

Reentry Guidebook



2020

A publication of the Michigan State Appellate Defender Office's
Project Reentry and Criminal Defense Resource Center

PREFACE

The 2020 edition of the **Reentry Guidebook** has been in production for three years and was developed by SADO's Project Reentry. Project Reentry was formed in 2016 in direct response to the needs of our clients returning home from long stays of incarceration.

Reentry back into the community for any formerly incarcerated person can be difficult and can be especially difficult for individuals who serve lengthy incarceration stays. Individuals coming home from prison or jail need assistance with identifying community support, learning how to use technology, developing skills to manage finances, finding reliable transportation or obtaining a driver's license, applying for public benefits, finding employment and housing, and much more.

This Guidebook attempts to capture the basic information needed to navigate the sometimes-complicated procedures for obtaining basic needs, such as housing, identification, employment, and education. We hope our client population, and those supporting and serving them, will find this Guidebook useful.

Format. Each chapter contains its own table of contents and cross-references, allowing quick identification of useful material. Key word searching is available on all of our online materials.

Date Coverage. The Guidebook contains information updated through February 2020.

Updates and Internet Coverage. The printed edition is updated and published annually. An electronic version is located on www.sado.org.

Questions, Comments, or Feedback. Users of the **Reentry Guidebook** may address questions, comments, and all feedback to:

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CRIMINAL DEFENSE RESOURCES IN MICHIGAN

Attorneys who represent individuals charged with or convicted of crimes in Michigan's state or federal courts may take advantage of the comprehensive support services provided by the Criminal Defense Resource Center (formerly, the Legal Resources Project). For a quarter century, the CDRC has provided the tools needed for effective representation, all at very low cost. CDRC is funded through the State Appellate Defender Office. In the past, CDRC has received period funding from the Michigan Commission on Law Enforcement Standards, the Michigan State Bar Foundation, and the Bureau of Justice Assistance.

CDRC support services include:

- The *Criminal Defense Newsletter*, published monthly and distributed in hard and electronic copy, covering developing issues, new laws and court opinions, pleadings of interest, local successes and practice tips;
- The Defender Trial, Sentencing, Motions, Habeas, and Appellate Books, comprehensive manuals that summarize, analyze and organize the law from arrest through appeal and beyond;
- Manuals and guidebooks on Commutation, Evidence, Sentencing, the Michigan Department of Corrections, and Reentry.
- Databases of the CDRC Web site, www.sado.org, including expert witness database, a police misconduct database, a brief bank, opinion summaries, the Defender Books, *Criminal Defense Newsletter*, and much more, all searchable by key word;
- Access to the Forum, the CDRC's online discussion group of hundreds of criminal defense attorneys, including a searchable archive of e-mail messages and a unique database of repositied materials; and
- Multiple complimentary training events throughout the state each year, and archived online.

Additional information about these services is available at www.sado.org or by phone at (313) 256-9833.

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Process for Juvenile Lifer and Special Paroles

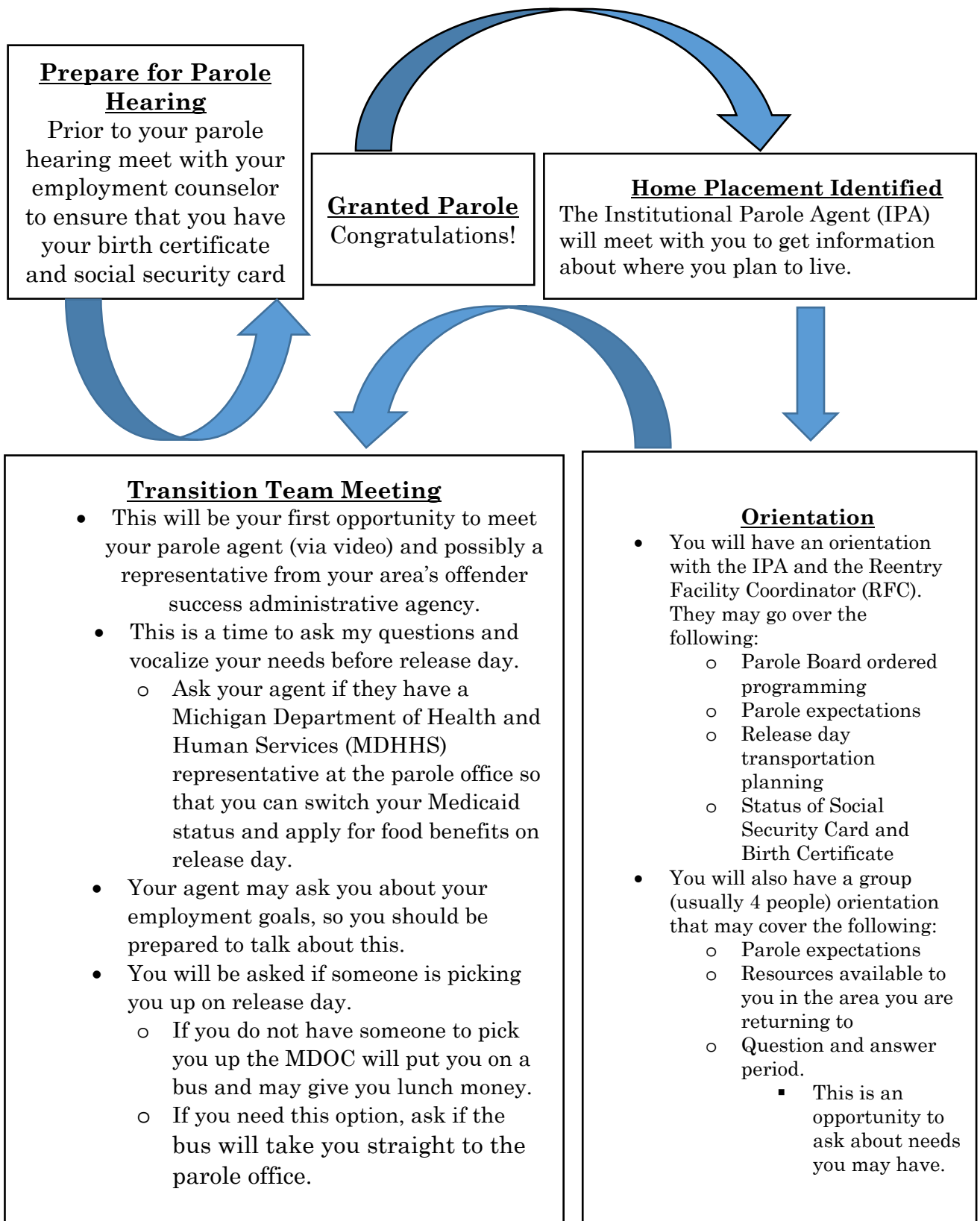
Release Day

- Whoever is picking you up should bring you a change of clothes.
 - You may require transportation for the entire day because it is unpredictable how long you may wait at the parole office.
- Go to the parole office from the prison.
 - You may have to wait at the parole office for a few hours so if you need to eat you can go to a fast food restaurant but do not go to a sit-down restaurant.
- At the parole office
 - If applicable, ask to see the MDDHS rep while you are waiting to see your agent, or ask the agent to see the rep after your appointment.
 - If you need assistance in any area of reentry, communicate this to your agent and ask to relate to the offender success administrative agency.
 - Ask about employment/training programs. Your parole office may have funding for this.
 - If you want to communicate with a family member, friend, or employer who has a criminal background, ask your agent for permission.

After Release Day

- Go to the Secretary of State to apply for your state ID.
 - You will need: Birth certificate, Social Security Card, Prison ID, and 2 documents to prove residence. (See chapter 2).
- Go to MDHHS to apply for a Bridge Card.
 - Ask for a proper application if you do not feel comfortable using computers, you can use one at a local library.
 - Ask if you qualify for the expedited Bridge Card.
 - Make sure your Medicaid status is switched to “out-of-prison” while at MDHHS.
- Get a cell phone.
 - If you cannot afford a phone, you can get one for free through the Federal Lifeline program.

Process for Juvenile Lifer and Special Paroles



Reentry Checklist

While Incarcerated – After parole granted

- Review Reentry Plan
- Meet with your facility's Employment Counselor
 - Ask to apply for a Social Security Card, if needed
 - Ask to apply for a Birth Certificate, if needed
- Make transportation plans for the day you get out (or MDOC may provide bus ticket)
- Transition Team Meeting
- Contact possible employers if you know of any for jobs, or ask friends, family, or supporters if they know of any possibilities for employment leads.

The Day you Come Home

- Report to Parole Officer
- Report to commercial placement housing facility, if applicable

After Incarceration

- Go to Secretary of State to obtain State Identification
- Go to MDHHS to apply for Public Assistance
 - Supplemental Nutrition Assistance Program (SNAP) – MI Bridge Card
 - Medicaid/Medicare - change your Medicaid status from “in prison” to “community”
 - Social Security Retirement Benefits
 - Supplemental Social Income
 - Social Security Disability Income
- Obtain a cell phone through family or supporters or the Federal Lifeline Program
- Obtain a proof of incarceration from you parole agent.
- Obtain Selective Service Status Letter if you did not register for Selective Service. Men who were incarcerated between the ages of 18 and 26 WITHOUT a break of 30 days or more are NOT required to register. However, they should make sure to get a STATUS LETTER to facilitate the process of applying for job training, government jobs, or college loans. A Request for Status Information Letter is available at the following link: <https://www.sss.gov/Portals/0/PDFs/Status.pdf>
- Review various court costs, restitution, fines and fees, and make plans for repayment
 - Victim's Restitution & Restitution to the State of Michigan
 - Court Fines & Penalties
 - Court Administrative Fees
 - Traffic Fines
 - Child Support
- Choose primary care physician and schedule appointment
- Choose dentist and schedule appointment
- Choose optometrist and schedule appointment, if necessary

- Find employment
 - If not already secured, begin the process of searching for employment
 - Meet with an organization that provides Workforce Development Training
 - Your parole agent may be able to connect you with an organization or pay for a training program
- Set up bank account
- Obtain a library card
 - Libraries are a great resource for computer access and to gain guidance with technology use
- Set up email account
- Attend technology/computer skills classes
- Become involved in one or more community-based support groups to start building a healthy circle of potential friend

Resources for Exonerees

This document identifies the various resources available to people who have been recently exonerated. It was prepared by attorney Colleen Fitzharris of the Detroit Federal Defender Office.

Statutory Resources

- H.B. 5815
- Exonerees are entitled to the full panoply of services available to parolees on a voluntary basis: <https://www.legislature.mi.gov/documents/2015-2016/billanalysis/senate/pdf/2015-SFA-1028-A.pdf>
- Compensation—Wrongful Incarceration Compensation Act provides \$50,000 for each year in prison. People have 18 months to start the suit. <https://www.legislature.mi.gov/documents/2015-2016/billanalysis/senate/pdf/2015-SFA-0291-N.pdf>

Non-Profits

- **Proving Innocence.** Contact: Bill Branham. Organization provides each exoneree with \$800 no strings attached. Visit <http://provinginnocence.org/>.
- **After Innocence.** Contact: Jon Eldan, (415) 307-3386. Mr. Eldan helps exonerees sign up for benefits (health care, social security, etc.). He is also knowledgeable about the tax consequences of compensation. Visit <http://www.after-innocence.org/>.
- **The Innocence Project.** Every year, there is an Innocence Network Conference. All exonerees (even non-Innocence Network exonerees) are invited. Registration for exonerees is free. There are trainings and panels just for exonerees that discuss topics such as finances, anger management, and career preparation.
- **University of Michigan Law School Innocence Project.** Contact: David Moran, morand@umich.edu. MLaw hosts exoneration parties for each exonerated client. All exonerees are invited to attend. The party provides an opportunity for exonerees to meet each other and network
- **Innocence Maintained/Aunt Bobbi's House.** Exoneree Aaron Salter formed a non-profit to help exonerees adjust back to society, including helping them find jobs. He bought and renovated a house to be transitional housing for exonerees. Phone: 313-413-5569. E-mail: iminnoencemaintained@gmail.com. Visit: www.facebook.com/myinnocencemaintained.

Parole Overview | How to Prepare for Your Interview with the Parole Board | Questions to Consider Prior to Your Interview with the Parole Board | Tips to Remember During Your Interview with the Parole Board | Getting a Parole | Frequently Asked Questions

This section provides answers to common questions that you may have while placed on parole.

Parole Overview

If you have served your minimum sentence for a felony but have not yet served your maximum sentence, you may be placed on parole. The parole board is responsible for deciding the time frame of your parole. Parole usually lasts 1-4 years. Before you are paroled, the Department of Corrections completes pre-parole investigations in order to confirm your access to different resources including, but not limited to, the ones listed below.

- Residence
- Place of employment
- College/University
- Mental health facility
- Substance abuse treatment facility

The parole board will also interview you before your earliest release date (ERD) to assess parole eligibility.

How to Prepare for Your Interview with the Parole Board

- Prepare documents that you would like to present such as program completion reports, therapy termination reports, certificates, and positive work or school reports.
- Bring letters of support but only a few that are especially thoughtful.
- If you have potential employment, include a letter from your future employer.
- Talk with other prisoners who have been interviewed by the parole board.
- Don't assume that a decision has already been made.
- If you choose to have someone represent you, make sure they know you well and understand that their primary purpose is to support you.

Questions to Consider Prior to Your Interview with the Parole Board

- How do you feel about the crime and victims today?
- What have you accomplished during the time you've been incarcerated?
- How have you prepared for going home?
- How have you changed?
- Why would you be an asset to your community?

Tips to Remember During Your Interview with the Parole Board

- Do not interrupt.
- Answer questions directly.
- Be honest.
- Show empathy.
- Take responsibility when appropriate.
- Do not re-litigate the case.
- Do not argue the facts in the Presentence Investigation Report (PSI). The Parole Board will compare your description of the events against the official version from the (PSI). The factual allegations of the PSI are considered to be true.
- Do not minimize the seriousness of your offense.
- Do not blame others for your behavior.
- Do not say you have done enough time.
- Try to remain calm and avoid becoming angry.

Getting a Parole

Pending your parole, the Department of Corrections also provides notification to registered crime victims, the prosecutor and law enforcement. If granted parole, you will be assigned a parole agent who will be responsible for your supervision conditions, some of which are included in the “Do” and “Don’t” table below. Oftentimes, the Parole Board may add other conditions based on your criminal background. Failure to follow your supervision conditions may result in stricter conditions put in place or a parole violation, which may lead to further incarceration.¹

¹ Michigan Department of Corrections. (n. d.). *Parole Supervision*. Retrieved from <http://www.michigan.gov/corrections/>

<i>Do</i>	<i>Don't</i>
<ul style="list-style-type: none"> • <i>Do</i> report regularly to your parole officer. • <i>Do</i> pass alcohol and drug testing. • <i>Do</i> reside at your pre-approved residence. • <i>Do</i> report any contact with police to your parole officer. 	<ul style="list-style-type: none"> • <i>Do not</i> engage in criminal activities. • <i>Do not</i> travel out of state without consent from your parole officer. • <i>Do not</i> be in contact with individuals involved in criminal activities. • <i>Do not</i> possess or purchase a firearm.

Frequently Asked Questions

Can I move to another county while on parole?

You must get permission from your parole agent before moving because you will have to change your supervision to that county, as well. Your parole agent must approve your new residence for your supervision to be transferred. You will be required to be supervised in the county in which you reside unless you:

- Would benefit from a transfer due to how close your residence or place of employment is to a parole or probation office in a different county as well as the availability of public transportation;
- Are within 90 days of a discharge date (while being in good standing, no pending violations or tickets);
- Are in a residential therapeutic program or hospitalized for one year or more and therefore cannot participate in active community supervision;
- Must be supervised in the sentencing county (under a court's jurisdiction);
- Are serving a jail sentence; and/or
- Are on minimum telephone reporting supervision.²

² Michigan Department of Corrections. (2010). *Transfer of parole/probation supervision* (Policy Directive No. 06.04.135). Retrieved from https://www.michigan.gov/documents/corrections/06_04_135_329347_7.pdf

How do I change my parole supervision to another state?

The state that receives your supervision from another state has 45 days to investigate the case before they accept the transfer. A sending state may allow you to transfer your supervision to the receiving state if you (only one must apply):

- Are a resident of the receiving state;
- Have family residing in the receiving state;
- Have an offer of employment in the receiving state;
- Have a means of support in the receiving state; and/or
- Have consent from the receiving state.³

The transfer of an individual on parole to another state is ultimately under the jurisdiction of the Interstate Commission for Adult Offender Supervision (ICAOS) by way of the Interstate Compact Agreement for Adult Supervision.

MDOC Definitions

- **Resident:** An actual resident of the receiving state for over a year before coming to the sending state and has not lived within the sending state for more than six months following the resident's offense.
- **Family Member:** A parent, grandparent, adult child, adult sibling, legal spouse, legal guardian, or stepparent.

What are supervision fees?

By law, you must pay a fee for supervision during the period of time you are placed on parole. Your parole officer determines how much you will pay based on your projected monthly income. Below is a chart of how much your supervision fee rate is according to your projected monthly income.

³ Michigan Department of Corrections. (1999). *Interstate compact agreement information*. Retrieved from

http://www.michigan.gov/corrections/0,4551,7-119-9741_12798-228393--,00.html

Projected Monthly Income	Supervision Fee Rate
Below \$250.00	\$0.00
\$250.00-499.99	\$10.00
\$500.00-749.99	\$25.00
\$750.00-999.99	\$40.00
\$1000 or Above	\$135.00 or Below

To calculate your supervision fee, multiply your supervision fee rate by the number of months you will be placed on parole and/or probation. For example, if your projected monthly income is \$500.00-749.99 (your supervision fee rate would be \$25.00 according to the chart above) and you are on parole for 2 years (24 months), you would pay a supervision fee of \$600.⁴

You can pay your supervision fee by mail or online at <https://michigan.feesevice.com/FC>. Your supervision fee is due on or before the last day of every month.⁵

Can I travel to different areas in Michigan while on parole?

Yes, you can travel throughout the State of Michigan as long as you are not restricted from a particular area or have a curfew that would impact your ability to travel within Michigan. If you are restricted from a certain area, you must request and receive permission from your parole agent before traveling to that area.⁶ It is best to talk to your parole agent before going anywhere far away.

⁴ Michigan Department of Corrections. (2003). *Supervision and oversight fees* (Policy Directive No. 06.02.110).

Retrieved from

https://www.michigan.gov/documents/corrections/06_02_110_181204_7.pdf

⁵ Michigan Department of Corrections. (n. d.). *Fee collection service*. Retrieved from <https://michigan.feesevice.com/FC>

⁶ Michigan Department of Corrections. (2009). *Travel restrictions for probationers and parolees* (Policy

Directive No. 06.04.110). Retrieved from

https://www.michigan.gov/documents/corrections/06_04_110_283823_7.pdf

Can I interact with other individuals who have a criminal record while on parole or probation?

The short answer is no. It is best to talk to your parole agent before having any sort of contact with other individuals who have a criminal record. If you reside at a place (for example, a shelter) or participate in a program with individuals who have a criminal record that is okay since those places have been pre-approved by your parole officer. However, it is still your responsibility to not become involved in situations that could result in you violating your supervision conditions.

How should I interact with my parole agent?

While your parole agent will help you access different resources in your community, they must also hold you accountable to your supervision conditions. You should treat your parole agent with the utmost respect. This means showing up to your appointments on time, letting them know about issues that arise, and not violating your supervision conditions. It is your responsibility to show your parole agent that you are committed to getting through your supervision without violations. At the same time, your parole agent can assist you with resources that you may need such as food, clothing, or transportation assistance. Although it may be intimidating, do not hesitate to ask your parole agent for help or to connect you with resources and organizations.

What do I do once I come home from prison?

When you leave prison, you are obligated to meet with your parole officer on the day you get out. Your parole agent should provide you with details highlighting the conditions of your parole. Be sure to ask your parole agent if you need anything clarified. After meeting with your parole agent, allow time for yourself to go out for a meal, spend time with family or supporters, take a walk or relax.

Within your first week out, go to the local Secretary of State's office to fill out paperwork needed to obtain various identification documents like your state ID. (See Chapter 2 for more information on obtaining key documents.) In addition, you should meet with your potential employer or employment agency (e.g., Michigan Works!) as soon as possible (See Chapter 6 for more information on employment). Lastly, become acquainted with your environment by learning where certain agencies are and how to use the local transportation system (if necessary). Your parole agent can help direct you to local resources and may initially provide bus passes to assist with your transportation needs.

Key Documents Overview | Birth Certificate | Social Security Card | Driver's License or State ID Card | Voter Identification Card | Other Documents | Gathering Your Documents

This section explains how to obtain key documents, including a birth certificate, a social security card, a state identification card, and a voter identification card.

Key Documents Overview

State-issued identification (ID) is required to find secure employment and housing. Most government funded services also require a state-issued ID when you apply for their reentry related services. Obtaining your ID should be at the top of your to-do list.

Remember: You have a **legal right** to these documents. Nobody can refuse them to you simply because you were incarcerated.

Proof of Incarceration

You will need this from time to time, to show that you were incarcerated. You can ask your parole officer to provide this document if you need a copy. It is a good idea to get one when you get out of prison so you have it with your personal paperwork.

Birth Certificate

In order to get a state ID, you need a birth certificate. If you don't have a birth certificate, you can start a process to obtain it during your incarceration. You should consult with a counselor in your facility to learn about the process. If you leave prison without a birth certificate, you should begin working on the application as soon as possible. If you are unsure whether or not you have a copy of your birth certificate, ask your family members. It must be an **original version**.

