to earn their master's degree, and even waive their application fee for incarcerated students.

- *Get Started:* Contact the program at distanceadvisor@adams.edu or 800-548-6679 and learn more at www.exstudies.adams.edu. Their address is: Adams State University Extended Studies, 208 Edgemont Boulevard, Suite 3000, Alamosa, CO 81102

Colorado State University at Pueblo

CSU-Pueblo's External Degree Completion Program provides print-based correspondence courses for two different bachelor's degrees: Bachelor's degree in Sociology with a general track or with a criminology emphasis and a Bachelor's degree in Social Science.

Get Started: Contact the program at coned@colostate-pueblo.edu or 719-549-2316 and learn more at www.coned.colostate-pueblo.edu. Their address is: Division of Continuing Education, 2200 Bonforte Blvd., Pueblo, CO 81001

Job-Searching: The Basics

For most jobs, you will generally need:

- A State ID
- An address to list as your residence
- A resume

Building a Resume

Your resume is a document showing your contact information, work history, educational background, and other qualifications for a job. Resumes typically highlight your employment history in chronological order—with the most recent job listed first, followed by the job before that and so on. You may also include volunteer experience or training programs on a resume. Some resumes are organized by skills, instead of by time order.

If you took advantage of trainings and work opportunities in prison, you can include these experiences on your resume. Write the name of the facility and your job title. (*Example: House of Corrections, Clerk*). You should also mention the skills you used and developed and the contributions you made to the department. If you completed any education while in prison, write the name of the institution and details of the training in the education section.

Employers may not be interested in your early careers or prison-related jobs from more than 10 years ago. Resumes are not the place to mention your criminal background or your weaknesses, but you should not lie about your past. Resumes should communicate what you can do for the employer. Criminal history can always be addressed during the interview.

Carry copies of your resume to interviews, meetings, and job fairs. Leave copies of your resume with placement agencies. It is also advisable that you create two or more resumes, each with a different focus, if you are applying for a wide range of jobs. If you have different types of jobs in your work history, you may emphasize some experiences in applying for one job and others for another job, according to the job requirements.

Remember, once you've completed your resume, save it on a disc, flash drive, or computer! You can also email it to yourself so you have it on hand! The Free Library of Philadelphia has resume-building software on almost all its public computers. Please contact your neighborhood library for assistance or visit the Workplace department at Parkway Central Library to get help with your resume.

An example of a strong resume is in the appendix on pages 53 and 54.

Job Training and Career Development Programs:

<https://philadelphiaskills.org/jobs/>

The West Philadelphia Skills Initiative (WPSI)

WPSI designs and runs programs which connect people to the tools and support needed to build a career that is meaningful to them. Upon completing one of WPSI's training programs, participants have an opportunity to interview for a job with our employer partners. Although WPSI does not guarantee job placements, 95% of their participants secure a position upon graduation.

To join WPSI's career development program, you must be unemployed, live in Philadelphia and have a high school diploma or GED.

There are several organizations around Philadelphia that offer resources to help build skills necessary for a successful job search and begin the process of finding a job.

Free Library of Philadelphia

The Free Library offers assistance for resume writing, online applications, and job-search basics. Provides current information and resources on changing careers, job searching techniques, and emerging employment fields to help career changers and job seekers achieve their goals

- Location: The Workplace, 1901 Vine Street, Philadelphia, PA 19103 215-686-5436
- freelibrary.org/jobseekers

51/03 Philly's Auto and Parole

Hands on automotive training for pre-entry & re-entrants. *Participants can get certified through this program! Project HOPE is happy to write a letter on your behalf as needed.

- Interested to learn more or schedule a visit? Call Jermaine Womack at 1-855-726-5226 or phillysautoandparole@yahoo.com. You can visit in person M-F 9:00am - 5:00pm at 5224 Woodland Avenue, Philadelphia, Pennsylvania 19143

Philadelphia Unemployment Project (PUP)

PUP provides job-search services, including support groups for job seekers, help with resumes, computer access, and one-on-one coaching. It provides resources, guidance, and support for returning citizens.

- Location: 112 N. Broad Street, 11th Floor, Philadelphia, PA 19102
- www.philaup.org

PA CareerLink Philadelphia

PA CareerLink serves as a "no-cost" bridge to connect the business community, the job seeker, and the career planner. They offer comprehensive services including one-on-one career counseling, skill assessment, adult education, and various workshops centered around employment, finances, etiquette and more.