How to Apply for Your Birth Certificate

While Incarcerated

Once you know the date you are coming home, you can apply for your birth certificate while you are incarcerated at no cost. The MDOC has a policy to navigate the process for the application and to pay the application fee. You should consult with your facility counselor to learn about the process. Although the MDOC will assist you regardless of your earliest release date, they will proceed with submitting your application when you are granted parole and have a release date, according to MDOC’s official policy (Director's Office Memorandum 2016-27).

After Incarceration

You can obtain a copy of your birth certificate from the Vital Records office of the state where you were born. You can find the locations and contacts of each state’s vital records on National Center for Health Statistics website, <https://www.cdc.gov/nchs/w2w/index.htm>, or you can search google with “Where to Write for Vital Records.”

If you have access to internet, you can look up the process on the state vital record office website. If you don’t have access to the internet, you can call the Michigan state vital record office first and ask what you should send at 517-335-8656.

By Mail	Requires a photocopy of your ID and check/money order	Prison photo ID with a discharge paper which contains your address is often acceptable
Online	Requires uploading your ID and a credit card. (It can be a friend or family member’s card)	Prison photo ID with a discharge paper which contains your address is often acceptable

When applying for a copy of birth or death records, the following are typically required:

- Sex assigned at birth
- Full name of person whose record is requested
- Parents' names, including mother's maiden name
- Month, day, and year of birth or death
- Place of birth or death (city or town, county, and state; and name of hospital if known)
- Purpose for which the copy is needed
- Relationship to person whose record is requested
- Telephone number with area code

Frequently Asked Questions

How much does it cost?

The cost varies among the states. For example, in Michigan, the search fee is a non-refundable \$34. (http://www.michigan.gov/mdhhs/0,5885,7-339-71551_4645_4939-13695--,00.html)

How long does it take?

It varies depending on the state and the way you apply. In Michigan, processing generally takes 1-2 business days for a United Parcel Services (UPS) delivery, and 2 weeks for regular mail delivery. (http://www.michigan.gov/mdhhs/0,5885,7-339-71551_4645_4939-13695--,00.html)

What if the name on my birth certificate is different from other documentation, such as my Social Security Card or Prison ID?

You might find that the name on your birth certificate is different from what you have been using and what is on your prison ID or Social Security Card. You will need a court order to change the name on your birth certificate. However, you may be able to get a state ID under your familiar name if you can collect documents which indicate that you have been using the name for an extended period of time, since you were a child. Examples of these documents could be public school transcripts and social security records.

Social Security Card

A Social Security Number (SSN) is a nine-digit number issued to U.S. citizens, permanent residents, and temporary working residents. It is not simply a way to track individuals, SSNs have become a basic individual identification number for many purposes. SSNs never change during a lifetime. The Social Security Card (SSC) is the card which lists the SSN. If you have lost your original SSC, you will need to apply for a replacement card which functions and looks the same as the original card. An SSN and SSC are critical documents which are required to obtain employment and other important IDs.

How to Apply for Your Social Security Card

While Incarcerated

If you don't have a birth certificate, you should start a process to obtain it while you are incarcerated, so that you can then obtain your SSC. You should consult with a counselor in your facility to begin the application process when your parole interview is approaching. You can apply for your replacement SSC when you are in prison. MDOC will start a process of helping you to apply for a replacement SSC 45 days prior to the parole interview (Director's Office Memorandum 2016-27). If you know your SSN, it will expedite the process.

After Incarceration

If you leave prison without an SSC, you should work on the application as soon as possible. If you have never had an SSN, you can only get an original SSN and SSC after you come home. If you are unsure whether or not you have your SSC, ask your family members if they have it or if they are aware of its location.

You can go to your local Social Security office and apply for a card in person. You can also apply by mail; however, the easiest way is to go in person. If you already have an SSN and lost your card, you will need to bring a valid U.S. driver's license, state identification card, or U.S. passport to verify your identity. Prison ID is often accepted as well. If you have never been issued a SSC, you will need to provide at least two documents to confirm your age, identity, citizenship and/or legal presence. Acceptable documents include, but are not limited to, an original birth certificate, a U.S. hospital record of your birth, a valid U.S. driver's license, a state-issued identification card or a U.S. passport. Only originals or copies certified by the agency that issued the document will be accepted. Individuals who are not U.S. citizens must provide a current U.S. immigration document and foreign passport with biographical information or a photograph.

Frequently Asked Questions

How much does it cost?

There is no cost.

How long does it take?

The card is typically sent within two weeks after the application is completed.

Once you are home and have access to a computer you may want to sign up for “My Social Security” at <https://www.ssa.gov/myaccount/>. This will help you obtain a Social Security Card and keeping track of your benefits if you have any available.

Driver’s License or State ID Card

A driver's license is issued by the Secretary of State (SOS) in Michigan. A driver's license is required by law in order to operate a vehicle. The SOS also issues a nearly-identical "non-driver identification card" called a State Identification Card to identify people who are unable to or do not want to drive. This identification card functions in largely the same way as a driver's license, except for proving that a person has the right to drive. Beginning Oct. 1, 2020, your driver's license or state ID card must be REAL ID compliant if you wish to use it to fly domestically in the U.S. or enter certain federal facilities, military bases and nuclear power plants.

How to Apply for Your Driver’s License

If your driver's license was suspended or revoked before entering prison, you can begin the process of getting it back once you return home. Contact the Department of Motor Vehicles (DMV) to check the status of your driver's license and receive instructions to renew it.

To get a driver's license, you need to pass both a written test and a road (driving) test in addition to the process described below. Keep in mind that any driving activities without a driver's license or temporary instruction permit are illegal and in violation of parole conditions even if you are accompanied with a licensed driver. Don't practice driving unless you have a permit.

Steps to Obtain a Driver’s License

Steps	What you should do	What you need
Study	Get the two workbooks listed to the right to prepare for the written knowledge test you'll be required to take at an SOS office. You can download those workbooks from SOS website or get a hard copy at SOS.	What Every Driver Must Know Driving Skills Test Study Guide
Visit SOS	Go to a local SOS office and present the required documentations described on the right and described in detail below.	Social Security Card Birth Certificate Prisoner ID TWO documents proving residence
Take Written Test	You must pass the vision, road signs, and written knowledge tests and pay \$25 before a Temporary Instruction Permit, or TIP, can be issued. A TIP allows you to practice driving with a licensed adult or a certified driver education instructor.	\$25
Practice Driving	A licensed adult must be with you at all times. You must practice for at least 30 days before taking your driving skills test.	A licensed adult
Take Driving Skill Test	Driving skills testing is provided by third-party testing organizations across the state. Testing site information can be obtained from SOS office. Cost and hours will vary.	Fee for the third-party testing organizations
Return to SOS	Revisit a local Secretary of State office and bring your skills test certificate, TIP, and appropriate identification documents, such as your birth certificate.	Skill test certificate Temporary permit ID

You should go to your local Secretary of State (SOS) office and submit your application form with required four categories of documents listed below.⁷

Category 1: Social Security Number

- SSC; or
- Letter of ineligibility; or
- Other government issued documents showing a partial or full SSN

Category 2: Legal Presence

- Birth Certificate

Category 3: Identity Verification

- MDOC prisoner ID card; or
- Out-of-state, U.S. territories, or Canadian driver's license or ID card (Licenses or ID cards expired for less than four years will be accepted); or
- Photo ID card issued by a federal or Michigan government agency; or
- Michigan adoption record; or
- U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance)

Category 4: Proof of Michigan Residency

You need to present **two** documents. Various documentation containing your name and Michigan residence address can be accepted. Although the typical examples are listed below, you should ask an SOS staff member when you only have other documentations. A documentation issued by MDOC or a parole agency such as a discharge paper may be accepted. If you live with your family members and they can prove the relationship in person with their birth certificate, their proof of the residency may be accepted as well.

- Utility bill or credit card bill issued within the last 90 days
- Account statement from a bank or other financial institution issued within the last 90 days
- Lease or rental agreement including the landlord's telephone number
- Michigan title and registration

If your MI license has been expired for less than 4 years and you are able to identify your previous license number, you are still able to renew your license with \$25

⁷ This information is specifically for Michigan residents as of 2017. Those who reside in other states should look up the required documents by calling or searching their website. The listing only covers major documents for U.S. citizens. You can get more detailed information at a local Secretary of State office.

renewal fee. If your MI license has been expired for 4 years or more, you must pass both a written driving knowledge and driving skills test.

Frequently Asked Questions

How much does it cost?

A standard driver's license costs \$25 and standard state ID costs \$10 in Michigan. If you are over 65 years of age, the fee for a State ID may be waived.

How long does it take?

The SOS will usually send you a license within two weeks after you complete the application.

Voter Identification Card

As outlined from the Secretary of State website, "Voters are asked to present an acceptable photo ID such as a Michigan driver's license or identification card. Please note that voters who do not have an acceptable form of ID or failed to bring it with them to the polls still can vote. They simply sign a brief affidavit stating that they're not in possession of a photo ID." (https://www.michigan.gov/sos/0,4670,7-127-5647_12539_29836-202520--,00.html)

Michigan residents confined in jail or prison who are awaiting arraignment or trial are eligible to vote. However, residents who are serving a sentence in jail or prison after conviction cannot vote during the period of confinement. When residents come home from jail or prison after serving a sentence, they are free to participate in elections without restriction. You can vote when you are on probation or parole. You must register to vote in Michigan at least 30 days before the election in which you wish to participate. (<http://www.michigan.gov/sos/0,4670,7-127-29836-202492--F,00.html>)

How to Apply for Your Voter ID Card

In Michigan, you can register to vote by mail or in person by submitting a completed State of Michigan Voter Registration Application (Form ED-121) to your city or township clerk. You can also process voter registration at your local Michigan SOS branch office when you apply for a driver's license or ID card or update your address. If you want to submit the application form by mail, you have to enclose the photocopy of your ID. If you submit your application in person, you don't need any other documentation. Once your form has been processed, your city or township clerk will issue you a Michigan Voter Identification Card.

Other documents

Passport

You need to have a passport when you travel abroad, though there are other restrictions on entry to another country with felony record. A passport is also useful for meeting other identification requirements. You can get more information at the federal government website: <https://travel.state.gov/>. You might also gather the same information by visiting a post office. If you are planning to travel to Canada, you can get a special Michigan driver's license that allows passage only to Canada.

Library card

Local libraries often have great resources. You might have access to computers and internet, skill trainings (on topics including technology use, resume building, and more), and other resources. Those resources are usually free for residents. You will be required to obtain a library card to utilize those resources in most cases. Please ask your local library about the process and required documents. There's more to libraries than just plain old books. Many, if not most, also have movies, music, magazines, audio and digital copies of books (called ebooks) to lend out. Some libraries lend out Michigan Activity Passes, Sewing Machines, tools and more.

Gathering Your Documents

Use this chart to keep track of some of the documents and forms of ID you may need after you come home. Not all of these documents may apply to you.

Item	Received/Not Needed	Need to Obtain
Birth Certificate		
Social Security Card		
State ID		
Driver's Permit or License		
Voter ID		
Passport or Green Card		
Library Card		
Marriage License or Divorce Decree		
Military Discharge		
Proof of Incarceration		

Public Benefits Overview | Medicaid | Temporary Cash Assistance | Food Assistance | State Disability Assistance | Social Security and Supplemental Security Income | Veteran's Benefits | Unemployment Benefits

This section explains how to access public benefits including Medicaid, Temporary Cash Assistance, Food Benefits, State Disability Assistance, Social Security and Supplemental Security Income, Unemployment Benefits, and Veteran Benefits.

Public Benefits Overview

Upon reentry, you will be eligible for several public benefits programs. This section will outline some of the most common programs in Michigan, and the steps for enrollment in the following programs:

- Medicaid
- Temporary Cash Assistance
- Food Benefits
- State Disability Assistance
- Social Security and Supplemental Security Income
- Unemployment Benefits
- Veteran Benefits

Before discussing the specific benefits and the various eligibility criteria, there are some important terms that will be used with each benefit.

Many applications for benefits will ask for your household income. “Household” will typically mean you. It is a term used for taxes, so don’t let this throw you off. When filling out these applications, the term “household” means just you and does not include everyone you live with or may be living with.

Some applications will ask you to list whether or not you have “dependents.” The term “dependents” means someone in your life who receives over one-half of their financial support from you. Examples of dependents are children, spouses, parents, and brothers and sisters.

Medicaid

Medicaid is a need-based health care benefit. Adults who meet the following criteria are eligible for Medicaid:

- Are aged 19-64 years;
- Have income at or below 133% of the federal poverty level, which can be subject to change; as of 2018 it is \$16,000 for a single person, or \$33,000 for a family of four;
- Do not qualify for or are not enrolled in Medicare;
- Do not qualify for or are not enrolled in other Medicaid programs;
- Are not pregnant at the time of the application; and
- Are residents of Michigan

When you come home from prison, you may or may not have a Medicaid card. When you get out, **you will need to change your Medicaid status** from “Suspended/In Prison” to “Active/On Parole.” You can complete this process at your local Michigan Department of Health and Human Services (MDHHS) office, and they can provide you with information to get Medicaid card. Some parole offices may have an MDHHS representative who is in the office part-time. They can typically help with enrolling in MDHSS programs. During your transition team meetings, you can ask about this representative in your parole office. If the parole office does not have a representative, you can fill out a paper application in person at the MDHHS office. You can also apply online at <https://www.mibridges.michigan.gov/access/>, or over the phone at 1-855-789-5610.

Once you have been determined eligible for health care, you will receive a MiHealth Card. If this card is lost or stolen, call 1-800-642-3195.

Temporary Cash Assistance

Temporary cash assistance is available for eligible pregnant women and low-income families with minor children. In order to qualify for temporary cash assistance, you must have children under the age of 18 or who are still attending high school. You can apply for temporary cash assistance online at <https://www.mibridges.michigan.gov>, over the phone at 1-855-789-5610, or in person at your local MDHHS office.

After being approved for cash assistance, you will be issued a Bridge Card to access cash benefits at a number of ATMs throughout the state. You can make up to four withdrawals a month without having to pay an ATM withdrawal fee.

Food Assistance

Temporary food assistance is available for eligible individuals. You must complete and submit an application to determine if you are able to get benefits. Eligibility is based on the financial situation of the household. In order to be eligible for food assistance, you must be a U.S. citizen or legal permanent resident and you must live in Michigan. MDHHS will review your expenses, assets, and home income to determine what, if any, benefits for which you are eligible.

Typically, the following expenses are taken into consideration when determining your benefit account:

- Shelter (rent, mortgage, heat, electric, water, telephone, etc.)
- Court-ordered or legally obligated child support payments
- Dependent care expenses
- Medical (medical and dental care, hospitalization or nursing care, medical supplies, health insurance premiums etc.) for certain members who have a disability or are at least 60-years old

People who qualify for food assistance are issued a Bridge Card to purchase food products. You can apply for Bridge Card online at MI Bridges at <https://www.mibridges.michigan.gov/-access/>, over the phone at 1-855-789-5610, in person at your local MDHHS office. When you submit an application, you may need to provide information about all of the members in your household.

More information about what you can buy with your Bridge Card is included in Chapter 5: Food, Nutrition and Wellness. After receiving the card, you will need to call 888-678-8914 to choose a personal identification number (PIN). When you apply for a Bridge Card, you do have rights. (https://www.michigan.gov/mdhhs/0,5885,7-339-71547_5527_62104---,00.html). While many applications are approved or denied before the listed deadlines, legally your application **must** be approved or denied by MDHHS within 30 days. For questions about the Food Assistance Program, call 855-275-6424.

Many formerly incarcerated individuals are eligible for expedited food assistance. You are eligible if you meet one of the following criteria:

- Have less than \$150 in monthly gross income and \$100 or less in liquid assets (cash on hand or property that can easily be converted to cash);
- Are a destitute migrant or seasonal farmworker and have \$100 or less in liquid assets; or
- The household's combined gross income and liquid assets are less than its monthly rent and/or mortgage payments plus the heat and utility standard, or non-heat electric, water and/or sewer, telephone, cooking fuel or trash removal standards

You can apply for expedited food assistance in the same way that you apply for Bridge Card listed above. In order to qualify for expedited food assistance, you must complete and submit a MDHHS-1171 Assistance Application and a MDHHS-1171-FAP Supplement-Food Assistance Program available here:

https://www.michigan.gov/documents/mdhhs/MDHHS-1171_Assistance_Application_and_Program_Supplements_616030_7.pdf). Then, you must participate in an interview (in person or over the phone). Applying for expedited food assistance comes with certain verification requirements. First, your identity must be verified. The data match with the Social Security Administration is sufficient to verify identity for expedited food assistance. MDHHS also verifies the following:

- Residency;
- Income or lack of income;
- Assets; and
- All other eligibility factors

Food assistance applicants who are entitled to get expedited service must have a Bridge Card and access to their benefits no later than the seventh calendar day following the date of their application. The approval time limit for expedited services is seven days.

State Disability Assistance (SDA)

State Disability Assistance (SDA) provides cash assistance to eligible disabled adults. If you are the caretaker of a disabled person or are age 65 or older, you may be eligible for SDA.

You are considered disabled by the state if you:

- Receive disability-related benefits (such as Medicaid based on disability or blindness);
- Reside in a special facility (such as a licensed Adult Foster Care Home); or
- Obtain certification by MDHHS medical consultants that you are unable to work for at least 90 days due to a mental or physical disability

In order to be eligible for SDA, you must be a U.S. citizen, live in Michigan and must not be receiving cash from any other state. You can apply for SDA online at MI Bridges (<https://www.mibridges.michigan.gov>), over the phone at 1-855-789-5610 or in person at your local MDHHS office.

SDA is different than Social Security Disability Insurance.

Social Security and Supplemental Security Income

The Social Security and Supplemental Security Income programs are the largest of several federal programs that provide assistance to people with disabilities.

Social Security Disability Insurance (SSDI)

Social Security Disability Insurance (SSDI) is a cash assistance program for people with certain disabilities.

In order to qualify for SSDI, you must meet several requirements:

- Work requirement:
 - You must have worked in jobs covered by Social Security; and
 - You must have worked long enough—and recently enough—under Social Security to qualify for disability benefits.
 - Social Security work credits are based on your total yearly wages or self-employment income. You can earn up to four credits each year. The amount needed for work credits changes annually. The number of work credits you need to qualify for disability benefits depends on your age when you become disabled. Generally, you need 40 credits, 20 of which were earned in the last 10 years ending with the year you become disabled. However, younger workers may qualify with fewer credits.

Disability requirement:

- You must have a medical condition that meets Social Security’s definition of disability
- You are considered “disabled” under Social Security rules if:
 - You cannot do work that you did before;
 - MDHHS decides that you cannot adjust to other work because of your medical condition(s); and
 - Your disability has lasted or is expected to last for at least one year or to result in death

You may apply for disability benefits as soon as you become disabled. You can complete your application online at <https://www.ssa.gov/applyfordisability/>, over the phone at 1-800-772-1213 or TTY1-800-325-0778, or in person at your local Social Security office.

Supplemental Security Income (SSI)

Supplemental Security Income (SSI) is a federal income supplement program. It is designed to help elderly, blind, and disabled people who have little or no income, and it provides cash to meet basic needs for food, clothing, and shelter.

You can learn about your eligibility for SSI by completing the online screening tool at <https://ssabest.benefits.gov/>. If you meet certain requirements, you may be able to apply online at <https://www.ssa.gov/applyfordisability/>. If you are over 65 years old, you can apply over the phone at 1-800-772-1213 or TTY 1-800-325-0778. Otherwise you can apply in person at your local social security office.

Veteran's Benefits

If you are a veteran of the United States Uniformed Services and were discharged from active military services under other than dishonorable conditions, you may be eligible for benefits provided by the Department of Veterans Affairs (VA).

- Benefits include but are not limited to:
 - Education and training
 - Life insurance
 - Pension
 - Vocational rehabilitation and employment

Visit <http://www.benefits.va.gov/benefits/> to learn more.

Unemployment Benefits

The Michigan Talent Investment Agency operates the Unemployment Insurance Program. This program provides temporary income for workers who are unemployed through no fault of their own.

- Who can receive unemployment benefits?
 - To be eligible for unemployment benefits, you must be unemployed and able, available for, and actively seeking suitable full-time work. Unless instructed otherwise by Unemployment Insurance Agency (UIA) staff, you must also register for work opportunities at www.mitalent.org and visit a Michigan Works! Agency (MWA) service center.
 - The UIA will look at your standard base period to determine if your wages qualify you for unemployment benefits. The standard base period includes the first four of the last five completed calendar quarters prior to when you filed your claim. The four calendar quarters in a year are: January – March; April – June; July – September; and October – December.

- If you do not qualify based on your standard base period, the UIA will consider your wages in the “alternate” base period, which is the four most recently completed calendar quarters.
- There are two ways in which your wages may qualify you for unemployment benefits: (Note: this changes annually)
 - Regular (Standard Base Period) method: There must be wages in at least two quarters in the base period. For benefit years beginning Jan. 1, 2018, one quarter's wages must be at least \$3,589; and total wages for all four quarters must equal at least one and a half times the highest amount of wages paid in any quarter of the base period ($\$3,589 \times 1.5 = \$5,383$).
 - Alternate Earnings Qualifier (AEQ): (a) You must have wages in at least two quarters; and (b) total wages for all four quarters must equal at least 20 times the state average weekly wage (SAWW). For 2018, the AEQ amount is \$19,986.20 [$20 \times \999.31 (SAWW) = \$19,986.20].

You can file for benefits online at <http://www.michigan.gov/uia>. The Michigan Web Account Manager (MiWAM) allows you to file for unemployment benefits via the Internet. You will be asked for input to support your claim. The process could take up to 45 minutes depending on your connection speed and the accuracy of your current information in the system. You can file by phone at 1-866-500-0017 or TTY 1-866-366-0004. You can also seek assistance in person at your local Michigan Works! office.