Locations:

- PA CareerLink® West Philadelphia
 - 3901 Market St., Philadelphia PA 19139
 - Phone Number: (215)473-3630
- PA CareerLink® Center City/Suburban Station
 - 1617 John F. Kennedy Boulevard, Philadelphia, PA, 19144
 - Phone Number: (215) 557-2592
- PA CareerLink® North Philadelphia
 - 4261 N. 5th St. Philadelphia, PA, 19140
 - Phone Number: (215) 967-9711
- PA CareerLink® Northwest Philadelphia
 - 5847 Germantown Ave Philadelphia, PA, 19144
 - Phone Number: (215)987-6503
- Blackwell Regional
 - 125 S 52nd St Philadelphia, PA, 19139
 - Services: Customized Job Search/ Workshops/ IPD's, Job Fairs, Special Events

Urban League of Philadelphia

The Career Center offers services for job seekers, including an orientation, computer lab, résumé workshop, interview workshop, mock interviews (by appointment only for those who have completed orientation), one-on-one job coaching, and information sessions with partnering employers like Walmart, CVS/Caremark, Enterprise Holdings, UPS, and SEPTA.

- Location 121 S. Broad Street, 9th Floor, Philadelphia, PA 19107
- 215-985-3220 x210 or careercenter@urbanleaguephila.org
- urbanleaguephila.org (click on "Job Seeker" in the menu bar at the top)

The Institute for Community Justice’s “Work Readiness/ Job Retention Program”

ICJ hosts evidence-based readiness programs that focus on social development, problem solving, money management, stress management and much more. The program stretches over 2 weeks and Septa bus passes are provided. At the end of each week, all participants will receive a \$100 gift card.

- This program does not happen on a regular basis. To inquire about ICJ’s next job readiness program, contact Jennifer Butler at sbutler@fight.org or via phone at (215)525-0460
- The program will be held at 1207 Chestnut St. Floor 2, Philadelphia, PA 19107

PowerCorps PHL

PowerCorpPHL is a City of Philadelphia AmeriCorps program powered by EducationWorks and aims to reduce recidivism and violence. Young adults between 18 and 30 will work with city departments full-time while receiving a living stipend, followed by intensive job placement support. The program also offers assistance with expungement and mentorship. Almost all participants transition smoothly into the workforce or educational programs. The next cohort will start in January 2023. (*While young adults with criminal records are encouraged to apply, his program is not available for persons convicted of sex crimes or murder).

- You can apply by filling out an online form at <https://www.cognitofrms.com/PowerCorpsPHL1/Cohort20AmeriCorpsMemberApplication>
- You may contact Jaribel James via phone at 267-225-8860 or via e-mail at jjames@educationworks.org.

Baker Industries

Baker Industries’ workforce development program is designed to unlock each person’s unique potential by breaking the barriers to employment for adults currently on parole or probation, people with substance use disorder who are in an active recovery program, people struggling with housing insecurity or people challenged by intellectual or physical disability. Each program participant will work for regular hourly compensation while also being able to engage in workshops, social events, support groups, and more designed to build the confidence and skills needed to succeed in the workplace. (*This program can not support people convicted of sex crimes).

- You can contact Charmane Ogawa at (215)291-5700 or via e-mail at charmane@bakerindustries.org for more information
- You can visit <https://www.bakerindustries.org/> to learn more
- They are located at 3630 I Street, Philadelphia PA, 19134 and 184 Pennsylvania Avenue, Malvern, PA, 19355 (610)296-9795

New Leash on Life

New Leash on Life is a non-profit organization that reconnects past offenders with life skills, transportation, and employment opportunities to prevent and reduce recidivism. Participants are paired with life skill and job training, as well as paid internships and employment opportunities for a successful return to society through economic development. Furthermore, this organization rescues shelter dogs that are at risk of being put down by pairing the dogs with people experiencing incarceration or parole.

- Contact Rob Rosa at 215-595-2495 or via e-mail at robert@newleashonlife-usa.org to inquire about intake and other questions
- You can check out <https://newleashonlife.org/> to find out more

Philabundance

Philabundance is a local non-profit organization that strives to reduce hunger and food waste at the same time by delivering and distributing over 50 million pounds of donated surplus perishables to communities in the Delaware Valley. Their *Community Kitchen* Initiative provides culinary training, life skills, and hope for low-income adults. For 16 weeks students are trained in culinary work while earning their ServSafe Certificates and preparing meals for those in need. Participants, then, receive supportive services for a minimum of 2 years that maximizes their employment opportunities post-graduation.

They also hire for different roles related to the delivery, planning, and organization of food distribution. They offer full benefits, including medical, dental & vision insurance with wellness discounts, 403(b) retirement fund, tuition assistance, paid time off, and more.

- For employment information, contact Jason Starling at 215-770-8467 or via e-mail at jstarling@philabundance.org
- Address: 3616 S. Galloway Street 19133
- For information on the Community Kitchen, contact Candace Matthews at 215-339-0900 or via email at cmatthews@philabundance.org
- Address: 2224 N. 10th Street.

First Step Staffing

First Step has a plethora of work now positions that are background friendly. You have to be able to pass a three-panel drug test and have two forms of identification to qualify for work. City IDs are accepted! They also have a ride-to-work program for anyone without a car. First, second and third shifts are available.

Address: 1952 E Allegheny Ave Suite 500 Philadelphia, PA 19134

- Hours: M-F 9:00am - 5:00pm

Contact: Everett: 215-450-1501

Ready, Willing & Able:

Job training (no placement) for those experiencing homelessness or struggling with substance abuse.

- Website: Rwaphilly.org

Institute for Community Justice Workforce Initiative Network:

The ICJ Workforce Initiative Network is a 10-week paid training program specifically designed to provide support in addressing barriers and preparing individuals for employment success. Earn \$15 an hour and gain access to the Institute for Community Justice partner employers.

- For more information, contact Michael Butler at 215-525-0460 x 270 or email: mbutler@fight.org
- <https://icjphilly.org/programs-services/workforce-initiative-network/>

Pennsylvania CareerLink Apprenticeship Search

CareerLink apprenticeships offer a combination of structured learning with On-The-Job training from an assigned mentor. Related instruction, technical training, or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. Apprenticeships are **paid** programs that aim to provide workers with advanced skill sets that meet the specific needs of employers and prepare them for their future workforce.

Use the search feature at the bottom of the page to search for Registered Apprenticeship programs in your region. Your local PA CareerLink® office will be able to connect you to apprenticeship opportunities and may be able to provide additional funding and other resources to support your apprenticeship training.

- To learn more, find your local PA CareerLink® office at <https://www.pacareerlink.pa.gov/jponline/Apprenticeships/BecomeApprentice>

Boilermakers Local 13 Philadelphia

Apprentices are a vital part of construction project teams that erect pressure vessel assemblies and fabricate metal plates. But today's field construction Boilermaker apprentice is involved in more than just the construction of boilers. You could be involved in the installation of a giant superheater section in a large utility boiler, the erection of a 2,000,000-barrel water storage tank, the placement of a nuclear power plant reactor dome, the replacement of cyclones in a catalytic cracking unit in an oil refinery, or the construction of components at a hydroelectric power station.

- For program questions please contact: info@neaac.net, Jason E. Dupuis and Stephen P. Murphy, Northeast Area Co-Coordinators
- Phone: (860) 569-8368
- When and Where to Apply: Applications distributed last Wednesday of every month 9AM-12PM.
- LOCAL LODGE NO. 13, 2300 New Falls Road, Newportville, PA 19056
- Phone: (215) 785-5536

Roofers Local 30 Apprenticeship Program

Training Center: 2751 E Juniata Street, Philadelphia, PA, 19137

Telephone: (215) 288-8005

Mondays, Wednesdays, and Thursdays you can fill out an application with the assistance of Joe, who will be in the office until 6pm.

The Apprenticeship School year begins in April, but applications are accepted until December.

If you're interested in working with your hands and building structures and facilities that will last a lifetime, a career with Roofers Local 30 is for you. Apprentices earn an average of \$20.54 an hour and get access to great benefits like medical coverage, pensions, vacation funds, and more. Once you've learned the practical and technical aspects of the work, you'll graduate to journeyman status.

Submit an Apprenticeship Form at <https://www.rooferslocal30.com/join-us/>. This requires a valid e-mail address and phone number. A Union Representative will contact you after you have submitted the form online.

Cement Masons and Plasterers Union: Local 592

Three year apprenticeship programs for cement masonry (3,000 hours) and plasterers (6,000).