Housing Overview | Housing Considerations and Types of Housing | Family and Friends | Community Placement, Permanent Supportive Housing, and Affordable Housing | Private Housing | Additional Resources

This section describes a variety of housing options and presents things to keep in mind while exploring each option.

Housing Overview

Housing and other basic needs like clothing, food, and transportation are essential to success. Everyone's situation is different: you may be living with family, a friend, or in a community placement, but taking the healthy steps toward independence are important for personal growth. Below is a breakdown of housing resources that are available across the state of Michigan along with significant service information to be aware of when using these resources.

When meeting with the MDOC or your parole officer, it is important to express your concerns about housing, clothing, and transportation as early as possible in order for them to identify the resources that will be the most helpful to you. It may be helpful to compile a list of your questions and concerns and bring that information to best communicate your needs.

If you're having trouble finding housing, it may be helpful to work with an advocate. Your parole officer, a case manager at Michigan Department of Health and Human Services, or another service provider can be helpful. If you don't have access to one of those people, call Michigan 2-1-1 by dialing 2-1-1 on your phone, or visiting 211.org. If you are still having trouble, visiting your local library and asking a librarian about housing resources in your area can be helpful.

Housing Considerations and Types of Housing

The three things you want to keep in mind when searching for housing are affordability, stability, and accessibility.

- **Affordability:** Is it financially reasonable?
- **Stability:** How long-term is the housing? What kind of assistance do I need?
- **Accessibility:** Is the residence close to the things that I need consistent access to?

See chart below to explore the housing options that best fit your needs.

Housing Type	Description
Friends or Family	You are living or plan to live with a friend or family member, either short-term or long-term.
Community Placement	You do not plan to live with a friend or family member and need a community placement. Community placements are often referred through the MDOC or other social service agencies.
Emergency Housing	If you do not have a place to live, emergency shelters provide short-term housing placements as well as other services that will assist you in finding stable housing.
Independent Housing	You have the resources to live on your own. Below you will find more information about expected expenses and the pros and cons to renting or owning a home.

Family and Friends

Living with a family member or a friend can serve as a great first home when you leave prison: it often eases a financial burden and can provide individuals with a stable foundation to get back on their feet. The checklist below is a guide to make sure that living with a family member or friend is the best option for you:

- Are individuals in the house supportive of your reentry?
- Will the environment in the home contribute to your success or take away from your success?
- Are there substances used in the home that will violate the conditions of your parole?

WORDS OF WISDOM

Even if those you are living with give you free use of certain items, you can avoid possible problems by following these guidelines.

*If you borrow it, return it.
 If you use it, don't abuse it.
 If you dirty it, clean it.
 If you break it, fix it.
 If you can't fix it, replace it.
 If you open it, close it.
 If you unlock it, lock it.
 If you turn it on, turn it off.
 If you move it, put it back.*

- Are there any firearms in the house that will violate the conditions of your parole?
- Has anyone in the home been convicted of a felony? If so, be sure to notify your parole officer to receive approval for your placement. It is possible that the parole officer will deny the placement depending on the person's felony, but not telling your parole officer could result in a violation of parole.

Sharing space with family and friends can be difficult. To avoid obstacles in the future, talk with them about living expectations and standards right away. Whether you plan to live with them short-term or long-term, creating a Roommate Agreement is a way to establish mutual respect and understanding of each other. Below is an example of a Roommate Agreement—a communication tool for people that plan to share space with one another.

Roommate Agreement

Issue	Agreement
<p>Visitors</p> <ul style="list-style-type: none"> • How often? • How many? • What are our comfort levels with visitors? With significant others? • Do we set times with no visitors? 	
<p>Personal Property</p> <ul style="list-style-type: none"> • What items can be shared (food, clothes, music, books, etc.)? • What items cannot be shared? • What items are totally off-limits? • Refrigerator space/usage? • Do you need permission to use each other’s property? 	
<p>Sleeping</p> <ul style="list-style-type: none"> • Noise level/light usage? • What are the house “quiet hours”? 	
<p>House Safety</p> <ul style="list-style-type: none"> • When should the door be locked? • Who can be in the house without one of us being there? 	
<p>Cultural Differences</p> <ul style="list-style-type: none"> • Are there any important traditions or observances we should remember? • How will we respect each other’s culture and beliefs? 	
<p>Cleanliness</p> <ul style="list-style-type: none"> • How clean do we expect the house to be? • Expectations of each other’s area? • Cleaning schedule (dishes, vacuum, bathroom, etc.) • Laundry (How often, etc.) • Trash (Pick-up day, who takes it 	

<p>out, etc.)</p> <ul style="list-style-type: none">• Personal cleaning habits	
<p>Noise</p> <ul style="list-style-type: none">• What is an acceptable noise level?• What times do we need to be quiet?• How late can we talk on the phone?	
<p>Communication</p> <ul style="list-style-type: none">• How will we communicate with each other?• How will we address conflict?• How will we negotiate compromise?• Do we have a communication board/memo board in the house?• Are there time limits for phone usage?	
<p>Decoration</p> <ul style="list-style-type: none">• What decorations are acceptable?• What furnishings are acceptable?	
<p>Additional Topics</p>	<p>Agreement</p>

We have come to an agreement about the issues on this document and intend to openly communicate with one another if conflict arises. If needed, we can restate our agreements and document our changes. We will respect the agreements made on this contract and will hold one another accountable.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Community Placement, Permanent Supportive Housing, and Affordable Housing

Below is a breakdown of the kinds of housing available to you and what each is, if you don't plan on living with a family member or friend.

Need	Solution
You need housing immediately because you do not have a housing placement set up with family and/or friends.	Community Placement
You need consistent, supportive housing because of a mental health or physical concern.	Permanent Supportive Housing
You need consistent, stable, and long-term housing that is affordable.	Affordable Housing

What is a community placement?

If you have not identified a housing placement prior to your parole, the MDOC is mandated to find you a community placement. You can typically stay in a community placement for up to 90 days.

Community placements, often called “transitional housing,” typically provide supportive services, such as employment assistance, life skills training, or medical referrals. Transitional housing is beneficial for those that do not have a housing placement with relatives, have concerns about their alcohol/drug use, or are uneasy about immediate independence. Transitional housing programs allow people to stay up to three months, but extensions can be made for up to two years.

What is affordable housing?

Affordable housing is federal or state-funded housing that offers subsidized homes and apartments at a reduced price for low-income tenants. Public Housing and Housing Choice Vouchers (Section 8) are also provided by the state based on individual or family income.

The Department of Housing and Urban Development (HUD) is allowed to deny subsidized housing to anyone required to register for life as a sex-offender and anyone with a conviction for producing methamphetamine. HUD is also allowed to deny housing to people with felony convictions, but it is not required to do so. HUD will also be interested in the criminal history of family members who live with you. They are required to perform background checks and evaluate applicants on a case-

by-case basis. Violent crimes, drug use, and convictions for making or selling drugs in the past 5 years will likely lead to denial.⁸

What is permanent supportive housing?

If you are a senior, a veteran, or if you have a disability, mental illness, or an HIV/AIDS diagnosis, you may be eligible for a permanent supportive housing program. Some permanent supportive housing programs are free, while others are subsidized, meaning that you will pay a portion of the cost. To access permanent supportive housing, contact your local Public Housing Agency (PHA). You can find your local PHA at

https://www.hud.gov/sites/dfiles/PIH/documents/PHA_Contact_Report_MI.pdf.⁹

Private Housing

Private housing is much easier to find than public or subsidized housing because there is more of it. However, it is more expensive. Private housing listings can be found online and in the classified section of newspapers. Some apartment finding websites include:

- [apartments.com](https://www.apartments.com)
- [zillow.com](https://www.zillow.com)
- [forrent.com](https://www.forrent.com)
- [craigslist.org](https://www.craigslist.org)

Unfortunately, you are likely to run into some barriers because of your criminal background, and it may take a while to find a landlord that will rent to you. Large property management firms almost always conduct background checks, so you may have better luck with units in smaller complexes or in private homes.

To find felony-friendly landlords, reach out to your network: family and friends that may know of landlords that rent to people with criminal records. If you are a part of a reentry program, use it as a resource.

If you have a sex offense conviction, pay attention to the location of the properties you are considering. According to Michigan law, people who have sex offense convictions cannot live within 1,000 feet of a school, playground, or other facility that serves children.¹⁰

⁸ University of Illinois (2017). *Mapping your Future: A Guide for Successful Reentry*. Champagne, IL: Education Justice Project of the University of Illinois.

⁹ University of Illinois (2017). *Mapping your Future: A Guide for Successful Reentry*. Champagne, IL: Education Justice Project of the University of Illinois.

¹⁰ University of Illinois (2017). *Mapping your Future: A Guide for Successful Reentry*. Champagne, IL: Education Justice Project of the University of Illinois.

Leasing or Renting an Apartment

Once you have found an apartment, call the landlord and set up an appointment to view the apartment. Arrive on time, and dress like you would for a job interview. You want to make a good first impression. If anyone asks you for money before seeing the apartment, you are being scammed. **Do not** pay for anything before you have seen the apartment. Beware of this on Craig's List, especially.

At your viewing, you may be asked to fill out a rental application. This is a document landlords use to screen applicants. There may be an application fee, too. Be sure to fill out the application fully and correctly. On the application, you will be asked to provide some personal information, such as your Social Security Number, employer, renting history, and current address. You may also be asked for a list of references. Your references must not be related to you. Notify the references you put down that you are listing them as housing references.

This process can be intimidating. If you feel uneasy, contact someone you trust to aid you in the process. The application may ask about your criminal history or indicate that they will be conducting a background check. Many people worry that if they disclose this information up front, it may hurt their chances of getting an apartment. Although this may be true, you should be honest when they ask. This will not necessarily disqualify you. Disclosing your information up front can save time and an explanation after a background check is completed. Furthermore, if you disclose your criminal conviction upfront, they may tell you that you are not eligible for housing with them, saving you an application fee.

You may want to ask the landlord some questions during your apartment visit, including:

- What is the monthly rent?
- Are utilities included in the rent?
- When is the rent due?
- What is the parking situation?
- How much is the security deposit?
- Are tenants able to make minor modifications to the space? (e.g. paint the walls)
- How do you handle maintenance requests?

Be kind and courteous to potential landlords. Even if they choose not to rent to you initially, they may call you later if they cannot find anyone else to rent to.¹¹

¹¹ University of Illinois (2017). *Mapping your Future: A Guide for Successful Reentry*. Champagne, IL: Education Justice Project of the University of Illinois.

Once a landlord decides to rent to you, you will:

Sign a Lease or Rental Agreement

A lease is usually a year-long commitment, and you agree to pay a certain amount of rent each month for the whole year. A rental agreement is typically a month-by-month agreement. After 30 days, either you or the landlord are free to back out or change the agreement. Read the lease or rental agreement carefully and understand the amount you are agreeing to pay per month before signing or paying any fees. This is a legally binding document and you will not be able to rescind without consequences once you have signed. Once signed, keep your copy of the lease or rental agreement in a safe place.

Pay a Security Deposit

Most landlords will charge for a security deposit (one- and one-half month's rent), before moving in. Ask for a receipt for the security deposit and any other fees you may pay. When you move out of the apartment, your security deposit will be used to cover any damages to the apartment that you caused. Your landlord should not use your security deposit to pay for regular wear and tear of living in your apartment, but it is reserved for exceptional damage—significant holes in walls, carpet damage, etc. You should receive a receipt for specific damages when you move out. Any leftover money from the security deposit will be mailed to you within 30-45 days. If you have any questions regarding being a tenant, please review the booklet “A Practical Guide for Tenants & Landlords” at

<https://www.legislature.mi.gov/publications/tenantlandlord.pdf>

Breaking a Lease

If you need to move out before your lease is up, you can. You will be expected to pay a fee for breaking the lease. This fee is typically listed on your lease, so read it carefully before you sign. You may be required to pay your monthly rent until they are able to find someone to rent the apartment.¹²

¹² University of Illinois (2017). *Mapping your Future: A Guide for Successful Reentry*. Champagne, IL: Education Justice Project of the University of Illinois.

Additional Resources

Housing Assessment and Resource Agency (HARA)

The role of HARA is to provide centralized intake for those struggling with homelessness or other housing issues. HARA practices shelter diversion, a strategy to rapidly re-house people who are homeless or are threatened by homelessness. You can find a list of HARA agencies by county at:

https://www.michigan.gov/documents/mshda/HARAList_396245_7.pdf.

If your county is not listed, contact a county near you for services in your area.

Emergency Shelters

If you don't have a place to stay, emergency shelters serve as short-term housing placements that often provide food, laundry access, and support services to help you find more permanent housing.

You can access a list of these shelters by going to www.shelterlistings.org. 211, a community access line, is a starting point for people in need of support for health and human services. Call 211 from a landline phone or 1-888-353-6717 from a cell phone.

Housing Discrimination

In April 2016, HUD issued new guidelines to protect people who have criminal records from housing discrimination. Although records and convictions can be used to deny people housing, landlords must prove that they are refusing someone to protect their property and/or the safety of the people living in their housing.¹³

It is illegal, according to the federal Fair Housing Act, to deny someone housing based on age, color, religion, sex, national origin, or disabilities. If you believe you have been discriminated against, you can file a grievance with the Michigan Department of Civil Rights (MDCR).

Michigan Department of Civil Rights

Phone: 313-456-3701

Toll-Free: 800-482-3604

Email: MDCRServiceCenter@michigan.gov

For more information: www.michigan.gov/mdcr

¹³ University of Illinois (2017). *Mapping your Future: A Guide for Successful Reentry*. Champagne, IL: Education Justice Project of the University of Illinois.

Food, Nutrition, and Wellness Overview | Food and Nutrition | Fitness | Health Care | Behavioral Health | Mindfulness and Self-Care

This section discusses several components of health and wellness, including food and nutrition, fitness, health care, behavioral health, and self-care.

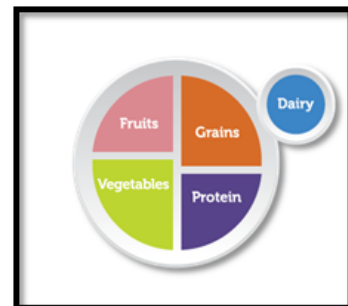
Health and Wellness Overview

Keeping your mind, body, and soul healthy requires many considerations. From what you eat, to how often you exercise, to how you train your mind to think, wellness takes practice and commitment.

Food and Nutrition

What you put into your body has a direct effect on your personal health. The foods you choose to consume should be nutrient-dense—contain high amounts of essential nutrients (such as vitamins, protein, iron, etc.). They should be based on your specific nutritional needs to live a healthy lifestyle.

You should also be aware of the overall amount of food you are consuming. The total amount of food you should consume per day is ultimately based on your sex, age, height, weight, physical activity level. According to the diagram to the right, a typical meal should include about:



- 30% vegetables
- 20% fruits
- 30% grains (for example, bread, rice, pasta, quinoa)
- 20% protein (for example, chicken, fish, beef, tofu, lentils)

You can also include dairy in your meal (for example, milk, yogurt, or cheese), which counts toward your protein intake since it is high in protein.¹⁴

¹⁴ United States Department of Agriculture. (n. d.). *MyPlate*. Retrieved from <https://www.choosemyplate.gov/#slideshow-1>

When shopping at a grocery store, it is important to check the nutrition facts, which are commonly located on the side or the back of food packages as seen in the example to the right. When reading nutrition facts, it is important to pay attention to key ingredients to make sure you are eating healthy foods.

Nutrition Facts	
Serving Size 2 tortillas (51g)	
Servings Per Container 6	
Amount Per Serving	
Calories 110	Calories from Fat 10
% Daily Value*	
Total Fat 1g	2%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 30mg	1%
Total Carbohydrate 22g	7%
Dietary Fiber 2g	9%
Sugars 0g	
Protein 2g	
Vitamin A 0%	Vitamin C 0%
Calcium 2%	Iron 4%
*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:	
	Calories: 2,000 2,500
Total Fat	Less than 65g 80g
Saturated Fat	Less than 20g 25g
Cholesterol	Less than 300mg 300mg
Sodium	Less than 2,400mg 2,400mg
Total Carbohydrate	300g 375g
Dietary Fiber	25g 30g
Calories per gram:	
Fat 9 • Carbohydrate 4 • Protein 4	

Typically, it is best to look for foods without high levels of the following:

- Saturated Fat & Trans Fat
- Cholesterol
- Sodium (Salt)
- Sugar or corn syrup

Consuming food with high amounts of the ingredients listed above can lead to many serious medical conditions including heart disease and diabetes.¹⁵ Another thing to pay close attention to is serving size, which is located at the very top of the nutrition facts. This tells you the amount of food the nutrition facts that follow are based on.

Walking into a grocery store after being in prison for a long period of time may be overwhelming. Generally, it is best to start at the back of the grocery store and work your way to the front. Items such as milk, eggs, and dairy products are located at the back of the grocery store since they must be kept refrigerated in order to maintain freshness. Furthermore, the front of the grocery store is where the checkout area is located—this is where you will purchase all of the items that you have selected. Once you get to the checkout area, there will be two options: self-checkout or cashier checkout. Self-checkout allows you to scan and bag your own items. Cashier checkout means an employee from the store will handle your transaction by completing some of the tasks mentioned above.

Using Your Michigan Bridge Card

If you have received your Michigan Bridge Card through the mail, you must first call the customer service number located on the back of the card in order to activate it before using it in a grocery store. (For more information, see Chapter 3: Public Benefits.) You will be given a certain amount every month to spend toward groceries based on your financial needs. The table below outlines what you can and cannot buy with this card.

¹⁵ The Ohio State University Wexler Center. (n. d.). Heart healthy diet: Low fat, low cholesterol, low sodium diet. *Patient Education*. Retrieved from <https://patienteducation.osumc.edu/documents/heart.pdf>

Can Buy	Cannot Buy
<ul style="list-style-type: none"> • Breads and cereals • Fruits and vegetables • Meats, fish, and poultry • Dairy products • Seeds and plants 	<ul style="list-style-type: none"> • Beer, wine, liquor, cigarettes, or tobacco • Soap • Paper products • Household items • Grooming and cosmetic items • Pet food • Vitamins or medicines • Hot food¹⁶

Before deciding which foods to buy, it is important to decide how much money you have to spend on food. Many grocery stores have loyalty cards that are free to sign up for with a phone number. Once you sign up, you will be eligible for discounts on select items within the store. There are also coupons that grocery stores might give you in order to decrease the cost of certain items. These are usually pieces of paper that the cashier gives you after you check out, or they may be sent to you by mail or email. If they are emailed to you, you can print the coupon and bring it to the grocery store.

Another useful practice when deciding which foods to buy is planning out your weekly menu. This will also help you estimate the cost of your food for budgeting purposes. The meals you want to make will not only affect which ingredients you decide to buy, but also the amount of ingredients you decide to buy.

¹⁶ United States Department of Agriculture. (2017). *Supplemental Nutrition Assistance Program: Eligible food items*. Retrieved from <https://www.fns.usda.gov/snap/eligible-food-items>

It can be helpful to bring a grocery list along with you to the store to ensure that you do not forget anything, and you are meeting all of the goals of a balanced diet. Typically, grocery shopping can be done for the whole week. A sample grocery list is as follows:

Grocery List

- 1 gallon of milk
- 1 loaf of bread
- 1 pack of cheese slices
- 1 pack of turkey slices
- 1 pack of chicken breast
- 2 boxes of pasta
- 1 jar of tomato sauce
- 1 stalk of fresh broccoli or a bag of frozen broccoli
- 1 bunch of bananas

Food Pantries

Food pantries are typically hosted by non-profit organizations or churches and provide individuals and families with free groceries. In order to find a list of food pantries near you, visit www.foodpantries.org or call Michigan 211 at 2-1-1 from a landline phone or 1-888-353-6717 from a cell phone. The operator will direct you to a list of available food pantries.

Farmer's Markets

Farmer's markets in the summer are a great way to save money and support your local economy. Most farmer's markets in Michigan offer "Double-Up Food Bucks." When you purchase fresh fruits and vegetables at a grocery store or farmer's market using your Bridge Card, Double-Up Food Bucks matches the amount of money that you spend on fresh produce. For example, if you spend \$10 on fresh fruits and vegetables at your local farmer's market, you'll receive an additional \$10 to spend on more fruits and vegetables. To use this program, just bring your Bridge Card to participating farmer's markets. Some grocery stores also participate in Double-Up Food Bucks. For participating locations, see Appendix A.

Fitness

What you eat will have a direct effect on your energy level for engaging in physical activity. Without proper nutrition, you will not receive the full benefits of physical activity. Regular physical activity, when paired with eating healthy, can help prevent unhealthy weight gain and promote healthy weight loss. It can also improve

your cardiorespiratory fitness.¹⁷ The cardiorespiratory system involves the lungs taking in oxygen (controlled by the respiratory system) and the heart distributing that oxygen to different parts of the body (controlled by the circulatory system). An active lifestyle can lower your risk of having or worsening the following medical conditions:

- Heart disease
- Stroke
- High blood pressure
- Unhealthy cholesterol levels
- Cancer
- Depression
- Anxiety

Common activities to participate in which do not cost much depending on the equipment you have include walking, running, jumping rope, biking, and lifting weights. Walking, running, jumping rope, and biking all promote your cardiorespiratory fitness while lifting weights primarily promotes your muscular fitness.¹⁸ As an alternative to exercising in or around your home, another option is to pay for a monthly gym membership.

Health Care

The health care that you will have access to depends on several factors. You must select a health plan according to your health care insurance. Your health plan will dictate which specific health care providers (doctors, clinics, etc.) you can receive services from.