Applications are accepted once a year, between February 1st - March 15th. Go to

<https://opcmia592.com/training-center/apprenticeship-program/> and click “APPLICATION” to access the form. HSD, GED, Valid Driver's License.

- Cement masons' contact:
 - Call Rob Petracci, Apprentice & Safety Instructor/Coordinator at (215) 468-0235
 - Apprentice Training Center: 2930 Snyder Avenue Philadelphia, PA 19145
 - Requirements: High School Diploma or GED, valid driver's license, and the ability to pass a drug test.

- Plasterers' contact:
 - Call Anthony Ditri, Apprentice & Safety Instructor at (215) 468-0235
 - Plasterers Training Center: NJ Training Center 713 Cherry Street Gloucester City, NJ 08030

Sheet Metal Workers Local 19 Apprenticeship Training Center

Learn all the necessary skills a construction worker needs to thrive in the industry. The types of jobs they are training for include heating, ventilating and air conditioning (HVAC); sheet metal fabrication; and architectural metal installation, including stainless steel, aluminum, copper, and zinc.

The application requires:

- A valid e-mail address, a birth certificate and two forms of identification, a general aptitude test, high school transcripts/ equivalency, and a physical examination, including a drug test

How and where to apply:

Find the application at: <https://apps.lu19.com/applications/>. Complete the application. **Completed Applications will be accepted the second Monday of every month between 8:00am and 4:00pm at:**

Sheet Metal Workers Local 19 Apprentice Training Center

1301 South Columbus Boulevard, Philadelphia, PA 19147 (bring a photo ID).

Inmates to Entrepreneurs: Free Entrepreneurship Classes

Inmates to Entrepreneurs is an organization that provides people with criminal backgrounds access to entrepreneurship classes both in-person and online. A national, free eight-week course is offered via Zoom several times a year. Visit their website to register for the class of your choice. Be prepared to provide your name, email address, and fill out a brief survey about your background. Register for the eight week course at: <https://inmatestoentrepreneurs.org/programs/eight-week-course/>

Online Database: Philadelphia resources for previously incarcerated individuals

Visit <https://philadelphia.pa.networkofcare.org/pr/services/subcategory.aspx?tax=FF-1900> to find job opportunities, apprenticeship opportunities, and other programs. This resource list is continuously updated, however TLF cannot guarantee that these programs will be available to you. Contact the program coordinators to inquire about enrollment.

Impact Services Trade Program

They offer a two week intensive program designed to find career paths and opportunities for returning citizens. <https://www.impactservices.org/jobs/trades-program>.

Center for Employment Opportunities (CEO)

CEO provides people returning from prison immediate paid employment, skills training, and ongoing career support. To offer work experience, CEO operates transitional work crews that provide supplemental indoor/outdoor maintenance and neighborhood beautification services to more than 40 customers across the U.S.

CEO guarantees every participant who completes a one-week job-readiness orientation up to four days a week of transitional work on a crew and daily pay.

In addition to work and daily pay, CEO provides a robust set of vocational support services: when on days participants are not working, they can receive job coaching to find full-time employment. Once participants find full-time positions, CEO continues working with them for a year to ensure they have the support they need to grow in their careers.

How it works:

Step 1: Get a referral:

If you are on community supervision, CEO can work with you to get a referral from your parole or probation officer. Once you are referred, CEO will contact you and invite you to the next scheduled orientation.

Step 2: Attend Orientation:

When you come to orientation, please bring a completed CEO referral form, a release form, a government-issued photo ID, and your Social Security card or birth certificate. During your scheduled orientation with CEO, you will learn how CEO works, enroll in the program, and learn how to earn a paycheck on a transitional work crew. The Liberation Foundation can assist you with printing the required forms if needed.

Step 3: Begin work:

In addition to job coaching and other employment services, CEO conducts outreach to businesses on your behalf and provides retention support for a year after you obtain full-time employment.

Additional information: <https://ceoworks.org/participants-2-1>

Housing Services

Friends Rehabilitation Program (FRP)

<https://friends-frp.com>

(FRP) is a Quaker-related non-profit whose mission is to provide housing and social services for low and moderate income households. Founded in 1961, FRP is governed by Quaker values of caring and respect for every member of the community. Friends Rehabilitation Program is a developer and manager of affordable housing. We currently work in the neighborhoods of Belmont, East and West Poplar, Strawberry Mansion, and University City. FRP partners with neighborhood organizations to build quality, energy-efficient homes for low and middle income first-time homebuyers.

FRP manages housing contracts for returning citizens in the neighborhoods of Belmont, West Poplar, Strawberry Mansion, and Cobbs Creek. You can contact FRP for assistance in your housing application and contract.

Redemption Housing

Redemption Housing is a Christian recovery organization that offers faith-based programming and community support to Philadelphians coming out of incarceration and homelessness. Their mission is “to bring God’s healing and restoration to those affected by incarceration and homelessness, holistically serving them as they transition back into the community, while providing a safe space where they can connect with social services, find meaningful employment, and locate long-term housing.”

- Redemption Housing is open to anyone regardless of faith, though programming, some of which may be mandatory, is organized around the Christian faith.
- Learn more at: <https://redemptionhousing.org/about-us/mission-and-vision/>

Hub of Hope

1400 Arch Street, Sub Concourse level. Phone: (215) 309 5225

Access free coffee, showers, and laundry services while you are looking for housing. Hub of Hope operates year round and offers case management to individuals experiencing homelessness. Get direct help!

- Case Management (8a - 4pm)
- Showers (8a - 3:15p)
- Laundry (8a - 2:15p)
- Transportation to Shelter with CATCH (8a - 12p)
- Living Room Program (8a - 12p)

Sunday Breakfast Mission

Sunday breakfast mission serves people affected by housing insecurity and poverty. They are open 24/7 and offer a men's shelter, 12-month transitional housing program, group volunteer programs, meals, and more.

- They are located at 302 N 13th St, Philadelphia, PA 19107
- 215-922-6400

Gaudenzia Re-Entry House

This is not a walk-in service. If you are interested in getting a bed here, you must go through a case worker or a prison social worker.

- 5401 Wayne Ave Philadelphia, PA 19144
- 215-438-5082

Rental Assistance

The U.S. Department of Housing and Urban Development offers extensive information about reduced cost living accommodations, public housing, rent vouchers, and tenant rights. Please visit the website to learn more about their offerings, and if any of their services are right for you.

- https://www.hud.gov/topics/rental_assistance

U.S. Department of Housing and Urban Development

Use this website to pinpoint affordable housing assistance, public housing assistance, affordable elderly and special needs housing assistance, and resources for homelessness near your current location.

- <https://resources.hud.gov>

Salvation Army

The Salvation Army is an Evangelical Christian organization that services all people, regardless of background. They offer a variety of programs and services such as food pantries, homeless shelters, life skills training, domestic abuse shelters, job training, and rehabilitation.

- <https://resources.hud.gov>

Financial Empowerment Centers

The Philadelphia Financial Empowerment Centers offer financial advice and housing screening specifically for folks who have been incarcerated. Their case workers will assist you with housing needs.

- Call (267) 546-0298 and leave a voicemail, which will automatically be returned within 24 hours

Money Management

1. Get a bank account: Go to a local bank or credit union. Look for a bank or credit union where you can open a free checking account. Get a debit card with your checking account, so you can use your debit card to take money out of your checking account without needing cash. Consider adding a free savings account as well. You will gain a small amount of interest for depositing money in your savings account. Make sure that you set up an online account with your checking and/or savings account. Ask at your bank or credit union if you need help with setting this up. If you are in Philadelphia, the Philadelphia Federal Credit Union is a good place to consider: <https://www.pfcu.com>. Another good option in the Philadelphia area is PNC Bank: <https://www.pnc.com/en/personal-banking.html>. However, there are many other banks or credit unions with similar services, so consider whatever ones are nearest to you and offer free or low cost checking accounts with debit cards and online accounts for managing your money.
2. These websites are useful resources to learn about money management and investments, including stocks and real estate. These resources can teach you many of the relevant concepts and terms that you'll need to understand the technicalities of money management and investing. However, it's important to have someone with experience guide you in the right direction.

Financial Literacy Assistance

Financial Empowerment Center (<https://fecpublic.org>) to receive free, one-on-one financial counseling.

For those in Philadelphia, you can get more information about local Financial Empowerment Centers here: <https://www.phila.gov/programs/financial-empowerment-centers/>.

If you live in another area, look up Financial Empowerment Centers near you. Also take a look at the free counseling resources listed here: <https://www.magnifymoney.com/blog/investing/financial-advice/>.