¹⁷ Centers for Disease Control and Prevention. (2015). *Physical activity and health*. Retrieved from <https://www.cdc.gov/physicalactivity/basics/pa-health/index.htm>.

¹⁸ Harvard Medical School. (2014). Can we reduce vascular plaque buildup? *Harvard Health Publications*. Retrieved from <http://www.health.harvard.edu/heart-health/can-we-reduce-vascular-plaque-buildup>

The Healthy Michigan Plan

The Healthy Michigan Plan is the result of Medicaid expansion in Michigan under the Affordable Care Act (more commonly referred to as “Obamacare”). This health care insurance provides 10 mandatory health benefits which are listed below:

- Ambulatory patient services
 - Emergency services
 - Hospitalization
 - Maternity care
 - Mental health and substance use disorder treatment services
 - Prescription drugs
 - Rehabilitative and habilitative services and devices
 - Laboratory services
 - Preventive and wellness services and chronic disease management
 - Pediatric services for 19 and 20 year olds, including oral and vision care
- * And other services such as dental, vision, home health, and family planning¹⁹

In order to schedule an appointment to receive health care, you must call a health care provider in your area to see if they will accept your health plan. If your health plan is not covered by the health care provider, you could be stuck with having to pay more. When you call to schedule an appointment, the employee who is in charge of scheduling appointments will most likely ask you what health care insurance and health plan you have.

Behavioral Health

Some health care providers have a behavioral health component that is covered by your health care insurance and health plan. Otherwise, you may have to seek out providers that focus specifically on behavioral health. Behavioral health simply refers to your health based on your behaviors. Mental health and substance abuse are key parts of behavioral health. Behavioral health may also involve your eating, sleeping, and exercising habits.

¹⁹ Michigan Department of Health & Human Services. (n. d.). *Healthy Michigan Plan frequently asked questions*. Retrieved from http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943_66797-325160--,00.html

Mental Health

Your mental health is one of the most important things to work on when you are returning to society. It is normal that the struggles that you encounter from your new environment will impact your mental health and well-being. It is all about what you do to process your thoughts and feelings in a healthy way.

Stress in particular comes about when the demands placed on you—school, work, and relationships—outweigh your ability to cope. Although some stress may be good by providing you with energy and motivation, stress can also contribute to medical illnesses such as heart disease, anxiety, depression, and obesity. Five techniques for reducing short- and long-term stress include:

- Take a short break
- Exercise (see Fitness section above)
- Make sure to smile and laugh and practice self-care.
- Share your concerns and feelings with a trusted friend, family member, or mental health professional
- Meditate (see Mindfulness section below)²⁰

Depending on the different classes that you have taken during your time in prison, you may be familiar with the phrase “conflict resolution”— a way for two or more parties to come to an agreement in response to a disagreement. When you come home, you will experience conflict—everyone does. It is important to notice conflict as a natural part of life. Seven practical steps for resolving conflict include:

- Understand the conflict
- Communicate with the opposing party
- Think about possible solutions
- Choose the best resolution
- Use a third-party mediator
- Explore alternatives
- Stay calm in order to cope²¹

²⁰ American Psychological Association. (n. d.). *Five tips to help manage stress*. Retrieved from <http://www.apa.org/helpcenter/manage-stress.aspx>

²¹ Wolff, R., & Nagy, J. (n. d.). Providing information and enhancing skills. In *Implementing promising community interventions*. University of Kansas [Community Tool Box]. Retrieved from <http://ctb.ku.edu/en/table-of-contents/implement/provide-information-enhance-skills/conflict-resolution/main>

Seeking Support

It can be difficult to discuss the challenges you have gone through with someone you have never met before. However, expressing how you really feel to a therapist or counselor may help relieve some of the stress you have experienced or are currently experiencing. It is important to ask for help. Seeking help is not a sign of weakness. Your experiences are shared by many others and a licensed therapist or counselor may be able to help you stay on the right path towards successful reentry.²² Further resources for mental health resources are detailed below.

Substance Abuse

Being part of a safe social environment is key to not having contact with controlled substances in any manner. This means surrounding yourself with friends and family members who also do not use or sell controlled substances. Alternatively, this might mean residing within a therapeutic community or recovery home.

Longer length of stays in a therapeutic community or recovery home are associated with increased employment and decreased alcohol and drug use. One study found that formerly incarcerated individuals who were assigned to a recovery home received more money from employment, worked more days, and went without using controlled substances for a longer period of time.²³

Regardless of the specific type of residence you will live in, whether that be with a family member or friend; in a therapeutic community; or in a recovery home, having stable housing after coming home is the key to maintaining long-term recovery.²⁴

²² Kenemore, T. K., & Roldan, I. (2006). Staying straight: Lessons from ex-offenders. *Clinical Social Work Journal*, 34(1), 5-21. doi: 10.1007/s10615-005-0003-7

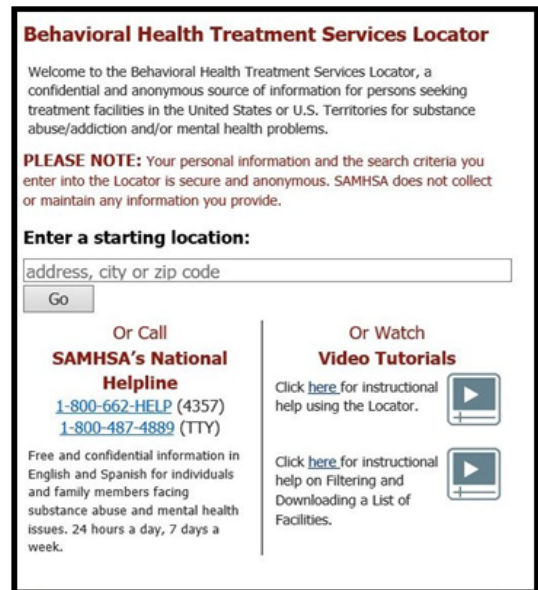
²³ Jason, L. A., Olson, B. D., & Harvey, R. (2015). Evaluating alternative aftercare models for ex-offenders. *Journal of Drug Issues*, 45(1), 53-68.

²⁴ Polcin, D. L., Mericle, A. A., Callahan, S., Harvey, R., & Jason, L. A. (2016). Challenges and rewards of conducting research on recovery residences for alcohol and drug disorders. *Journal of Drug Issues*, 46(1), 51-63. doi: 10.1177/0022042615616432

How to Find Mental Health & Substance Abuse Resources

It is extremely difficult to even know where to begin when searching for mental health and substance abuse resources. Your Medicaid will cover certain behavioral health and substance abuse services. In order to get clarity on whether or not a specific organization will accept Medicaid and what services they will cover, it is critical to call them and ask prior to receiving services.

Many counties in Michigan have a community health authority that accepts Medicaid. Another great place to start is the Behavioral Health Treatment Services Locator, which is a service offered by The Substance Abuse and Mental Health Services Administration (SAMHSA).²⁵



This service can be accessed by either visiting the service's webpage at <https://findtreatment.-samhsa.gov/> or by calling the service at 1-800-662-4357. If you call on the phone, you will be connected to a representative who will ask you questions that will help them find the mental health and/or substance abuse resource you are looking for—where you live, what your insurance is, what your specific mental health and/or substance abuse condition is.

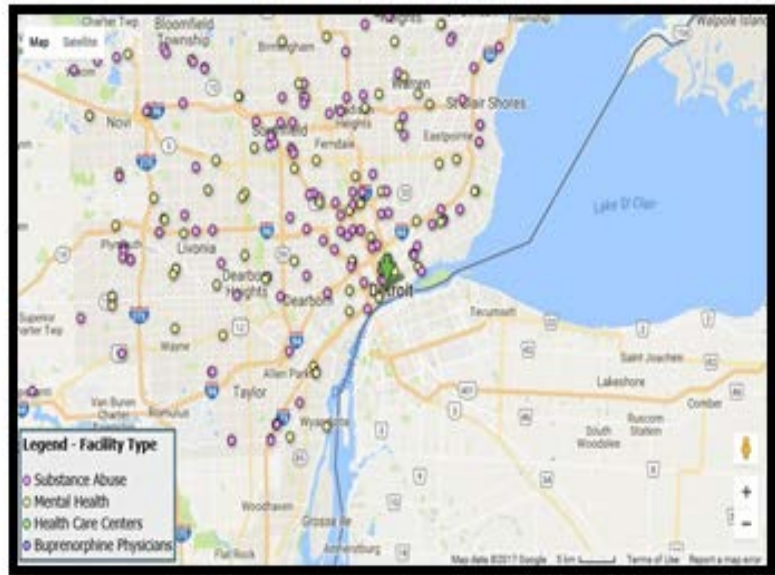
If you visit the webpage listed above, you will be able search for a mental health and/or substance abuse resource. The steps for completing this task are listed below.

1. In the box seen here, type in the address you reside at, the city you reside in, or the zip code you reside in.

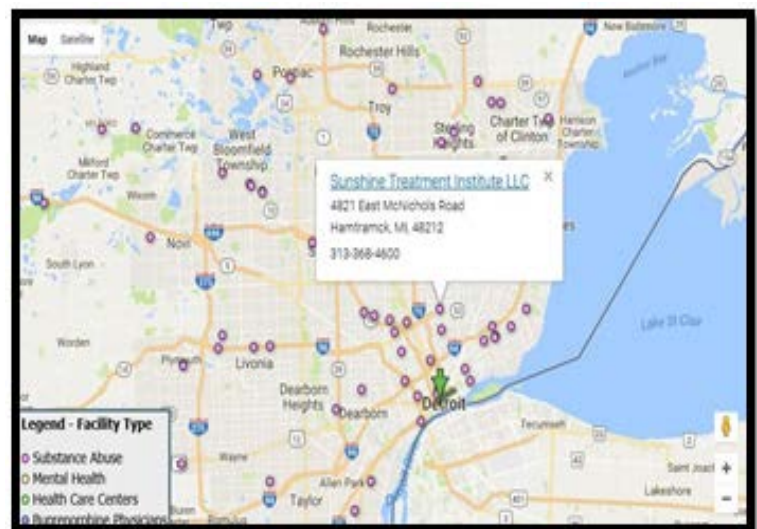


²⁵ Substance Abuse and Mental Health Services Administration. (n. d.). *Behavior health treatment services locator*. Retrieved from <https://findtreatment.samhsa.gov/>

2. After typing the information into the box above, you will be given a map of dots, which each indicate a facility depending on the color of each dot—see the legend in the lower left-hand corner of the map. You will also be given a list of each resource based on how far away each one is from your address, city, or zip code (from the least to greatest distance).



3. Now, for example, if you check the box titled “Substance Abuse (SA),” the map and following list will only include facilities that offer substance abuse services. Furthermore, you can now click on additional boxes based on your needs such as “Type of Care”; “Service Setting”; “Payment/Insurance Accepted,” etc.



4. Now that you have selected all of the boxes that apply to your needs, it is time to click on a dot on the map. By clicking on a dot, you will be able to see the name of the facility, the location of the facility, and a phone number for the facility. Also on the list, there will be a link to the facility’s website (underlined in blue). Click there in order to read additional

Download Share Print Filter/Sort 1/57	
Website Directions	More Information
13 Sunshine Treatment Institute LLC 4821 East McNichols Road Hamtramck, MI 48212 Main Tel: 313-368-4600 Intake Tel 2: 313-368-4800 Website Directions	6.13 miles More Information
14 Positive Images Inc 13340 East Warren Avenue Detroit, MI 48215 Main Tel: 313-822-1148 x103 Intake Tel 1: 313-822-6940 x101 Website Directions	6.13 miles More Information
15 Elmhurst Home Naomis Nest 245 Piquet Street Highland Park, MI 48203 Main Tel: 313-865-1500 Website Directions	6.16 miles More Information
16 Abundant Community Recovery Services 14070 Cass Avenue Dearborn, MI 48124 Main Tel: 313-288-1100 Website Directions	6.16 miles More Information

information on the services they provide as well as the requirements for receiving those services.

5. The last and final step is to call the facility's number located on the map or on the list in order to schedule an appointment for whatever services you need.

Most communities in Michigan also offer Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) groups that are free and open to any individual who would like to participate. AA and NA both have no membership requirement beyond the requirement of being serious about receiving help and keeping stories and identities anonymous. To find a local AA meeting, you can go to https://www.aa.org/pages/en_US/find-local-aa and to find a local NA meeting, you can go to <https://www.na.org/meetingsearch/>.

Mindfulness and Self-Care

Right now, you are understandably thinking about many different things related to your reentry—it can seem overwhelming. A great skill to develop is mindfulness. Mindfulness means being focusing on the present moment and being aware of your surroundings without getting distracted. When we are constantly thinking about other things going on in our lives, we are not being mindful.

Being present in the current moment contributes to our overall well-being. Individuals that don't let their mind wander, have been shown to experience increased happiness²⁶ and decreased stress.²⁷ Relatedly, individuals that are more mindful are also more satisfied with their romantic relationships. When communicating with our loved ones, we are less likely to be angry or hostile if we are being mindful.²⁸

So how does one become more mindful? One way to be mindful is through meditation, which involves taking the time out of your day to focus on the things that you can sense—see, hear, smell, taste, and touch—at the most basic level. Meditation can be included regularly in your day, making it a common routine. This can be as simple as observing your breath by inhaling and exhaling, allowing your

²⁶ Chang, J. H., Huang, C. L., & Lin, Y. C. (2014). Mindfulness, basic psychological needs fulfillment, and well-being. *Journal of Happiness Studies*, *16*, 1149-1162. doi: 10.1007/s10902-014-9551-2

²⁷ Carmody, J., & Baer, R. A. (2008). Relationships between mindfulness practice and levels of mindfulness, medical and psychological symptoms and well-being in a mindfulness-based stress reduction program. *Journal of Behavioral Medicine*, *31*, 23-33. doi: 10.1007/s10865-007-9130-7

²⁸ Barnes, S., Brown, K. W., Krusemark, E., Campbell, W. K., & Rogge, R. D. (2007). The role of mindfulness in romantic relationship satisfaction and responses to relationship stress. *Journal of Marital and Family Therapy*, *33*(4), 482-500.

breath to flow out and new air to flow in for five to ten minutes each day. This simple exercise will help you focus your attention on the action you are performing at the moment and likely bring more relief to whatever stress you are facing than you may have anticipated it would.

While carving out specific meditation sessions every day is important in mindfulness training, it is also equally, if not more, important to integrate mindfulness into the tasks that you complete each day. Rather than “taking time out” of each day, you can set “mindful reminders”—a sound or visual note—to remind you to be present in the moment you are currently in.²⁹

Self-Care

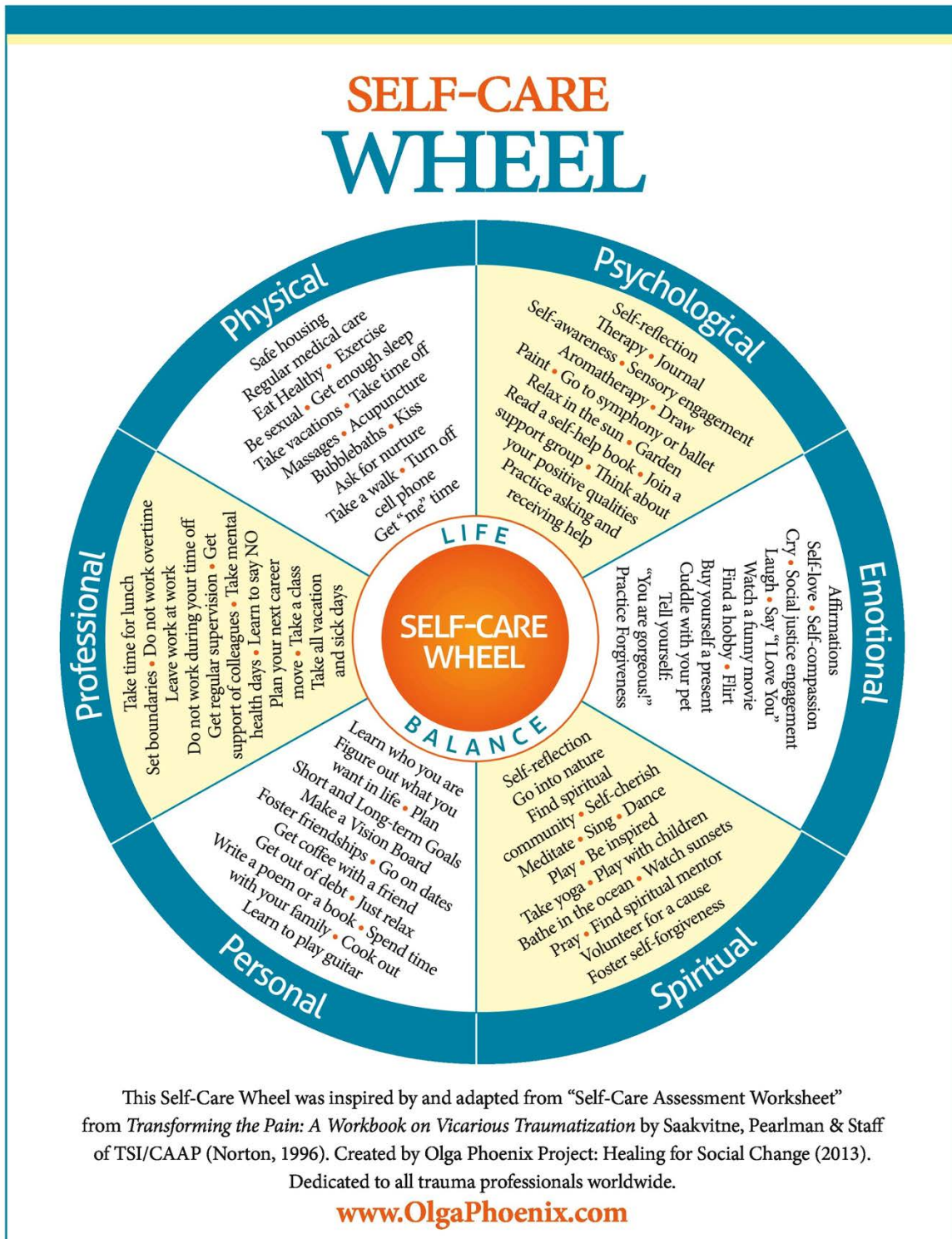
Self-care is essential for all individuals, but even more so for individuals who have endured traumatic events. The trauma of incarceration and the stress of reentering can take an extreme toll on your mental health and ability to cope with stress. Sometimes, practicing self-care can take a lot of time and dedication, but it is a useful mechanism to cultivate a healthy and balanced relationship with yourself.

Self-care is a general term that can be applied to nearly anything that you do in order to be kind to yourself. Self-care can increase productivity, increase self-knowledge, and increase an individual’s self-esteem. It is essential to practice kindness and compassion with yourself in order to ensure you are functioning to the best of your ability. You can practice self-care in a variety of ways, and it’s all about what works best for you!

Some suggested ways to practice self-care are:

- Hiking or walking
- Spending time in nature
- Sleeping
- Reading
- Exercising
- Cooking
- Meditating
- Laughing
- Praying
- Organizing
- Stretching

²⁹ Shonin, E., Van Gordon, W., & Griffiths, M. D. (2014). Practical tips for using mindfulness in general practice. *The British Journal of General Practice*, 64(624), 368-369. doi: 10.3399/bjgp14X680725



Clothing | Cell Phone and Email | Transportation | Employment

This section addresses how to meet basic needs not yet covered, including clothing, cell phone and email, transportation, and employment.

Clothing

Did you know?

According to *Psychology Today*, humans make judgments about each other's success within 5 seconds of meeting them. How you present yourself through the way you dress is important!

Whether you are interviewing for an open position or working in the yard, finding appropriate clothing for a range of tasks is important. Although family, friends, or supporters can often help with this, recreating an entirely new wardrobe may be challenging. You may seek out clothing closets through area-churches, thrift stores, or discount clothing stores (CitiTrends, Ross Dress for Less, etc.) to find clothing that is inexpensive and sometimes free. Because of the way that Michigan weather fluctuates, you need to be prepared for all four seasons, too.

As it is with any purchase, it is important to distinguish what you need from what you want and only put what you need on your shopping list. For example, if you were seeking out clothing for a job interview, your shopping list might look like this:

Shopping List Example

- 1-2 dress shirts
- 1-2 matching ties or purse
- 1 suit jacket or cardigan
- 1 pair of dress pants or skirt
- 1 belt
- Dress shoes
- White undershirt or camisole

Clothing Closets

Clothing closets are donation centers that provide clothing for free. They are often hosted by local churches and non-profits. Clothing closets often offer a range of services, too, from providing free guidance in finding professional clothing for job interviews, to preparing you for winter with coats, hats, scarves, and boots. To find a clothing closet in your area, call Michigan 211 by dialing 2-1-1 on a landline phone or 1-888-353-6717 from a cell phone. The operator will direct you to a list of available clothing closets.

Thrift Stores

Second-hand donation stores like Salvation Army and Goodwill are not only an environmentally sustainable way to purchase clothes, but they often have high-quality clothing for affordable prices. Some secondhand stores have a resource list of area clothing closets, too, so be sure to ask for that information once you arrive.

Thrift stores often have an overwhelming selection of clothing. It is helpful to go in with a list of what you need in order to keep your purchase within your budget.

Discount Clothing

If you are having trouble finding a good selection of clothes that fit your style and needs at clothing closets or thrift stores, you can find inexpensive clothes, especially in the clearance section, at stores like FiveBelow, CitiTrends, Walmart, Meijer, or Old Navy.

Cell Phone

Having a cell phone is essential to finding employment because it will help you communicate with potential employers. The following information will explain how to get a free cell phone through the Federal Communications Commission.