Prior to purchasing investments in the stock market, or any other investments, you should already have set up your bank accounts, saved beyond your emergency fund, and have begun building credit. Thereafter, consider speaking with your local bank or credit union for investment opportunities.

Prior to purchasing real estate, speak to the Pennsylvania Housing Financing Agency (PHFA) for free counseling on purchasing a home: <https://www.phfa.org/counseling/homebuyers.aspx>.

Advice, news, and information on personal finance, home financing, and investments:

- <https://www.nerdwallet.com>
- <https://www.thepennyhoarder.com>
- <https://www.wisebread.com>
- <https://www.bankrate.com>

Check and track your credit score and learn how to improve your credit score:

- <https://creditkarma.com>

Resource to learn about investing in the stock market:

- <https://www.investopedia.com>

Finding and buying real estate:

- <https://www.realtor.com>
- <https://www.zillow.com>
- <https://www.redfin.com>

For a classic account of personal finance advice, see this free PDF of *The Richest Man in Babylon*, which was written in 1926, but remains relevant as ever for understanding how to manage your money wisely:

<https://thediamondsmine.com/files/Ebooks/Clason-RichestManInBabylon.pdf>.

Benefits & Assistance

BenePhilly

Food, Disability, Social Security, and other benefit applications. Get paired with a counselor who will guide you through the application process. For **help applying for benefits** such as SNAP, Medicaid, SSI, and SSDI benefits, call **BenePhilly** at **844-848-4376**.

- In-person services are currently unavailable. Please note; new COVID-19 rules may make you eligible for benefits even if you have not been eligible before. Call to determine eligibility.

SNAP (Supplemental Nutrition Assistance Program)

<https://www.dhs.pa.gov/Services/Assistance/Pages/SNAP.aspx>

SNAP helps Pennsylvanians buy food. People in eligible low-income households can obtain more nutritious diets with SNAP increasing their food purchasing power at grocery stores and supermarkets. Those who are eligible receive an Electronic Benefits Transfer (EBT) ACCESS Card to make food purchases.

How to Apply:

- **Online:** Apply for or renew your SNAP benefits online by using [COMPASS](#).
- **In-person:** File an application at [your county assistance office](#). You can download an application right here, fill it out, and return it to your county assistance office:
 - [Application for cash assistance, SNAP, and Medical Assistance benefits](#) (English version)
 - If you need help completing the application form or need more information about benefits, trained [county assistance office](#) staff can help you in person.

The following can apply:

- The head of the household
- The spouse of the head of household
- Any other responsible household member
- A designated authorized representative (can be a friend, relative, neighbor, or anyone else the applicant trusts to go food shopping and use their SNAP benefits)

Simple SNAP application

Use the Simple SNAP application for if everyone in the household is age 60 or older or has a disability, purchases and prepares food together, and does not receive any earnings from work. (A household is a group of people who usually purchase and prepare meals together. People in the household are not required to be related.) If you are 60 or older, find helpful information on our [SNAP for Older Adults page](#).

- [Simple Application for Simple Application for Supplemental Nutrition Assistance Program](#) (English)
- [Solicitud simple para el Programa de Asistencia Nutricional Suplementaria](#) (Spanish)

If applying online, [COMPASS](#) will detect if you qualify for the simplified application and provide it for you.

Medicaid

<https://www.benefits.gov/benefit/1148>

Medicaid provides health coverage to millions of Americans, including children, pregnant women, parents, seniors and individuals with disabilities.

To be eligible for Pennsylvania Medicaid, you must be a resident of the state of Pennsylvania, a U.S. national, citizen, permanent resident, or legal alien, in need of health care/insurance assistance, whose financial situation would be characterized as low income or very low income. You must also be one of the following:

- Pregnant, or
- Be responsible for a child 17 years of age or younger, or
- Have a disability or a family member in your household with a disability.

Benefits & Assistance

To be eligible for Medicaid, you must have an annual household income (before taxes) that is below the following amounts:

Household Size*	Maximum Income Level (Per Year)
1	\$17,131
2	\$23,169
3	\$29,207
4	\$35,245
5	\$41,284
6	\$47,322
7	\$53,360
8	\$59,398

To apply online, please visit the [COMPASS](#) online application portal. For additional application information, visit the [Health Care/ Medical Assistance](#) page. You will be able to download an application form directly from the site. You may also find out if you qualify through the [Marketplace](#) application. [Apply for Pennsylvania Medicaid](#)

To learn more about the program, please visit the [Medicaid and CHIP](#) page. 1-866-550-4355

Social Security Disability Eligibility

This website provides a Free disability case evaluation service. This online help form is for anyone interested in finding out if they are eligible for **Social Security Disability** or **Supplemental Security Income** benefits.

Based upon your age, work history, and medical conditions, you may be eligible for either:

- Social Security Disability Insurance (SSDI), or
- Supplemental Security Income (SSI)
- www.disabilityapplicationhelp.org/

Supplemental Security Income (SSI) in Pennsylvania**Free Financial Counseling Services: Financial Empowerment Centers**

Schedule unlimited free financial counseling services through Philadelphia's Financial Empowerment Centers.

- To set up an appointment, call (855) 346-7445
 - All appointments are virtual. Please be prepared to provide your name, a phone number, and email address where you can be reached.

Appendix

Internet Access:

Keypots:

These locations offer free internet access and computer classes throughout the city. To find a KEYSPOt location near you, call 311 or visit phillyKEYSPOTS.org.

North Philadelphia**Asociación Puertorriqueños en Marcha (APM)**

600 W. Diamond Street, 215-235-6070

APM Community & Economic Development Office 1950 N. 9th Street, 267-296-7200**Athletic Recreation Center**

1401 N. 27th Street, 215-683-3600

Cecil B. Moore Recreation Center

2551 N. 22nd Street, 215-683-3600

Congreso de Latinos Unidos

2800 N. American Street, 215-763-8870 x7266

Dignity Housing

5227-R Germantown Avenue, 215-713-0960

Drueding Center

[residency required]

1325 N. Lawrence Street, 2nd Floor

Francisville Recreation Center

1737-39 Francis Street, 215-683-3600

Happy Hollow Recreation Center

4740 Wayne Avenue, 215-683-3600

LNESC

1202 E. Montgomery Avenue, 215-423-4811

Lutheran Settlement House

1340 Frankford Avenue, 215-426-8610 x1292

Mallery Recreation Center

100 E. Johnson Street, 215-683-3600

Martin Luther King Jr. Recreation Center

2101-35 Cecil B. Moore Avenue, 215-683-3600

The Hot Spot at Mercy Ministries

1939 W. Venango Street, 215-686-7501

Nelson Recreation Center

2500-34 N. 3rd Street, 215-683-3600

OIC – MONK Mobile Opportunities

215-236-7700 x348

Project HOME– Honickman Learning Center

1936 N. Judson Street, 215-235-2900

Rivera Recreation Center

3201 N. 5th Street, 215-683-3600

SELF-Urban Affairs Coalition – Station House *[residency required]*

2601 N. Broad Street

Strawberry Mansion Neighborhood Action Center

2829 W. Diamond Street, 215-235-7505

Temple University Community Relations (PASCEP)

1509 Cecil B. Moore Avenue, 2nd Floor,
215-204-2560

The Hot Spot at Village of Arts and Humanities

2544 Germantown Avenue, 215-686-7501

Waterview Recreation Center

5826 McMahan Street, 215-683-3600

Northeast Philadelphia

Roosevelt Playground

6455 Walker Street, 215-683-3600

Russo Park Playground

7321 Torresdale Avenue, 215-683-3600

West Philadelphia

ACHIEVEability

59 N. 60th Street, 215-748-8838

Christy Recreation Center

728 S. 55th Street, 215-683-3600

Drexel Dornsife Center for Neighborhood Partnerships

3509 Spring Garden Street, 215-571-4056

Francis J. Myers Recreation Center

5800 Chester Avenue, 215-683-3600

The Hot Spot at Heavenly Hall

4015 Poplar Street, 215-686-7501

Kingsessing Recreation Center

4901 Kingsessing Avenue, 215-683-3600

Mantua Haverford Community Center

631-39 N. 39th Street, 215-382-4591

People's Emergency Center – Families First

[residency required]

3902 Spring Garden Street

People's Emergency Center – Gloria's Place

[residency required]