Obtaining a Cell Phone

The Lifeline Program provided through the Federal Communications Commission (FCC) makes cell phones and other forms of communication more affordable for eligible individuals. If you are already receiving Medicaid, Food Assistance, or other federally funded benefits, you may already qualify. You can apply for the Lifeline Program by following the steps listed below.

- Qualify
 - You can qualify for Lifeline through a government assistance program or your income. You may need to show proof that you qualify for a Lifeline benefit using the following:
 - A card or award letter to prove participation in Medicaid or Food Benefits programs
 - A pay stub or tax return to prove your income is at or below 135% of the federal poverty guidelines
- Choose a Company
 - To find a list of companies near you, go to www.lifelinesupport.org
 - Once you have selected a company, request a Lifeline application. You will need the following information to apply.
 - Full legal name
 - Date of birth
 - Last 4 digits of your Social Security Number
 - Address
 - You should also have at least one of these items:
 - Unexpired ID such as Driver's License;
 - Social Security Card;
 - Medicaid Card;
 - Prior year's tax return; or
 - Another document that proves your identity
- Sign up
 - If approved, you will receive your Lifeline discount toward your bill. Your company can also apply your discount to an existing service.

For more information about Lifeline, go to www.lifelinesupport.org. For more information about cell phones, email, and social media, refer to Chapter 9: Technology.

Transportation

Transportation is important for employment, connecting with friends and family, and building a meaningful life. Unfortunately, it can be expensive.

The transportation available to you will be contingent on where you return. If you are living a city like Detroit or Grand Rapids, public transportation is more available to you. If you return to a more rural area, your options may be more limited.

Buses and Metro

If available, using public transportation can save you money. If you use the bus or metro train often, buying a yearly or monthly pass will reduce the cost of your fare per ride. If you are a student, senior citizen, veteran, or a person with a disability, you may qualify for a reduced fare. The best way to learn about public transportation in your area is to search google for “public transportation (insert name of your city).” To see a full list of the public transportation available in both urban and rural areas, go to www.michigan.gov/mdot.

There are a couple of private bus companies that offer fares to regional destinations such as Toledo, OH and Chicago, IL. Those companies are MegaBus and Greyhound, pricing and schedules are available online when you google search either service.

Trains

One of the least expensive ways to travel long distance is by train. Amtrak has services throughout Michigan and surrounding states. For information on trips available and fares, go to www.amtrak.com/michigan.

Ride-Hailing Apps and Taxis

Ride-hailing apps like Uber and Lyft are a fairly new form of transportation. Rates are based on time of day, and have the tendency to be more expensive during nights and weekends. To use a ride-hailing app, you need a smartphone and a credit or debit card. You can download the Uber or Lyft app to take short trips in your city, where services are available. These apps operate just like taxis, but the drivers are self-employed and use their own cars.

Pros and Cons of Taxis and Ride-Hailing Apps

Taxis are usually available in all major cities and are regulated by the government. This regulation ensures that prices will remain consistent and helps protect drivers and consumers. Taxis are generally more expensive than ride hailing apps and do not offer mobile apps to help customers find a ride.

Ride-hailing apps like Uber and Lyft are convenient as you can find a ride by using your cell phone. There is no cash exchange since your credit or debit card is linked to your ride app account and is charged directly. Rates fluctuate based on the time of day and are typically higher on nights and weekends. Since this industry is not regulated, vehicles may not be properly maintained, and drivers may not be screened as thoroughly as those driving taxis. Do your part to stay safe. Ride in the back, wear a seatbelt, share your location with friends, family, and supporters, and make sure the car you are entering is, in fact, the ride you requested by checking the license plate. Consider doing the following before you ride:

- Verify the identity of the driver and their car before you get in. When you order a ride, both Uber and Lyft share with you the identity of the driver, the type of car that they drive, and their license plate number. Before you get in the car, make sure all of these things line up.
- Wait inside for your ride to come. The app will notify you when your driver arrives, so there is no need to wait outside if you feel you are in a potentially unsafe area.
- Keep in touch with others. Through the app, you can share your trip details with friends, family, or supporters, including your estimated time of arrival and your specific route.
- Take note of the driver's rating on the app. Uber and Lyft both have a rating system that allows riders and drivers to rate each other, which discourages problematic behaviors.

Biking

Biking is a great way to save money, explore your community, get fit, and be environmentally friendly. In some communities, temporary bike rental is possible through companies such as Mogo. In other places, a secondhand store or the classified ads website Craigslist.org is great way to find a bicycle. If you bike, make sure you follow the rules of the road. In general, bicycles should follow the same rules as cars: they should stop at stop signs and traffic lights, use hand signals to switch lanes or make a turn, and yield to pedestrians. Always wear a helmet to avoid serious injury.

Cars

If you only need a car occasionally, consider joining a car-sharing program like Zipcar. Car-sharing programs allow you to reserve a car when you need it, but you aren't responsible for the insurance, payments, or repairs, things that make owning a car expensive. Like Uber or Lyft, this program will have you create an online account and link your credit or debit card for reservations.

If you find it necessary to buy a car to meet your needs to get to work or school, then proceed carefully. If you're on a budget, consider buying a less-expensive car that passes a mechanical evaluation from a reputable dealer. If you purchase a car from

a private party, be sure to go with the seller to your local Department of Motor Vehicles (DMV) to transfer the title to your name, before you pay.

You can check a car's history, including past accidents, using trade sites like www.autotrader.com.

A few tips before purchasing your car:

- If you are taking out a loan to buy a car, make sure you can afford the monthly payment. Refer to Chapter 8 to learn how to write up a budget and for more information on credit.
- Before going to a dealership, consult with people you trust to discuss which cars will meet your needs and be safe and reliable. www.edmunds.com and www.consumerreports.com are good places to do further research on cars. Know the value of the cars that you are interested in (Kelley Blue Book is a good place to find this information, kbb.com).
- Avoid car dealerships that advertise directly to people with bad credit—they are likely to take advantage of you. Be wary of companies or people who push you into purchasing a vehicle before you are ready.
- Once you have found a vehicle you are interested in, check the vehicle history report, and ask the seller a lot of questions. For example:
 - How was the car maintained?
 - Are the service records available?
 - Has it been in any accidents?
 - What features don't work the way they are supposed to?
 - Is there any reason you wouldn't drive the car coast-to-coast tomorrow?
 - What is the ownership history?
 - Why are you selling the car?
 - How did you arrive at this price?
 - Can I take the car to a mechanic for an inspection before I purchase it?
 - Do you have the title in hand?
- Check prices on similar vehicles and go to more than one place to compare vehicles. This can help you get a good deal.
- Read the fine print carefully and understand the rules of any document before you sign anything. Remember, what counts is what is in the contract, not what the salesperson promised!
- Make sure that you fill out all of the appropriate paperwork, especially if you are buying from a private party. You should obtain the title and registration before you give them any money.
- Make sure that you have car insurance and a driver's license before you drive the car away. It is illegal to drive without insurance or without a license. Refer to Chapter 2 for information on how to get your driver's license. See below for more information on car insurance.
- Finally, be safe! Do not drink alcohol, text, or talk on your cell phone while driving, and be sure to wear your seatbelt.

Car Insurance

Driving in Michigan requires car insurance. This means you need to purchase an insurance plan, as well as make a monthly payment to the insurance company. Michigan requires you to have no-fault car insurance, which covers injuries and damages caused in a car accident regardless of who is at fault. Michigan's basic no-fault auto insurance includes personal injury protection (PIP), property protection insurance (PPI), and residual bodily/property damage liability insurance (BI/PD)

These required coverages do not pay for damage to your vehicle or cover theft. If you want your insurance company to cover damage to your vehicle or theft, you may choose to carry collision coverage (damage) and comprehensive coverage (theft).

Be sure to keep your Michigan no-fault insurance certificate in your vehicle or carry it with you when you drive. If you cannot show proof of insurance to a law enforcement officer, the court may order the Secretary of State to suspend your driver's license. Until proof of insurance is shown, the Secretary of State will not renew, transfer, or replace your vehicle's license plate. If proof of insurance is not produced, you may face prosecution and/or fees and a possible technical parole violation.

There are a number of ways for you to shop for insurance: ask for referrals from family or friends, or go online to find a company, agency, or agent. MetLife and Pioneer State Mutual are, for many people, the two most affordable car insurance options in Michigan as of September 2019. Anyone selling insurance in Michigan must be licensed through the Department of Insurance and Financial Services (DIFS). If you have questions about a company, agency, or agent, please call DIFS at 877-999-6442 or visit www.michigan.gov/difs. For a list of insurance companies, visit https://www.michigan.gov/documents/difs/Auto_Insurance_Guide_448003_7.pdf. For more information on no-fault insurance, refer to www.dmv.org/mi-michigan/car-insurance.

Car Registration

Once you have found the vehicle you want to buy, you will need to properly title, register, and plate it. If you are buying the car from a private seller, it is best if you and the seller go together to a Secretary of State office to complete the title transfer. If that is not possible, then before leaving with the vehicle make sure:

- The seller gives you the title. Making changes on a title, such as crossing out a name, invalidates it. Copies are also not acceptable. The seller must complete the seller's portion of the title assignment, including the odometer disclosure statement, and sign it.
- There is no outstanding loan against the vehicle. A title cannot be transferred until the vehicle loan is fully paid. The party that administered the loan must have either signed the title or provided the owner with a lien termination statement.
- The odometer reading entered by the seller and vehicle identification number (VIN) on the title match the vehicle's odometer reading and VIN.

You do not need a license plate to drive your vehicle home within three days of purchase. After three days, you must register the car and get a license plate. In the meantime, be sure to carry the assigned title and proof of insurance with you. Never use a plate from another vehicle as a substitute.

To register your vehicle in Michigan with the Secretary of State, you will need to provide your vehicle title, driver's license, proof of insurance, and payment for your registration fee (typically \$15-\$20). Your registration expires every year. It is your responsibility to renew it. Failing to do so can result in a very expensive ticket.

Employment

You can start thinking about employment while you are still in prison. Follow the steps below to make yourself job ready and to prepare for any employment opportunities. The first step is writing a resume, which you can start early, even before you come home.

Resume

A resume presents your story by highlighting work experiences and skills in reverse chronological order. It displays details of your current and past jobs. Include jobs you had in prison, because those skills are valuable. Employers only spend a brief amount of time looking at resumes, so there are certain formatting guidelines you will want to follow when creating your resume. A resume should be one page. List your experiences by category such as education, work experiences, volunteer work, certificates, and skills.³⁰

³⁰ University of Michigan. (2017). Resume Resource. *University Career Center*. Retrieved from <https://careercenter.umich.edu/article/resume-resources>

Education

This section describes your educational experiences. List the schools you attended and location (city, state) and the year you completed the education program and the degree you received.

Certificates

This section highlights any certifications or licenses you have received.

Work Experience

This section describes your work experiences and what you want the employer to learn about you by reviewing the experiences. Include the job title, employer, location (city, state) and dates. When listing the employer for jobs you have held while incarcerated, write “State of Michigan” rather than the name of the correctional facility. Describe your work experience by highlighting skills, accomplishments, and responsibilities. Use action verbs and phrases when describing your experiences. Include what you did and how you performed your duties, why the task was important, or the impact of the task within that job.

Skills

This is an optional section to list skills not mentioned in other sections, such as computer skills, foreign language competencies, and other technical abilities.

Cover Letter

Most jobs will require you to submit a cover letter along with your resume. A cover letter allows you to explain why you are qualified for a position and to make a strong first impression on employers. It is an opportunity to showcase your experiences, skills, and character more in depth than a resume. Below are some cover letter tips:

- If submitting a cover letter is optional, always submit one.
- If a job does not specifically ask for a cover letter but it seems relevant, submit one.
- Just like a resume, a cover letter should only be one page.
- Try to find the name of the person reviewing the applications and address your cover letter to him or her.
- Cover letters highlight your writing abilities, so they should be error free with proper grammar.
- Try to highlight your skills that match the skills requested in the job posting.

Cover letters should be 3 to 4 paragraphs long:

First Paragraph

The main purpose of the first paragraph is to introduce yourself and explain why you are writing. You want to grab the employer’s attention and discuss why you are interested in this position and this organization. Use your community: if

someone has referred you to the organization (a current employee, friend, or family member) include his or her name in the first sentence.

Second and Third Paragraph

Tell the employer your story: describe your qualifications for the type of position you are seeking using specific examples from your experiences that demonstrate what value you can add to the company or organization. Connect your accomplishments, skills, and knowledge directly to the type of position, organization, and field. Avoid repeating facts outlined on your resume by focusing on key concepts.

Final Paragraph

Summarize or give a final statement of interest and qualifications. Thank the employer for his or her time and consideration.

Questions to Get Started for Each Paragraph

- Paragraph 1: Why are you interested in this position and this organization? What in the posting made you want to apply?
- Paragraphs 2-3: What 2-3 experiences connect your skills to those listed in the position?
- Paragraph 4: What final point do you want to make?³¹

Interviews

Preparing ahead of time can help you feel calm and collected the day of an interview. Some questions to ask yourself are: How do I research employers? What should I wear? What are common interview questions and good strategies to answer them?

Some strategies to help you prepare are:

- Select and try on your clothing in advance to make sure it fits.
- Anticipate specific questions that you expect will be difficult. For many people, open-ended questions (e.g., “Tell me about yourself”) or negative questions (“Tell me about a supervisor you didn’t get along with”) can be especially challenging. Preparing for these questions and practicing your answers can help ensure that you won’t freeze up during the interview.
- Prepare stories about yourself: your experiences, skills, and personal qualities. You cannot anticipate every interview question, but if you’ve spent some time reflecting on your background and preparing stories that illustrate key points, you’re less likely to be caught off-guard by unexpected questions
- Share concrete examples to back up your assertions, rather than making unsubstantiated claims. Examples from past experiences will help convince

³¹ University of Michigan. (2017). Cover Letter Resources. *University Career Center*. Retrieved from <https://careercenter.umich.edu/article/cover-letters>

an employer that you can do what they need done, because you demonstrate that you've done it in the past.

- Do your homework on the industry and the organization to ensure that your answers are relevant to the position.
- At the end of the interview, the employer will ask if you have any questions. Always prepare questions ahead of time. This is your opportunity to figure out if a job is a good fit and to ensure that you are fully informed of what the job entails.³²

Applying to Jobs with a Criminal Background

Employers can ask if you have any convictions or felony arrests. There are certain types of jobs that prevent employers from hiring people with criminal records. If an employer refuses to hire anyone with a criminal record, even though the record has nothing to do with the job, they may be violating laws against discrimination. Jobs with laws against hiring people with records are usually health care, daycare, private security, transportation, and government employment. There are laws or policies that prevent employers in these types of jobs from hiring people with certain convictions.

If you are fired and have criminal record, you can still receive unemployment benefits. However, if you lied on your application about your record or committed a crime related to your job, that can be considered misconduct. If you commit misconduct you cannot receive unemployment benefits.

Some jobs like being a barber or plumber require you to have a license. If you are denied a license because of your record, you can usually appeal the decision. The appeal is an opportunity to prove that your record should not prevent you from getting the license. If you decide to appeal, use things like work history, letters of recommendation, and vocational/educational certificates to show you are qualified to have the license. You may want to ask an attorney for help with your appeal.

When applying for jobs, be honest about your record. A lot of employers conduct background checks, so if you lie, you will not be considered for the job. If an application asks if you have a record, you can always write "yes, will explain," and you can discuss your record in the interview. Read questions about criminal records carefully. If it asks if you have committed a crime in the last 5 years and your conviction is older than that, you can say no.³³

³² University of Michigan. (2017). Interviewing Resources. *University Career Center*. Retrieved from <https://careercenter.umich.edu/article/interviewing-resources>

³³ State Bar of Michigan. (2015). Got a Record? Know Your Rights Employment. *Justice Initiatives*. Retrieved from https://www.michbar.org/file/programs/cii/pdfs/employment_rights.pdf

Searching for a Job

When searching for a job, try to think of types of work for which you already have skills. This will show the employer you are able to come into the job with some experience. If there is a job you do not have exact qualifications for, think of ways that your skills will translate for that job and emphasize that you want to learn a new trade. Your parole agent should be able to connect you with job employment training programs, such as Michigan Works! and Goodwill Industries.

One way to apply for a job is going to the place you would like to work and ask if they are hiring and have an application. This allows the company to place a face with an application. When you go to a company to ask for an application, you will want to dress professionally and have copies of your resume on hand. If a company is not currently hiring, leave them a copy of your resume to have on file for when there is a job opening.

The most efficient way to apply for jobs is through job search websites (see websites listed below). The best way to search for jobs is by type and location. If there is a job that you do not have transportation to, then it will be difficult to keep the job even if you are hired. Apply to jobs where you know you will be able to work during the hours and days required. You can search for job postings on a daily basis. If you are having difficulty searching for jobs online, visit your local Michigan Works! office. They can help you navigate job websites and help you find jobs that will hire people with criminal records. In a lot of cities, the local library will help you navigate job websites, too. They may also have information about job openings in the community. Most jobs will not send a rejection notification. Feel free to follow up with employers about the status of your application or ask when they plan on offering interviews.

You may also find out about job opportunities through networking, or drawing on your social connections to learn about jobs and employers. Find opportunities to meet with people who are working in the industry you're interested in. They can give you valuable information on what employers are looking for and what companies you may want to check out. They might be able to refer you to their company when there is a job opening. You can also schedule informational interviews. (An informational interview is when you meet with someone to ask about the field they work in and to gain information and advice on how you may be able to get a job in that field.)

You can also attend networking events and job fairs in your area. You may be able to connect with employers at a local job fair. You should attend job fairs wearing interview clothing and bring multiple copies of your resume to give to employers. There may be staffing agencies at job fairs. They may be able to offer you immediate employment. However, be aware that work through staffing agencies is temporary and they take a portion of your pay. At times, these temporary jobs can lead to permanent employment. Some staffing agencies do not conduct background checks. However, they might place you with an employer who does. You should inquire

about this because you will not be able to get a permanent position with a company that does not hire people with criminal backgrounds.

Employment Assistance Programs like Michigan Works! provide guidance to people searching for employment. These organizations are already connected with employers who are friendly to hiring people who have criminal backgrounds. They can also provide you with resources such as bus passes, funds for a State ID or Driver's License, free training, professional clothing, and referrals to other food and clothing resources. These organizations will also help you prepare your resume, cover letter, and practice interviews. These organizations require a lot of paperwork to be filled out and the process can be slow. You should apply for jobs on your own time and not solely rely on these organizations.

Another path to employment is enrolling in a training or an apprenticeship program to gain certification. Some programs may have stipends or will pay you for your work while training. They also may be able to connect you with employers in your trained field once you complete the program. You should ask your parole agent or the representative from the offender success administrative agency if they are able to cover the costs of a training program or help provide you with the equipment you may need for the program.

Keeping a Job

Practice good work habits. Maintain a good attendance record and notify your boss of any absence. Inform him or her beforehand if you have to leave early, come late, or take a longer lunch hour.

Arriving promptly each day is important. Staying late does not compensate for tardiness. If you are not there at the start of the day, it may interfere with others being able to do their jobs. Keep your immediate work station or area clean and organized. Follow your company's safety rules and practices in the workplace in order to avoid accidents and injuries. Learn how to manage your tasks and the workflow (who reports to whom, etc.) of your company. Your supervisor or trainer should teach you the workflow during training. Your job may seem overwhelming at first, but with time you will learn the flow of things. It is normal for this process to take time.

Dress in a way that suits your job. Look around during your initial interview and notice how people at the company dress. Feel free to ask your interviewer about the dress code if you are unsure. Learn your new company's values, norms, and culture. Companies tend to hire those who seem like a good fit. If you were chosen, someone must have thought you would fit in with the values, norms, and culture. Take confidence from that and prepare yourself to meet company and team expectations. It's important to learn the operating style of the company.

Ask questions when you're not sure how to handle something. There is no such thing as a "stupid question." Your supervisor wants you to learn the job and become a good employee. One of the most common obstacles to mastering a new job is fear of asking questions.

Work on developing healthy workplace relationships. Try to get along with your coworkers and be a good team player. Avoid workplace romances. Getting along with coworkers can make your job a positive experience and you may want to spend time with each other outside of work, but make sure to maintain appropriate boundaries.

It's very possible your criminal record will cause people in the workplace to treat you differently. Remember that your criminal record does not define you. If everyone were defined by his or her worst mistakes, then nobody would get hired. If a co-worker or patron continues to harass you regarding your criminal record, discuss the situation with human resources or your supervisor.³⁴

³⁴ Michigan Talent Connect. (2016). How to Keep the Job Now That You are Hired.

Michigan Jobs and Career Portal. Retrieved from

https://www.michigan.gov/documents/careers/HOW_TO_KEEP_THE_JOB_NOW_THAT_YOU_ARE_HIRED_351873_7.pdf

Additional Resources

Job Search sites

- <https://www.indeed.com/>
- <http://www.mitalent.org/>
- <http://www.monster.com/>
- <http://www.careerbuilder.com/>
- <https://www.facebook.com/groups/ciaoline/>

Employment Assistance organizations

- Michigan Works: <http://www.michiganworks.org/job-seekers>
- Michigan Rehabilitative Services (if you have a disability):
https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392---,00.html
- Your local library

Sample Resume

NAME

Phone Number · Address · Email (ADD LATER IF NECESSARY)

PROFILE

*Quick-to-learn, hardworking, and versatile with a wide set of skills ranging from transcribing braille to janitorial maintenance and food service. Able to prioritize multiple tasks. Enjoys the challenge of new projects, exceeds in recognizing and solving problems, and takes initiative to do so.
Looking for full-time employment with a stable company.*

SKILLS

- Extensive janitorial and maintenance knowledge
- Reliable, adaptable, and congenial

EDUCATION

Inside Out Prison Exchange Program (Jackson, MI) 2017
General Equivalency Degree (Carson City, MI) 1995

WORK & VOLUNTEER EXPERIENCE

Braille Transcriber, Michigan Braille Transcribing Fund 2017-Present
State of Michigan (Jackson, MI)

- Transcribed textbooks and official documents into braille for blind and visually impaired persons

Print Press Porter and Operator *State of Michigan* (Jackson, MI) 2014-2017

- Operated digital letterpress, lithographic, flexographic, gravure, and other printing machines
- Responsible for machine up-keep and keeping the building in clean and orderly condition.
- Notified management of needed repairs

Unit Porter, Launderer *State of Michigan* (Coldwater, MI) 2011-2014

- Performed heavy cleaning duties (cleaning floors, shampooing rugs, washing walls and glass, removing waste)
- Tended furnace and boiler
- Performed routine maintenance activities (changing lightbulbs, removing snow, etc.)
- Managed washing/dry-cleaning machines, handling industrial and/or household items

Wheelchair Aide *State of Michigan* (Coldwater, MI) 2011-2014

- Assisted non-ambulatory individuals get from one place to another, indoors and outdoors

Trainer, Second Chance at Life Dog Program *State of Michigan* (Coldwater, MI) 2006-2011

- Provided positive human interaction with my assigned dog for 90 days
- Taught each dog basic obedience, including sit, come, lie-down, stay, and heel
- Kept records of dog's behavior and development
- Bathed/groomed dog

Line Server and Dishwasher *State of Michigan* (Ionia, MI) 2003-2006

- Served food to populations of over 1,200 individuals
- Ensured proper portions and maintained food-safe temperature levels for each menu item
- Responsible for operating dish machine, cleaning and sanitizing dishes, glasses, cups, silverware, dish tank, and large equipment

Unit Porter *State of Michigan* (Ionia, MI)

1999-2003

· See job description above

P R O F E S S I O N A L D E V E L O P M E N T

Printing Industries of America Sheetfed Offset Skills Training Program, 2016

Prisoner Observation Aide Program, 2014

Blood-Air Borne Pathogens Training, 1998, Renewed in 2013

Industrial Health and Safety Training, 1999

CHAPTER 7: EDUCATION

College Access Quick Reference Sheet | Education Overview | Selecting a College and Program | College Applications | Financial Aid | Enrolling in College | Common Abbreviations

This section discusses how to select a college and degree program, apply for a program, finance your education, enroll in classes, and access other educational resources.

Education Overview

Most of the process described below will require the use of the internet and a computer. You can go to your local library to use the computer, and often librarians will be able to help you with this process.

Before you start thinking about college, reflect about what your goals are. It might be helpful to go to a career counselor or job counselor to figure out the best path for you. You can find a career center using www.careeronestop.org or go to a local Michigan Works! office to meet with an advisor. Some questions you might ask yourself before starting this process include: What education and skills do I already have? What kind of work do I enjoy? Where do I see myself in ten years?

Sometimes it's helpful to search for the jobs you want and look at what the requirements are. Then you can decide what you need to do to meet those job requirements. Once you have an idea of your goals, you can start researching educational programs that will help you achieve them.

Selecting a College and Program

Types of Education and Degrees

When deciding what kind of degree you want, first think about what kind of job you would like to have in the future and work backwards. For example, if you want to be a paralegal, you need to earn your associate's degree or bachelor's degree, but if you want to be a chef, you may only need to complete a certificate program.

GED

The GED, or test of general educational development, gives those who did not complete high school the opportunity to earn their high school equivalency diploma. If you have not already completed your GED, there are agencies in Michigan where you can obtain it. Visit www.gedtestingservices.com to find a testing location near you. You can also call the Michigan GED office at 517-373-1692. In Michigan, in order to obtain the GED certificate, you need a standard score of 410 on each of the five tests and an average score of 450 for all five tests. There are many programs that prepare people for the GED test available across Michigan. Most jobs list GED or high school diploma as their minimum requirement.

Certificates

Certificates are usually programs offered through community colleges that take a shorter amount of time to complete than an Associate's Degree. They are usually focused around a specific type of job training. Depending on the class, the credits may not transfer to count towards an associate's or bachelor's degree. Certificates might be for something in food service, engineering, or mechanics. You can see what certificates are available on your college's website.

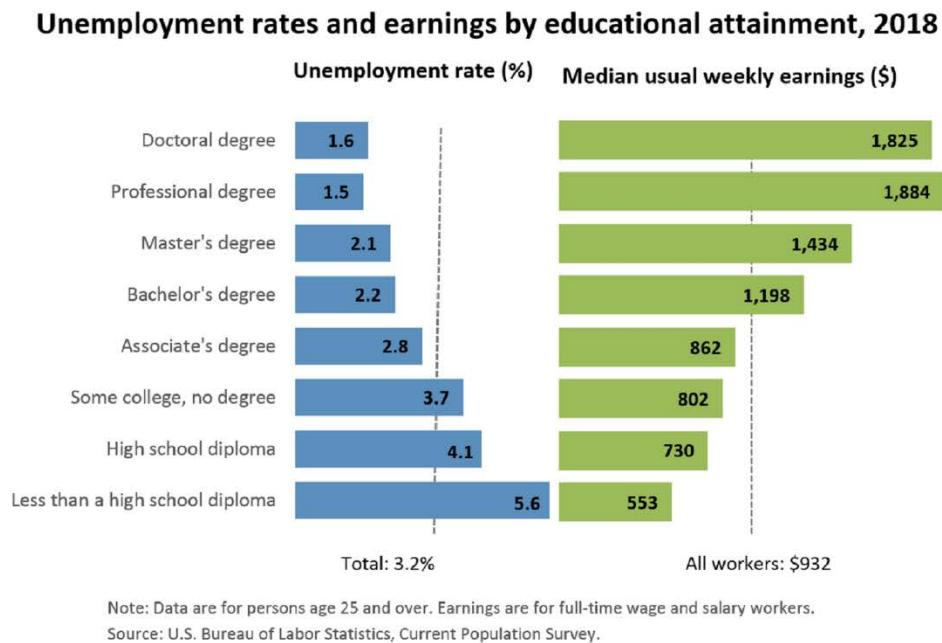
Associate Degrees

Associate's degrees generally take two years to complete as a full-time student. These types of degrees are usually offered at community colleges and sometimes offered at universities and colleges. With this degree, you can find higher paying jobs in a variety of fields. Your degree might be called an Associate of Arts (A.A.), an Associate of Science (A.S.), or an Associate of Applied Science (A.A.S) depending on what you study. Many people choose to earn their associate's degree first to get a better paying job and then transfer to a bachelor's degree program.

Bachelor Degrees

Bachelor's degrees are the most commonly discussed type of college degree. They generally take four years to complete, or two years if the student already has their associate's degree. Jobs that require bachelor's degrees are usually higher paid and provide more employee benefits (like health insurance) than jobs that only require associate's degrees.

As you can see from the chart below, higher education tends to lead to more job opportunities and higher pay.



Types of Colleges

Private vs. Public

Private colleges are funded completely by tuition payments and private donations. Because they have all private funding, they have more autonomy about how to run their programs. For example, private colleges are allowed to have religious affiliations. The tuition is generally higher at private colleges, but they also tend to have significantly better financial aid for low-income students. Public colleges are partially funded by the state and therefore have to abide by state regulations. The tuition is lower at these colleges because it is subsidized by taxpayer money, but there isn't as much scholarship money available to students.

Community College vs. Four-year Colleges and Universities

Community colleges provide job training programs and 2-year associate's degree programs. They are public and funded through the state. Community colleges do not offer bachelor's degrees. Four-year colleges and universities rarely offer certificate programs, sometimes offer associate degrees, and mostly focus on four-year bachelor's degree programs. For a list of accredited colleges and universities in Michigan, see Appendix B.

Costs of Different Colleges

Community College

To be a full-time student, it usually costs around \$5,000 per year, which can be covered by a Pell grant, a grant from the government for low-income students.

Public Four-Year College or University

To be a full-time student, it usually costs around \$20,000 per year to attend a public university in the state where you reside. Tuition can be covered by a Pell grant and public student loans. This “sticker price” includes food and rent, so if you plan to live off campus, you would only be asked to pay for tuition and books, which is closer to \$10,000.

Private College

To be a full-time student, it usually costs at least \$35,000 per year or more. Again, this covers tuition, room, board, and textbooks, so if you are planning to live off-campus, it may be less expensive.

Sticker Shock

Don't let the price scare you! Private colleges may have significantly higher “costs of attendance,” but they also generally offer significantly more financial aid. For example, Hope College in Holland, MI costs \$43,850 for one year, but low-income students pay \$11,900 on average after financial aid. Do not let the cost of a college influence your decision about whether you should apply. You can make financial decisions once you see financial aid award letters from the places where you were accepted.

Colleges are required by law to have a net price calculator on their website. If you Google search “net price calculator” and the name of the college, you can find a link to it. Then you will probably answer a few questions about your financial situation. If they ask for your “EFC,” or Expected Family Contribution, you can put zero to see what their maximum financial aid package would be.

For-Profit Colleges

For most programs, non-profit institutions provide better career outcomes for students for less money. For-profits can be a good fit for students interested in programs in cosmetology, barber school, or video game design. However, if you're interested in programs for business, social work, psychology, or almost anything else, non-profit institutions provide better and more fairly priced training for career opportunities. If you're not sure what type of college is best for the program you want, ask a career counselor.

	For-Profit Colleges	Non-Profit Colleges
How are they different?	For-profits are designed as a business. The tuition covers some educational expenses, but also goes to the owners and shareholders. The primary goal of a for-profit college is to make money.	Non-profits are designed to serve students' needs first. The tuition covers educational expenses and any extra money in the budget goes back into the school. The priority of a non-profit college is to help students earn degrees and have successful careers.
Are the classes and degrees the same?	For-profit colleges are nationally accredited, which is a less accepted form of accreditation. If you took classes at a for-profit and wanted to transfer to a non-profit, the non-profit may ask you to re-take the classes.	A non-profit college is regionally accredited. Regional accreditation is the most widely accepted type and most credits from a non-profit college will transfer to another non-profit college.
Do they cost the same?	For-profits are more expensive. The federal government will allow you to use a Pell grant at for-profit institutions, but the State of Michigan will not allow grants for them and there is little other financial aid available.	Non-profits are generally less expensive and offer better financial aid. Because the state recognizes them, you may also qualify for state grants or privately sponsored scholarships at a non-profit.
How much does the college spend on students on average?	\$3,948	\$17,567
What's the average tuition after grants?	\$31,000	\$26,600
What are the average graduation rates?	28%	65% at private, non-profit colleges
How much do they spend on student research?	\$8 per student	\$5,887 at private, non-profit colleges

<p>What are some examples?</p>	<p>University of Phoenix, DeVry University, Kaplan University, Strayer University, Grand Canyon University, Argosy University, Full Sail University</p>	<p>Public non-profit colleges: University of Michigan, Michigan State University, Wayne State University, Eastern Michigan University, University of Detroit-Mercy Private non-profit college: Hope College</p>
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Transferring

If you intend to earn one degree and then transfer to the next degree, be sure to pay attention to which course credits will transfer so you don't have to start over. For example, if you complete a certification program in welding, the classes would be unlikely to count towards an associate's degree in business. It can be frustrating for students who complete their associate's degree to learn that they only have one year of credits when they transfer to their bachelor's degree.

The best way to make sure your credits will transfer is to talk to someone from your future school. If you're attending Wayne County Community College and eventually want to transfer to Wayne State University, then you can reach out to a staff member at Wayne State when you are picking out classes. Most large universities have a transfer specialist whose role is to support students plans to transfer into bachelor's degree programs. If you are having trouble identifying the transfer specialist, contact the institution's office of the registrar.

College Applications

Now that you have thought about which colleges and programs you would like to apply to, you can begin applications.

If you plan to attend a community college, the application process is usually very short and easy. You can apply online on their website or you can fill out an application in person if you need extra help. Most community colleges use an "open door" policy. This means that you are automatically accepted as long as you have already earned your high school diploma or G.E.D. The application will just ask for your basic information and is often no longer than a page.

Four year colleges and universities tend to have a more rigorous application process. They will require applicants to fill out a basic information sheet, but may also ask for things like your resume, essays, and possibly an admissions interview. Many application deadlines for fall enrollment are in the winter or spring, so it is important to be organized and know how much time the application will take you.

Many colleges charge a fee to apply. These help the school know an applicant is serious and can cover the costs of processing high amounts of applications. These

fees may cost between \$20-\$70 and really add up if you are applying to several schools. It is fairly easy to get this fee waived if you qualify as a low-income student. This may not always work, but try emailing an admissions counselor to see if you can get this fee waived or deferred and what kind of documentation you need to provide to qualify for such a waiver or deferral. Most schools have a process in place to support students who might struggle to pay this fee up front—they should want interested parties of all economic backgrounds to apply for admission.

Four-Year College Application Checklist

- Application form
- ACT or SAT scores
- Essay or personal statement
- Fee or fee waiver
- Interview
- Letters of recommendation
- Resume

ACT or SAT Scores

Many four-year colleges require that you take a standardized test to demonstrate that you are college ready. There are two tests used: the American College Testing (ACT) and the Scholastic Aptitude Test (SAT). Most colleges in the Midwest require the ACT, which you can register for at www.act.org. You can also find study materials and ways to prepare on this website. This test costs around \$60, but there are fee waivers available to those who qualify as low-income. You can take the test twice using a fee waiver and then you need to pay out of pocket if you want to take it a third time. While having high scores will help your application, you can explain lower scores in your essay or admission interview. Testing centers also make accommodations for people with different learning needs. If you have any of the diagnoses listed on this page: <https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations/policy-for-accommodations-documentation.html> you may qualify for special testing conditions. Visit <https://www.act.org/content/act/en/products-and-services/the-act-educator/accommodations.html> or call (319) 337-1332 to learn more about possible accommodations.

Application Essay

Most four-year colleges and universities require some sort of essay in their application. It's an important part of your application because it allows you to demonstrate writing ability and your personality. The prompts for these essays vary, but they usually ask you to discuss your interests, hobbies, identity, how you would contribute as a student in their college, and why you want to attend this particular institution.

It's really important that these essays have no grammar errors or typos. If an admissions counselor notices a typo, they may think that you did not care

enough to proofread the essay. It's good to have someone else proofread your whole application, including your essay, before you submit it. If you are using a word processing program such as Microsoft word, it will flag some spelling and grammar problems, but nothing matches a critical outside reader when reviewing an important piece of writing such as the college essay.

Letter of Special Circumstance

Some colleges might want to know more about your incarceration or why you have a GED instead of a diploma. Instead of waiting for them to ask you, it can be helpful to write an essay about your special circumstances. This allows you to tell your story from the perspective of how you have grown and the unique insight and strengths you have to offer.

Letters of Recommendation

Colleges and universities may also ask for one to three letters of recommendation. Even if it's optional, it always helps to have these letters to support your application. The main difference between a letter of support for a judge and a letter of recommendation for college is that letters for college cannot be written by a family member. Colleges think that family members may be biased and are not credible sources when discussing your character and ability. Good people to ask for your college recommendation letter are employers, your parole officer or social worker, past teachers, spiritual leaders, or other mentors.

Admissions Interviews

You may be asked to interview. This is an opportunity for you to explain your unique experiences and the strengths you bring to the table. You can approach this interview similarly to how you would approach a job interview. See Chapter 6 for more information on interviewing.

Resume

You can use the same resume that you use to apply for jobs. See Chapter 6 for more information on how to create a resume.

Online Correspondence and Accounts

Most colleges now communicate with students electronically. Each college has their own application and communication process. You may need to create several different online accounts when you apply to colleges. These accounts can show you when your information has been received and processed as well as alert you to any missing information. If the college has received your application but has not received the application fee or fee waiver, it will put your account on hold indefinitely. The college will typically notify you if this issue comes up. Checking your online account routinely is the best way to make sure you are staying on track. Also, instead of sending out admissions letters in the mail, many colleges now send you emails or simply update the admission status on your online account. For more information on how to set up and use email, see Chapter 9.

Financial Aid

The Free Application for Federal Student Aid (FAFSA)

In order to qualify for need-based financial aid at any college, you need to fill out the free application for federal student aid (FAFSA). The first step in applying for financial aid is creating your FSA ID on fsaid.ed.gov. This is an extra layer of security to protect your personal information and confirm your identity with the Social Security Administration. You will need to provide an email, your Social Security Number, and some other personal information. You will also need to create a series of security questions in case you forget your password or get locked out of your account. Once you have created your FSA ID, the government needs to confirm your identity with the Social Security Administration. This process takes 1-3 days and then you can submit your FAFSA.

The FAFSA is basically a snapshot of how much money you make. The actual application generally only takes about 20-30 minutes. You will answer questions about your taxes (if you filed them), how much money you make, and what is in your bank account. That information will get sent to the government, which then creates a Student Aid Report (SAR). On your SAR you will see your Expected Family Contribution (EFC). Your EFC determines how much financial aid you can qualify for. If your EFC is zero, then you will qualify for the maximum amount of financial aid. Once the government has processed your FAFSA, they send it to the colleges you applied to. Then each college uses your SAR and EFC to create a financial aid award letter to show how much financial aid the school can give you and what you still have to pay.

Your FAFSA might need to be verified, which means you have to prove everything you reported is true before you can get the money. This process can take longer since it requires you to gather more documentation.

There is no automatic consequence for completing the FAFSA. The application is free and you will not be required to take out loans unless you decide to. However, many colleges have priority deadlines to submit it, and after that deadline passes, there is less aid available. Some colleges have separate applications for the institution's financial aid, but all will require the FAFSA as well.

Often, there are scams that try to trick people into giving away their personal information or paying for financial aid or scholarship applications. When you are doing your FAFSA, make sure you are on a website that ends in .gov. The FAFSA website is www.fafsa.ed.gov. and the FSA ID website is www.fsaid.ed.gov.

FAFSA Checklist

Before you start the FAFSA process there are a few things you will need to have or know:

- Your Social Security Number
- A copy of your tax returns from the last two years, if you have them
- How much money is in your bank account, if you have one
- How much you received in untaxed income this past year (i.e. financial support from family or friends)
- Which benefits you receive (i.e. SNAP, WIC, TANF, etc.)
- Selective Service registration or exemption (for men)

The FAFSA uses tax information from the year before to make sure that everyone can submit it as soon as possible. This means that the 2018-19 FAFSA uses information from taxes filed in 2017, which reflect income earned in 2016. This may sound confusing, but you can always go to studentaid.ed.gov or call the number on the FAFSA website (1-800-433-3243) for help. You can also work with the financial aid counselors at college to complete the FAFSA.

If you are 18-25 years old and male, you must be registered for Selective Service with the U.S. Government. If you are older than 25, and you did not register, you will need to get a “status exemption letter” you can do this either online or by mail. To apply for it online, go to www.sss.gov and search under the “Key Information” section for a “status exemption letter” application. You may also mail a request to Selective Service System, P.O. Box 94638, Palatine, IL 60094-4638. In your request, be sure to detail the circumstances that prevented you from registering, namely the dates of your incarceration. You will also need to send them a Proof of Incarceration letter, this will verify that you have been incarcerated.

Verification and C-Codes

Verification is a process in place to protect low-income students by ensuring that financial aid only goes to the students that need it. When you are verified, you must submit additional documentation that proves the income you reported on the FAFSA is accurate. You can be randomly selected for verification by the federal government when they process your FAFSA or you might be selected by individual schools. If you were selected for verification from the government, you'll see either a "*" or a "C" next to your EFC on your SAR. If a school selects you for verification, they may notify you through email or you might see it on your online account. Many schools will flag someone for verification if they see that they have reported very little income.

If selected for verification, you will need to fill out a verification worksheet from each of your selected schools. They may also ask for your tax transcript, exemption from Selective Service registration, copies of W-2s, a copy of your birth certificate, and documentation of other reportable income.

To prove that the income you listed on the FAFSA is accurate, you will need to show the college your tax transcript. This can be retrieved either from the website www.irs.gov or by going to the building in person. Here are the locations for IRS offices in Michigan:

Detroit:	500 Woodward Drive, Detroit, MI 48226
Flint:	917 N. Saginaw St, Flint, MI 48503
Grand Rapids:	3251 N. Evergreen Dr., N.E. Grand Rapids, MI 49525
Marquette:	1055 W. Baraga Ave, Marquette, MI 49855
Saginaw:	4901 Towne Centre, Saginaw, MI 48604
Traverse City:	2040 N. US 31 South, Traverse City, MI 49685

You will also need to prove that you were exempt from registering for the Selective Services Most male U.S. citizens are required to register for Selective Service when they turn 18. To show why you were not able to register, you can send the college your OTIS records, a letter from your attorney explaining your circumstances, or proof of incarceration from MDOC.

Verification worksheets may be slightly different for each college you apply to. They will usually be no longer than two pages that you can fill out and sign by hand. You can get these worksheets either on the college's website or by contacting the financial aid office at the college.