3902 Spring Garden Street, 267-777-5867

SELF – Outley House *[residency required]*

6901 Woodland Avenue, 215-496-9610

Shepard Recreation Center

5700 Haverford Avenue, 215-683-3600

Turning the TIDE

425 S. 61st Street, 215-472-8268

Tustin Recreation Center

5901-29 W. Columbia Avenue, 215-683-3600

VICA Technologies, LLC

4163 Lancaster Avenue, 215-386-8140

South Philadelphia

Diversified Community Services – Dixon House

1920 S. 20th Street, 215-336-3511 x324

McAuley House *[residency required]*

1800 Morris Street

Smith Recreation Center

2100 S. 24th Street, 215-683-3600

Vare Recreation Center

2600 Morris Street, 215-683-3600

Center City

Center for Literacy

399 Market Street, Suite 201, 15-474-1235 x207

Philadelphia FIGHT: AIDS Library

1233 Locust Street, 2nd Floor, 215-985-4851

Philadelphia FIGHT: Institute for Community Justice

1207 Chestnut Street, 2nd Floor, 215-525-0460

Philadelphia Unemployment Project

112 N. Broad Street, 11th Floor, 215-557-0822
x110

Starr Garden

600-44 Lombard Street, 215-683-3600

Urban Affairs Coalition

1207 Chestnut Street, 4th Floor,
(215) 851-0110

Example Resume Prompt

FIRST NAME, LAST NAME
PLACE YOUR ADDRESS HERE
CITY, STATE, ZIP CODE
AREA CODE, PHONE NUMBER
[EMAIL](#)

SUMMARY OF SKILLS

- What skills do you have to bring to the competitive market?
 - This includes professional training that you've completed. (Example: Mental Health Training, First Aid Training, etc)
 - This also includes any technological knowledge that you have.
 - How is your communication? (Example: strong communication and public speaking skills)
 - How is your commitment to the industry you're heading into?
-

PROFESSIONAL EXPERIENCE

COMPANY NAME HERE
YOUR JOB TITLE HERE

CITY, STATE
START YEAR - END YEAR

- What were your immediate job duties?
 - How have you thrived in this role? (Did you lead, manage, or get recognized for your work?)
 - How have you developed professionally in this role?
 - What type of work environment was this? (Example: fast-paced)
-

EDUCATION

SCHOOL NAME, SCHOOL CITY, STATE, COUNTY DEGREE, DIPLOMA OR TRADE NAME

REFERENCES

REFERENCE FIRST & LAST NAME, EMAIL OR PHONE NUMBER, PROFESSIONAL OR PERSONAL REFERENCE

INCLUDE 3 REFERENCES

Completed Example Resume

MARK GREEN
123 CALHOUN STREET
TRENTON, NJ, 08618
215-555-5555
markgreen@gmail.com

SUMMARY OF SKILLS

- SERVSAFE CERTIFIED (2022)
 - ANTI OPPRESSION AND RACISM PROFESSIONAL TRAINING
 - MICROSOFT OFFICE EXPERT, CUSTOMER RELATIONSHIP MANAGEMENT
 - PROLIFIC PUBLIC SPEAKER
 - LIVED EXPERIENCE IN THE PRISON SYSTEM
-

PROFESSIONAL EXPERIENCE

COMMONWEALTH OF PENNSYLVANIA
HEAD CHEF

COAL TOWNSHIP, PA
2015 - CURRENT

-
- DELEGATE DAILY KITCHEN MAINTENANCE AND COOKING TASKS
- CREATE MEAL REGIMENT FOR THE WEEK
- OVERSEE THE PROGRESS OF SOUS CHEF & LINE COOKS
- WORK IN A FAST-PACED ENVIRONMENT WITH CHANGING TEMPERATURES
- LOG MEALS SERVED

COMMONWEALTH OF PENNSYLVANIA
BLOCK MAINTENANCE

COAL TOWNSHIP, PA
2009 - 2015

- RESPONSIBLE TO PROPERLY DISPOSE OF ALL BLOCK DEBRIS
 - REQUIRED TO FOLLOW STRICT HEALTH AND SAFETY GUIDELINES WHEN HANDLING TRASH AND BODILY FLUIDS
 - SWEEP & MOP FLOORS, PLUNGE TOILETS, PAINT, BUILDING REPAIR AND HVAC
 - REQUIRED TO PERFORM ALL JOB DUTIES UNDER REGULARLY CHANGING PACE AND WEATHER CONDITIONS
-

EDUCATION

STRAWBERRY MANSION HIGH SCHOOL, PHILADELPHIA, PA, DIPLOMA

2004-2009

REFERENCES

CARLOS MAJOR, CLINICAL PSYCHOLOGIST
MAJORPAYNE@AOL.COM OR 215-777-7777, 10 YEARS KNOWN