Types of Financial Aid: Grants, Scholarships, Work-Study, Loans

<p>Grants</p> <ul style="list-style-type: none"> • This is a form of gift aid, which means you do not need to pay it back • You may get a grant from the federal government, the state, or the college 	<p>Scholarships</p> <ul style="list-style-type: none"> • This is another type of gift aid, so you do not need to pay it back • You usually need to meet certain merit and/or need-based qualifications for a scholarship • These often have separate applications • Some are available through schools, others are privately endowed through other foundations or non-profits
<p>Work-Study</p> <ul style="list-style-type: none"> • This is money allotted for you to earn through an on-campus job, sometimes there are qualifying off-campus jobs too. • Before you actually get the money, you must find a job, apply for it, and work the hours 	<p>Loans</p> <ul style="list-style-type: none"> • This financial aid is the only kind that must be paid back • There are multiple types of student loans available and federal student loans, which you will be awarded through FAFSA, may offer several benefits over loans from private lenders • Further information on types of federal student loans is available here: https://studentaid.ed.gov/sa/sites/default/files/federal-loan-programs.pdf

Understanding Your Award Letter

When a college or university reviews your FAFSA (and their institutional financial aid application, if they have one) they will send you a response in the form of an award letter. On your award letter, you may see different types of financial aid. The way the award letter presents the information, it will often look like your entire cost of attendance is covered. However, oftentimes schools use large amounts of loans to cover your costs. Make sure you are paying attention to how much gift aid (grants and scholarships), work study, and loans you are receiving so you can calculate if you will need to

repay some of the money. Make sure you compare the different types of financial aid with the total cost of the college.

If you do not receive enough aid to make financing your education possible, you may have the option to appeal your financial aid decision. Contact the financial aid office (the relevant information should be in your award letter) to inquire if this is possible and the how to do so.

Here's an example:

Example Financial Aid Award Letter			
Cost of Attendance: \$20,000			
Expected Family Contribution: 0			
Grants	Fall	Spring	Total
Federal Pell Grant	\$2,887	\$2,888	\$5,775
Institutional Grant	\$1,000	\$1,000	\$2,000
Scholarships			
First gen. scholarship	\$500	\$500	\$1,000
Work-study Award	\$750	\$750	\$1,500
Loans			
Subsidized Stafford	\$1,750	\$1,750	\$3,500
Unsubsidized Stafford	\$1,000	\$1,000	\$2,000
PLUS Loan	\$3,000	\$3,000	\$6,000
		Total:	\$21,775

At first glance, this award letter looks as though it covers the cost of the college and then some. However, if you look at the breakdown of the awards by type, you can see that there is \$8,775 in gift aid and the rest is either work study or loans. The remaining \$13,000 is made up of \$1,500 in work study that you need get a work-study job to earn and \$11,500 in loans that you'll need to repay.

Another thing to note about this award letter is that you are offered more than you need. This means that, although you have the option, you would not need to take out the full amount in loans to cover your cost of attendance. It's best to take out the smallest amount in loans as possible, so that you have less to repay later. In the example, since the cost of attendance is \$20,000, you would only need to take out \$9,725 instead of the \$11,500 offered. You can also make a personal budget to see exactly how many loans you want instead of using the school's calculation. Often, schools assume that students will spend more on their personal expenses than you might on your personal budget.

Lastly, this is also only the award letter for one year. Assuming your financial situation remains the same, try to anticipate how much debt you will be graduating with and compare it to other award letters. If you were attending this school for four years, you would graduate with \$38,900 in student loan debt, so you may want to find a college that's more affordable. If you went to a community college for two years, you would likely graduate with little to no debt.

Pell Grants

The Pell Grant is the most commonly discussed and awarded grant from the federal government. If your income is below a certain level, as reported on the FAFSA, then you will see a partial or full Pell Grant on your award. The grant increases slightly each year to account for inflation, so as of 2018, the full award amounts to \$5,920. If your EFC is 0, then you'll be awarded a full Pell Grant for up to 12 semesters. This means that you can get the Pell Grant to attend school for 6 full years.

Because the Pell Grant is almost \$6,000, it will cover the entire cost of tuition for most community colleges. This means that you could get an associate's degree for free before transferring to a four-year college, where the tuition is generally higher.

Types of Loans

If you need to take out loans, it's best to contact a financial aid counselor to talk through your options. Student loans generally have a ten-year repayment plan (and they accrue interest), so it's important for you to think ahead when financing your education. You can access a financial aid counselor through your college's Financial Aid Office.

Receiving Your Financial Aid

To actually get the money in your financial aid letter, first you must officially accept the aid through your online account. If you are taking out loans, you must also complete entrance loan counseling and sign a Master Promissory Note. The financial aid counselors at your school can help you through this process.

If you plan on attending community college with a Pell Grant, you may qualify for a financial aid refund. If your classes cost less than the grant, you can use the remainder to buy textbooks or school supplies. Most colleges expect you to have a bank account, so they can disburse the money directly to you. For information on starting a bank account, refer to Chapter 8.

Enrolling in College

Enrollment Checklist

- Set up online college account
- Accept financial aid
- Send an enrollment deposit if the school requires it
- Send official high school transcript or proof of GED
- Submit health forms and shot records
- Take placement tests
- Register for classes
- Apply for a work study job
- Attend orientation (sometimes this takes place online)
- First day of class!

Registration and Placement Tests

Before you register for classes, you will probably be asked to take a placement test. This test allows the college to assess your knowledge level to see which classes you're ready for. This test helps make sure that you are in classes that match your ability. The common types of placement tests are the Accuplacer and Compass.

It's important to study for placement tests because they determine where in the program you begin. Sometimes you need to take remedial classes before you can begin your degree. This can be frustrating for students because remedial classes cost money, but don't count towards your degree. However, these classes are designed to help you show up prepared to your degree courses. It is a good opportunity to take these courses, which will help you make the most out of your education.

After you take the placement tests, you can register for classes either online or with an academic advisor from the school. Try looking through the school's course catalog on their website to see which classes you need to take to work toward your goals. Below is an example of the program requirements for an associate's degree in Heating, Ventilation, and Air-Conditioning from Wayne County Community College. As you can see, it requires *Intermediate Algebra*. However, if you placed into *Beginner Algebra*, it might take you longer to complete this program.

<i>Recommended Sequence of Courses</i>		
HVAC: Associate of Applied Science (A.A.S.)		
CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
DRT 101	Blueprint Reading	3
ENG 119	English I	3
HVA 100	Introduction to HVAC and Hermetic Systems	5
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		14
SEMESTER 2		
HVA 103	Commercial Refrigeration	4
HVA 106	Basic Heating and Heating Controls	5
HVA 108	Refrigeration Controls	4
SEMESTER TOTAL		13
SEMESTER 3		
HVA 104	Air Conditioning I	4
HVA 105	Air Conditioning II	4
HVA 120	Advanced Heating and Heating Controls	3
SEMESTER TOTAL		11
SEMESTER 4		
HVA 110	Forced Air and Hydronic Heating	4
HVA 118	Codes and Regulations	3
Elective:	Humanities	3
PS 101	American Government	3
SEMESTER TOTAL		13
SEMESTER 5		
HVA 111	Applied Electricity in Air Conditioning and Heating	3
ENG 134	Technical Communications	3
Elective:	Natural Science w/Lab	4
Elective:	Social Science	3
SEMESTER TOTAL		13
HVAC: AAS PROGRAM TOTAL		64
<i>Note: Program total hours may not include prerequisites.</i>		

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Finding a Work-Study Job

Work-study jobs can be more convenient than outside jobs. In a work-study position, your hours tend to be more flexible since your boss understands that you're a student first and an employee second. You still need to apply for a work study position. The process is different at each college, but most of them have internal job postings on the college's website. The financial aid counselor can give you more directions for how the process works at their school.

Preparing for the first day of class

Where to get textbooks

Many professors assign textbooks, but that doesn't always mean you have to buy them. Sometimes you can rent them or share them with a classmate. Nowadays, most textbooks are available electronically (e-books). University libraries often have e-books available for download. You may want to wait

until the first day of class before you buy a textbook. These books can be very expensive, but there are usually cheaper options if you rent them or look for used versions. Good places to check for cheaper textbooks are [amazon.com](https://www.amazon.com), [chegg.com](https://www.chegg.com), and [directtextbook.com](https://www.directtextbook.com).

How to buy a computer

Many colleges have an online component. Some even require that students own laptops. Before you buy one, you may want to shop around to find the best fit for you. Some questions to ask yourself include: What will I use this for most? Do I need specific programs like Microsoft Word or Excel? How much memory do I need? Will I be saving large files that take up a lot of space? Do I need it to have certain hardware like USB ports or a webcam? Many electronics stores have a customer service or sales associate who can help you find the best computer for your needs. College information technology departments can offer guidance, too.

School resources

Most schools have a lot of resources available to students. Here are some opportunities you can ask about: tutoring, peer support groups, job placement support, technology support, counseling, textbook rentals, software downloads, student discounts, and career advising. Teachers are also willing to assist you before or after class, just ask.

Common Abbreviations

COA: Cost of Attendance

EFC: Expected Family Contribution

FAFSA: Free Application for Federal Student Aid

FSA: Federal Student Aid

FSEOG: Federal Supplemental Educational Opportunity Grant

FSW: Federal Work Study

FPL: Federal Perkins Loan

FFEL: Federal Family Education Loan

SAR: Student Aid Report

College Access Quick Reference Sheet

- Decide what kind of job you want and determine what kind of education you need
- Apply to college
 - Application form
 - Fee or fee waiver
 - Copy of GED or high school diploma
 - Optional depending on the college:
 - ACT or SAT Scores;
 - Essay or personal statement;
 - Interview;
 - Letters of recommendation; and
 - Resume
- Apply for financial aid
 - Create an FSA ID on fsaid.ed.gov
 - Input your financial information and college(s) to the Free Application for Federal Student Aid (FAFSA) and submit. You'll need:
 - Your Social Security Number
 - A copy of your tax returns for the last two years, if you have them
 - How much money is in your bank account, if you have one
 - How much you received in untaxed income in the past year (i.e. financial support from family, friends, and supporters)
 - Which public benefits you receive (i.e. SNAP, WIC, TANF, etc.)
 - Selective Service Registration Exemption Letter
 - Accept admissions offer from your school
 - Accept financial aid offer from your school
- Enroll
 - Set up online college account and email address
 - Set up your financial aid to go directly to your bank account
 - Send an enrollment deposit if the school requires one
 - Send official high school transcript or proof of GED
 - Submit health forms and shot records
 - Take placement tests
 - Register for classes
 - Apply for a work-study job
 - Attend orientation (sometimes this is online)
 - First day of class!

Identity Theft | Budgeting | Saving | Emergency Fund | Taxes | Building and Managing Credit | Banks vs. Credit Unions |

This section covers basic personal finance concepts and information, including tips on how to budget, bank, build credit, and file taxes.

Identity Theft

Depending on the amount of time you have spent in prison, you may have noticed that technology continues to change how people all over the world interact with one another. This includes how you choose to use technology to manage your money.

Identity theft is committed when someone steals and uses your personal information to apply for credit, file taxes, and/or receive services. Identity theft can damage your credit status, and therefore cost you money and opportunities. If you fear your identity may have been stolen, contact your bank, the IRS, and/or a credit bureau.

There is certain personal information that you should protect to avoid identity theft. This information includes:

- Full name
- Date of Birth
- Social Security Number
- Credit/Debit Card Number, Code, and Expiration Date
- Bank Account Number
- Bank Account Routing Number

Be careful who you give your personal information to. Some “Dos” and “Don’ts” for protecting your identity are provided below.

<i>Do</i>	<i>Don’t</i>
<ul style="list-style-type: none"> • Review your receipts to make sure that your purchases are reflected in your bank account statements. • Shred old paperwork including receipts, credit card offers, bank account statements, and expired credit and debit cards. • Store paperwork with your personal information in a safe place. • Sign up for a credit monitoring service like Credit Karma, which will alert you when your data may have been compromised 	<ul style="list-style-type: none"> • Carry your Social Security Card in your wallet or write your Social Security Number down. • Respond to emails or phone calls that ask for your personal information. • Reply to emails asking for personal banking information, <u>even if it appears to come from a bank</u>. A bank will never ask for personal information through email.

Budgeting

Budgeting means figuring out exactly how much money you are taking in (income) and how much money you are spending (expenses) each month. It is important to note that some expenses are weekly, monthly, annually, or one-time-only. In addition, you always want to allow your income to be greater than your expenses so that you do not go into debt; exceeding your income may be okay monthly, but not annually.³⁵

When dividing up your income for budgeting purposes, housing will be the largest piece of the pie. Housing expenses include rent, utilities, mortgage payments, insurance, and taxes. The common financial rule is to—if possible—use no more than 35% of your paycheck towards housing.

It is a good idea to regularly transfer money to a savings or investment account. You can do this by transferring a certain percentage of each paycheck into such an account.

Also, be sure to leave room in your budget to do things that you enjoy—exercising, recreational activities, traveling, etc. This could be budgeted as “spending money.”

³⁵ Fontinelle, A. (n. d.) *Budgeting tips*. Investopedia. Retrieved from <http://www.investopedia.com/university/-budgeting/basics4.asp>

It is helpful to create a personal budget like the example located on the next page to account for all sources of income and expenses.

Another helpful budgeting guide for dividing up your income is the “50-30-20 Rule.” Under this rule, 50% of your paycheck goes toward your needs, 30% toward your wants, and 20% toward your savings, retirement fund, or paying down debt.³⁶

³⁶ Quicken. (2016, December 22). *What percentage of your paycheck should you spend each week?* Retrieved from <https://www.quicken.com/what-percentage-your-paycheck-should-you-spend-each-week>

	Jan	Feb	Mar	Apr.	May	Ju n.	Jul	Aug	Sep	Oct	Nov	Dec.
<i>Income</i>												
Wages/ Tips (after taxes)	-	-	-	-	-	-	-	-	-	-	-	-
Gifts	-	-	-	-	-	-	-	-	-	-	-	-
<i>Expenses</i>												
Rent	-	-	-	-	-	-	-	-	-	-	-	-
Electricity	-	-	-	-	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-	-	-	-	-
Phone	-	-	-	-	-	-	-	-	-	-	-	-
Cable	-	-	-	-	-	-	-	-	-	-	-	-
Internet	-	-	-	-	-	-	-	-	-	-	-	-
Food	-	-	-	-	-	-	-	-	-	-	-	-
Clothing	-	-	-	-	-	-	-	-	-	-	-	-
Hygiene	-	-	-	-	-	-	-	-	-	-	-	-
Transpor- tation	-	-	-	-	-	-	-	-	-	-	-	-
Health care	-	-	-	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Credit Card	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to Savings	-	-	-	-	-	-	-	-	-	-	-	-

Bill Payment Schedule

Another tool you may want to use to manage money is a bill payment schedule, which lists the order of due dates for bills each month. Reminders like this are helpful because if bills are not paid on time, you will likely be charged additional fees.

Steps to Creating a Bill Schedule:

- Make a list of all your bills.
- Organize your bills by due dates.
- Figure out what your monthly dollar amount needed is.³⁷
- Bonus Tip: Mark deadlines on a calendar and review often to stay ahead

An example of a bill payment schedule is included below.

Due Date	Type of Bill	Amount Due
January 1	Rent	\$600.00
January 7	Renter's Insurance	\$10.00
January 9	Car Loan	\$200.00
January 10	Car Insurance	\$85.00
January 15	Cell Phone Bill	\$70.00
January 25	Internet Bill	\$40.00
January 27	Water Bill	\$40.00
January 28	Electric Bill	\$50.00
		Total= \$1,135

³⁷ SeedTime (n. d.). *How to manage your bills with a bill payment schedule*. Retrieved from <https://christianpf.com/-how-to-manage-your-bill-payments>

Saving

Saving is important to your long-term financial security, and will help you work towards long-term financial goals, like buying a car, going to school, or taking a vacation.

Tips for saving include:

- Create a budget and track your spending
- Plan on saving money regularly (put it into your budget)
- Open a savings or investment account
- Choose something to save for
- Rank your priorities or long-term goals
- Pick the right tools for you (see the Banks vs. Credit Unions section below)
- Track your savings

Emergency Fund

An emergency fund is money kept separate from your other accounts to be used in case of an emergency, such as an accident, injury, or unexpected medical bills. Ideally, you would have enough money in your emergency fund to cover 3-6 months' worth of expenses (rent, food, transportation, etc.), but if that is not possible, having some money set aside for emergencies is better than none at all.

Taxes

Income tax is money the government takes out of your paycheck—referred to as withholdings—throughout the year. It is important to create a budget based on your income after taxes. At the end of each year, every person who earned income must file a tax return. Taxes are collected by federal, state, and local governments.

The Internal Revenue Service (IRS) is the government agency that handles federal taxes, and the Michigan Department of Treasury handles state taxes. You can get help preparing your taxes from the IRS.

Free IRS Tax Preparation Providers		
Volunteer Income Tax Preparation (VITA)	Free income tax help for people making less than \$54,000 or those who have disabilities, or are limited English speakers.	www.irs.gov
Tax Counseling for the Elderly (TCE)	Free income tax help for people 60 years and older.	www.benefits.gov/benefit/722

Typical documents needed for tax preparation providers*:

- Photo ID
- Social Security Card
- Wage and earning statements (Ex: Form W-2, 1099-R, 1099-Misc, mailed by your employer each year)
- Interest and dividend statements from banks (Form 1099, mailed by your bank each year)
- Bank account and routing number for direct deposit
- Health Insurance Coverage Statement (Form 1095-A, 1095-B, or 1095-C, mailed by your insurance provider each year)

* Additional forms may be needed if you are married or have dependents.

Federal income tax forms are located at <https://www.irs.gov>.

Beware of Tax Scams

The IRS will always contact you through the mail first (not email or over the phone), and you should receive all of your tax information through the mail. Don't pay someone to prepare your taxes unless you are certain they are a licensed, legitimate business—this can be an easy way for scammers to get information to steal your identity.

Building and Managing Credit

Credit is an agreement to receive something of value now and promise to pay it back later. Building and maintaining good credit is essential when securing financing in order to purchase furniture, a computer, a car, utilities (water, electricity, phone, internet), or even a new home. Many landlords will also require a credit check when you apply to live at their property.

Opening a credit card is a common way to start building your credit and your credit report. There are three companies (Transunion, Experian, and Equifax) that maintain the public's credit reports. Each company monitors your accounts and may have different information, but generally this data determines what your credit score will be. Your credit score determines how "credit-worthy" you are.

The most effective way to build credit and decrease the interest owed on a credit card is to pay off the balance as quickly as possible.³⁸

³⁸ Wells Fargo. (n. d.). *Ways to build credit*. Retrieved from <https://www.wellsfargo.com/financial-education/credit-management/build-credit/>

Do's and Don'ts for Using Credit Cards	
Do	Don't
Pay your credit card bill on time and in full	Pay only the minimum amount due if you can afford to pay more
Check your credit score and credit report once a year	Open new lines of credit that are not necessary
Call and cancel your credit card immediately if it is lost or stolen	Give your credit card information out online unless the website is secure
Track your spending to ensure there are no fraudulent charges	Close unused credit card accounts—keeping accounts open lowers your credit utilization rate
Pay what you can, even if it is not the full amount due	Ignore past due bills
Know your minimum payment due and credit limit	Exceed your credit limit. It is ideal to spend no more than 30% of your total credit available.

Banks vs. Credit Unions

Your decision about where to store your personal finances will be based on your financial needs and personal interests. Some helpful questions to consider in making your decision are: Do they have locations near where I live/work? Are they open when I need them (evenings, weekends)? Do they offer online banking? Are there minimum balance requirements or maintenance fees for checking or saving accounts? Do they charge overdraft fees or offer overdraft protection? Are there ATMs near me? Is there an initial deposit or membership fee?

Below is a table that outlines the key differences between banks and credit unions:

Banks	Credit Unions
For-Profit	Not-for-Profit
Profit-Driven	Member-Driven
Profits go to shareholders	Profits go to members in the form of lower loan rates, higher savings rates, and free/low-cost services
Customers have no ownership	Customers are also member-owners
Can serve anyone in the public.	Can serve only members in a specific area or with a specific affiliation ³⁹
ATMs are often located across the country	ATMs may only be located in a particular region, but most credit unions offer no-fee ATMs around the country through partnerships with other banks and companies

³⁹ Carbajo, M. (2016). *Credit unions vs. banks: How to determine which one is best for you.*

United States Small Business Administration. Retrieved from

<https://www.sba.gov/blogs/credit-unions-vs-banks-how-determine-which-one-best-you>

Types of Bank Accounts

There are two main types of bank accounts: checking accounts and savings accounts. Both are offered at traditional banks and credit unions, but may have different requirements depending on the banking institution.

Checking Accounts

Checking accounts allow you to write checks and/or use a debit card to access your funds. They can also help prevent your money from being lost or stolen.

Savings Accounts

Savings accounts serve as a place to store money that you don't need right away. The added benefit of savings accounts is you will earn a small amount of interest on the amount you have in your account.

Technology Overview | Cell Phones | Computers | Email | Social Media

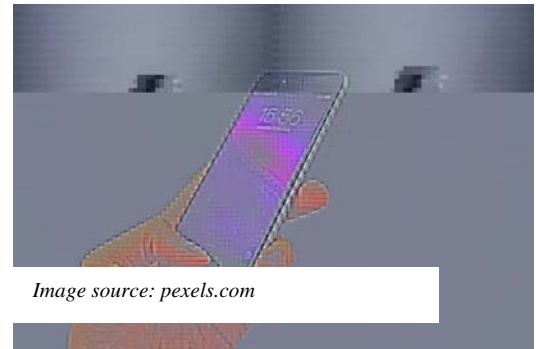
This section provides basic information on a variety of types of technology, including cell phones and computers.

Technology Overview

Technology is increasingly becoming an important part of our daily lives. We rely on technology to stay in touch with friends and family, for work, for entertainment, for navigation, and for many other purposes. Technology also progresses extremely rapidly, and it can be hard to keep up with the advances. This chapter will cover how to acquire and use a cell phone, how to practice good computer etiquette, how to set up an email account, and how to use social media safely.

Cell Phones

There are many different types of cellular phones and mobile devices available. The ones most in use are smartphones. Smartphones serve many different functions such as: making calls, sending text messages, accessing the internet, taking photos, and using various applications (“apps”).



When using a cellular phone or mobile device, it is important to know what type of “plan” you have so you do not accidentally go over what you have paid for. For example, some phone plans are “unlimited.” This means that you can make as many calls, send as many texts, and use as much internet as you want without having to worry. However, other phone plans may be 500 minutes a month, 300 text messages a month, and 2 gigabytes of internet a month. If you have a limited plan, it will be important to make sure you do not go over these limits because there will be expensive charges to pay if this happens.

Regarding mobile data (internet use while not connected to wireless), it is important to note that watching videos or movies, listening to music, and playing games uses a lot of data. It is better to do these types of activities while using a secure wireless (Wi-Fi) connection instead of mobile data.

Cell phones and mobile devices can be purchased through plans, pre-paid cards, or no-contracts. Plans are through wireless providers such as Verizon, T-Mobile, and Sprint, to name a few. These plans are usually 2 years long. Pre-paid phone plans can be purchased through Wal-Mart, Boost Mobile, and other stores. These pre-paid plans allow for a certain number of minutes, texts, and data, but instead of paying fees if you go over, the phone will just run out and not be usable. Pre-paid phones are similar to no-contract or no-plan phones. These no-contract phones mean there

is no 2-year contract you sign for the plan. Rather it is more likely a pay as you go plan.

People receiving food benefits or Medicaid may qualify for the Federal Lifeline Assistance Program, which provides discount phone service. There are many companies throughout Michigan that may provide this service. You can view the full list of those companies here:

<http://www.lifelinesupport.org/ls/companies/-CompanyListing.aspx?state=MI&stateName=Michigan>

Cell Phone Basics

When you first get a smartphone, there will most likely be a tutorial option when you activate it and turn it on. This tutorial will help you learn the basics of the phone such as how to make calls, how to turn the volume up and down, how to take photos, and how to use the GPS (global positioning system) to navigate. On most smartphones, you will also need to create login information depending on the type of phone and carrier. It is important to save this login information somewhere safe in case you need it again. Staff members at cell phone stores should also be able to walk you through the basics if you ask for help. Some even offer workshops for new users.

Responsible Usage

It is important to remember that cellular phones and mobile devices have a lot of potential and power within them. Remember to use them appropriately. Smartphones also cost a lot of money. In order to ensure that you get your money's worth, it would be good to get a protective case and screen protector for your cellular phone or mobile device. This protective case will help in case you drop the device and protect it from other damage. Another helpful thing to protect your phone is to set up a screen lock. A screen lock can take many forms depending on the type of phone. Examples include a password, a PIN, a fingerprint, a pattern, and facial recognition.

Etiquette

When using a cellular phone or mobile device, it is important to follow social norms. For example, you would not want to answer calls or use your phone in the movie theater or at a job interview. Additionally, if you are watching a video or listening to music on your phone, it is best to do so with headphones if you are in a public space or on public transportation in order to not disturb others. Using your phone in a public space also means your content could possibly be viewed by others if they are in close proximity to you. This means you may not want to view sensitive materials on your phone in public.

Applications

Source: pixabay.com

There are many applications, often called “apps,” available to download on smartphones. There are free apps and also apps that cost money. There are also some applications that are free to download but which have in-app purchases. It is important to be aware of what type of app you are downloading and to make sure that no in-app purchases are made if you do not want to pay for them.



Categories of apps include:

- Social Media apps (e.g. Facebook, Instagram)
- Book apps (e.g. e-readers, Kindle)
- Dating apps (e.g. OKCupid, Coffee Meets Bagel)
- Educational apps (e.g. TED Talks, Google Arts and Culture)
- Game apps (e.g. Angry Birds, Words with Friends)
- Fitness apps (e.g. MyFitnessPal, Fitbit)
- Navigation apps (e.g. Google Maps, Apple Maps)
- Music apps (e.g. iTunes, Spotify, Pandora)
- News apps (e.g. CNN, The New York Times, BBC)
- Shopping apps (e.g. Amazon, Groupon)
- Sports apps (e.g. ESPN, Bleacher Reports)
- Weather apps (e.g. Weather, Accuweather)

Computers

If you need to use a computer, most public libraries will allow you to use one for free. Many public libraries also offer free classes on how to use computers. Much of computer usage is practice. Do not be afraid to practice and ask for help if needed. Computers can serve many purposes from entertainment to business to organization. Additionally, if you are enrolled in classes at a university or college, many institutions have computers available for student use in libraries or student centers.

A common computer device that many have for work and school purposes is a laptop. Laptops can come in various forms, and range from under \$200 to \$2,000, depending on the make and amount of storage.

Online Safety

Sharing Information

A good rule is to never share your personal information online. If you do need to share your personal information in order to make a purchase, apply for a job, or some other reason, make sure that the website is secure and that your computer, cellular phone, and/or mobile device has anti-virus software to

protect you. To check if the website is secure, see if it has a padlock icon to the left or right of the URL or if the URL says https:// at the beginning.

Information to protect includes:

- **Personal or Contact Information:** Your full name, address, phone number, passwords, and financial information should not be shared on unsecured sites.
- **Intimate Personal Information:** Private, personal, and sensitive information should not be posted on social media and should only be shared in private correspondence with a trusted personal friend.
- **Reputation-Damaging Information or Images:** Inappropriate pictures (i.e., content that is explicit, suggestive, illegal, etc.), should never be posted or sent.
- **Event and location Information:** Use caution when posting information about parties, events, or activities where someone could track you down.

Scams

Another thing to look out for when using the internet is scams. Scams can come in various forms. It is important to never give your bank account information or personal information, such as Social Security Number, to anyone online, even someone you know.

Never click on links in messages from people you don't know or vaguely know. These messages are called "phishing emails" and they have links that lead to websites that can lure you into giving personal information or downloading malware (virus-causing software) to your computer. You should even be wary of emails from people you do know if they look or sound suspicious. Hackers can create a malicious email that looks like it came from your friend's email account.

Beware of phony websites. These sites may have a web address that's very similar to a legitimate site, but the page can have misspellings, bad grammar or low-resolution images. However, scammers are getting better at replicating sites. Also, some websites have advertisements that may try to trick you by offering free things or telling you that you have won something as a way of collecting your personal information.

Online Purchasing

If you are going to make a purchase online, use a credit card instead of a debit card. A debit card is connected directly to your bank account, which means that if someone steals the information, they can take all of the money in the account. A credit card is not connected to your account, since it is paid off from your bank account rather than being directly connected to it. This means the credit card company is more likely to reimburse you for fraudulent charges if someone steals the information.

Passwords

Another way to protect yourself online is to use less predictable passwords that contain a combination of numbers, letters, and special characters. Regularly change passwords, and don't use the same passwords for critical accounts. Try to avoid using identifiable or easy to learn information about yourself as a password. For more tips on how to create strong passwords, go to <http://passwordday.org/>. It may be helpful to write down your passwords on a piece of paper or in a notebook and keep this record in a secure place.

Online Friends

If communicating with a person online that you have never met, be cautious. Sometimes people pretend to be people they aren't. If you are going to meet someone you met online in person, do so in a public place where other people will be around. Never give out your home address to someone you met online until you have met them in public a few times and built trust.

Privacy

Nothing is truly private on the Internet; any and all information sent or posted online is public or can be made public. It also exists online in perpetuity. It is very challenging to erase any element of your online presence completely.

Additionally, if you are using public Wi-Fi (a network that requires no password or verification to access), what you view or do while using it may not always stay private either. Be careful what you search or download on public Wi-Fi because it may be viewable by the Wi-Fi provider.

Email

Most professional correspondence happens over email. You'll need an email account to apply to jobs online, register for certain programs and websites, and to correspond with friends. Writing emails is very similar to writing letters.

Setting up Your Account

There are many email providers that you can use to create your personal email. The most commonly used email accounts are Gmail and Yahoo. To create an email account, go to the website of the email server you wish to use and select "Create Account." Then fill in the necessary information including your name and phone number. By linking your phone to your email account, you can more easily reset your password if you forget it.

When you choose a username for your account, make sure it is professional since you will be using this to apply for jobs and correspond with potential employers. Commonly used emails include your name and possibly a number. For example, John Robert Smith might choose the email address JSmith@gmail.com, JohnS68@yahoo.com, or JohnRSmith@gmail.com.

Spam

Many companies use email to send out mass advertisements. You don't need to respond to or even read these, although sometimes they will include coupons, which can be useful. These types of emails are similar to regular junk mail.

Scams

Sometimes people will send emails that try to trick others into giving them their passwords, Social Security Numbers, or credit card numbers. This is called "phishing" and it can be very hard to tell when you are being "phished" as hackers are getting better at appearing to be real people, even friends and family, online. A good practice is to never send someone your personal information unless you are absolutely sure they are who they say they are. The rule above about never sending sensitive information to anyone via email stands.

Social Media

Social media websites and applications enable users to create and share content or to participate in social networking. There is a wide variety of social media sites and applications. Some popular social media sites are Facebook, Twitter, Instagram, and Snapchat. All of these sites are used to share information about yourself, share web content, and view what other users share. If you decide to create an account on any of these sites, the first thing you should do is set your privacy settings.

Privacy Settings

Privacy settings are important because they allow you to decide who can see what you post and share. If you do not set your accounts to private, then anyone can see your profile and what you post, including potential employers and parole officers. A lot of employers will view potential employees' social media accounts before making hiring decisions. If you create posts that you would not want an employer to see, it is crucial to make your accounts private.

On Facebook, learn about privacy settings at <https://www.facebook.com/about/basics> and manage privacy settings at <https://www.facebook.com/help/325807937506242/>.

On Twitter, learn about public vs. private tweets at <https://support.twitter.com/articles/14016>.

Make your tweets private at

<https://support.twitter.com/articles/20169886>.

Learn about Instagram privacy settings at

<https://help.instagram.com/116024195217477/>.

Social Media can be a great way to share and receive information but there are several things to watch out for. There can be a lot of advertisements on social media that may seem like a great deal or product. Most of the advertisements are fake or misleading, so it's best not to click on them. A lot of people use social media to share news articles but not every article is legitimate or truthful. It's possible for your accounts to get hacked or for you to get a virus via social media. If this happens, your account will have postings and/or messages you did not send. A good way to avoid this is to only accept friends or followers that you know are legitimate and whom you know in real life. Social media can be used as a way to connect and meet new people with similar interests. However, a lot of people on the internet do not have the best or truest intentions. Do not share personal information and do not meet in person with people that you meet through social media in a private setting. If someone is viewing your profile or a message you sent, they can take a screenshot of it and save it. That means even if you post something and delete it later, someone could have taken a screenshot and saved it. Even with apps where the message disappears, such as Snapchat, a person can screenshot the message within those few seconds.

When you are on parole, you will have to abide by certain restrictions (e.g. do not consume alcohol or be in a place where the primary purpose is to serve alcohol). Also, you cannot be with others who have a criminal record. If you have these kinds of restrictions, you should not have any pictures on your social media with alcohol, people with records, etc. Your parole agent may be monitoring your social media.

Social media is a great way to connect with new friends and friends from the past. By having strong security settings and being smart about how and who you communicate with on social media, you can enjoy the many features social media has to offer.

Reunification and Relationships Overview | Maintaining Relationships While Incarcerated | Reconnecting with Family | Romantic Relationships | Laws and Barriers to Reconnecting

This section contains helpful advice and things to consider when reuniting with family and friends, or making new connections with family and friends.

Reunification and Relationships Overview

You returning home is very exciting for both you and your loved ones. Support from family and loved ones is one of the biggest predictors of success in reentry. Families can provide all sorts of support, including emotional, moral, financial, employment, and transportation.

At various steps throughout the reentry process, you may feel discouraged as you adjust to life in the community. You'll be doing things you have not done before in settings that are unfamiliar. It is natural to feel frustrated or anxious sometimes. If you feel this way, try to respond by leaning on your support system, rather than isolating yourself. Ask your loved ones for support and encouragement. Let your family members know if you're uncomfortable, and if large crowds, loud noises, or activities that involve physical closeness or touch bother you. Strong and open communication with your family is key. Ask questions. Ask what's on their mind and tell them what's on your mind, too. Establishing strong communication will allow you to build healthy relationships, set good boundaries, and help your family and loved ones to understand the type of support you need.

Maintaining Relationships While Incarcerated

Spending time with family and friends after incarceration will be easier if you have worked to maintain your relationships while incarcerated. This is no easy task; the strain that separation places on relationships can be one of the most difficult parts of incarceration. While incarcerated people and their loved ones may feel love, concern, and care for one another, they may also feel resentment, guilt, loss, frustration, anger, and grief. This complex mix of emotions can be difficult to process, but it is entirely normal.

Some incarcerated people respond by severing ties with their loved ones and distancing themselves from their friends and families. This can make it very difficult to reconnect and access the support network you need when you come home. Try to avoid doing this if at all possible.

While it is a challenge to overcome the separation associated with incarceration, think creatively about how you can maintain close ties to your loved ones by talking regularly, listening to what is happening in their lives, sharing details about your life, and providing mental and emotional support for one another. Consider writing regular letters or making regular phone calls to maintain lines of communication. Having strong relationships with family and friends while incarcerated will make the transition coming home much easier.

Reconnecting with Family

The idea of reuniting with family and friends may evoke emotions of excitement, hopefulness, anxiety, or some mix of the three. Prior to reunification, think realistically about what reunification will look like and what types of support your family members and friends can provide. Reflect on your relationships with your family and friends and evaluate where you stand with them.

Keep in mind that both you and your loved ones might have changed during your incarceration. You'll have to take time to get to know one another again and get accustomed to spending time together. Try to be open to the growth and change that has occurred in your loved ones' lives while you were incarcerated, and ask them to be open to the ways in which you have grown and changed, too. It might take a while before you and your loved ones feel comfortable discussing personal information, talking about your feelings, or having difficult conversations. These difficulties do not mean a failure in the relationship. Adjusting to life post-incarceration is a process, and reestablishing open, loving relationships will require investments of time and energy from both sides.

It may be helpful for you to share your hopes and expectations for reunification and reentry with your family, friends, and supporters before you come home or as soon as possible after you come home. Consider talking to them about how you envision your life at home and what type of support you hope they'll give you and what you hope to give them. Try to be specific in this conversation so that everyone's expectations are clear. Try to listen to the hopes, fears, and concerns of your loved ones about reunification, too, and be open and honest in responding to those hopes and fears. Your return, while exciting, may be difficult and anxiety-inducing for them. Try to be patient, and ask for their patience in return.

Reconnecting with or Meeting Children and Grandchildren

Reunifying with children and grandchildren after incarceration can be both a distinct source of joy and a unique challenge. If, at the time of your incarceration, you had young children, you may return home to find that they are teenagers or grown adults with children of their own. Prepare for the reality that your children will have grown and changed while you were away, even if you were gone for only a short time, and try to enjoy the process of getting to know them again.

Before reunification with children and grandchildren, it is important to set expectations about how much contact you'll have and what your roles in one another's lives will be. Children of incarcerated parents may feel angry, abandoned, or mournful about their parent's incarceration, and overjoyed, excited, or anxious about their parent's return. Try to accept your child or children's feelings and their hopes and expectations for your role in their life. Everyone's relationship with their child is different, and you may not immediately resume a traditional parenting role, depending on the age of your child and your child's preferences.

If your child is a minor, or if you are planning to reunify or meet a grandchild, it will be important to discuss hopes and expectations with your co-parent or your grandchild's parent(s). Respect that these people have been caring for your loved one while you were away, and try to be patient and negotiate a compromise if you have different visions for your role in the child's life. Have these discussions before you come home, to the extent possible, so that you can avoid painful disappointments and miscommunications later.

Child Custody and Becoming a Foster Parent or Guardian

If you and your co-parent are having a disagreement about your roles in your child's life, you may consider initiating child custody proceedings. In Michigan, you can make legal arrangements about two types of custody: legal custody (the right to make important decisions about the child) and physical custody (the right to care for and spend time with the child). Parents can have sole or joint legal or physical custody of a child.

In Michigan, courts sometimes order "parenting time" so that a parent and child can see one another. A judge can order "reasonable parenting time," meaning that the parents make arrangements on their own for how and when the parent and child will see one another, or "specific parenting time," meaning that the court sets the schedule and conditions. Courts can also order supervised parenting time, where a friend, relative, or third party chosen by the judge supervises parenting time. In setting parenting time, the court considers the best interests of the child.

In determining custody arrangements, a court considers a variety of factors, including:

- The love, affection, and emotional ties between the parties and the child
- The capacity of the parties to give the child love, affection, and guidance and to continue the education and the raising of the child
- The capacity of the parties to provide the child with food, clothing, medical care, and other material needs
- The length of time the child has lived in a stable, satisfactory environment, and the desirability of maintaining continuity
- The permanence, as a family unit, of the existing or proposed custodial home or homes
- The moral fitness of the parties
- The mental and physical health of the parties
- The home, school, and community record of the child
- The reasonable preference of the child
- The willingness and ability of the parties to facilitate and encourage a close and continuing parent-child relationship between the child and the other parent
- Domestic violence
- Other factors

Child custody proceedings can be complicated, and you may want to seek the help of an attorney when planning to initiate custody proceedings. Some attorneys will work pro bono, or without a fee, to help you with family law matters. You can search for a pro bono attorney at https://www.michbar.org/public_resources/legalaid.

In addition to wanting to be involved in your own child or children's lives, you may find that you want to become involved in a child's life as a foster parent or legal guardian. A criminal record may affect your ability to become a foster parent or guardian to someone else's child. Convictions that will automatically ban you from becoming a foster parent include: Murder; Manslaughter; Kidnapping; Rape; and all crimes requiring registration as a sex offender.

Romantic Relationships

It is natural to want to enter a romantic relationship when you come home from prison. It is also natural *not* to want to do so.

However, it is important that before you enter a romantic relationship, you take the time to figure out who you are as an individual. Entering a romantic relationship before you feel stable and ready can lead to relationship difficulties, personal challenges, or a painful separation. Being in a relationship means that the needs of your partner are important so it is important for formerly incarcerated individuals to take some time to focus on themselves and feel stable and secure first.

When you're ready to enter a romantic relationship, consider what you are looking for in a partner and what you can offer to a partner. Think about how you experience and express love. Consider these ways of showing your partner you love and support them:

- Words. Actions don't always speak louder than words. Receiving an unsolicited compliment or just hearing the words "I love you" may mean the world to your partner. On the other hand, insults may be shattering, and make a lasting impression.
- Quality time. It may be very important to you and your partner to spend quality time together really being there for and paying attention to each other, with the TV off and phones put away. It may truly hurt your partner's feelings if you cancel a date or seem distracted during your time together. Your partner deserves to be listened to, and so do you.
- Gifts. Some people are very touched by tokens of affection. This doesn't mean that you have to spend a lot of money on expensive presents. You can show someone you care with a card that expresses love and kindness, or a small thoughtful gift that shows you truly see them for who they are and that you appreciate them.
- Acts of service to one another. You can show love to your partner by doing things to ease their everyday burdens. Just doing something like vacuuming the floor so that it's already done when they get home from work can be the perfect way to say "I love you." When we break commitments or do things to cause our partners more work, that is a nonverbal way of making them feel as if their feelings don't matter.
- Physical touch. Some people like touch and physical displays of affection, like hugs, pats on the back, holding hands, or other thoughtful touches. To some, touch is a way to show emotions and share feelings. Different people have different preferences with regards to each of these items, it is important to ask your partner what they like and want as you get to know them.

Remember, just as your partner deserves respect and kindness, so do you. If you are in a relationship that is not satisfying to you, or does not make you feel loved and valued, listen to those feelings. Talk to your partner about your needs, too, and if there are differences between your needs that you cannot resolve, it may be that your relationship is better suited to friendship than romance. You may also consider seeking couple's counseling as a resource.

Once you enter a relationship, think about how you can be a loving, respectful partner to build a healthy relationship. These tips may help:

- Become a team. In a committed relationship, two people unite to create a new team.
 - Remember that there are now multiple valid and different ways to do lots of things.

-
- Respect each other's choices and negotiate new ways of doing things together.
 - Support your partner. Whatever upsets or pleases one of you affects both of you.
 - Enjoy the strength of having a loving partner by your side.
 - Be a good communicator. Communicating well is the key to a healthy relationship.
 - Listen carefully to what your partner says. Confirm that you understood what he or she said and meant.
 - Ask what you can do to please your partner, and, if possible, do so.
 - Tell your partner what you need and express gratitude when he or she provides it.
 - Make a meaningful connection with each other every day.
 - Support each other's goals. One of the benefits of a good relationship is support. You can help each other achieve personal goals.
 - Tell each other your life's dreams.
 - Create a plan for how you can support each other in reaching your goals, such as taking turns in working and going to school.
 - Support each other in staying on path to your goals, even when it gets difficult.
 - Remember that two personally fulfilled people make a much stronger and happier couple. Two people who are dissatisfied with themselves will not be able to help heal each other.
 - Resolve conflicts without fighting. Fighting stresses both partners and frightens children who witness it. But understand that arguing is common among couples.
 - Remember that couples fight when they feel hurt or unhappy.
 - When you get upset, explain to your partner what bothers you using "I" statements—not what he or she did wrong.
 - Try to understand your partner's feelings, ideas, and needs. This shows respect and reduces conflict.
 - Explain to your partner that you do not want to fight and you want to figure out how to agree or compromise.
 - Keep the courtship going. Life for couples quickly becomes busy. To balance their lives, couples need to keep the romance alive.
 - Continue to court each other with fun dates, flowers, cards, and words of love.
 - Plan activities you both enjoy.
 - Be physically and verbally affectionate.
 - Be playful, laugh, and joke. If you have children at home, they will benefit from seeing you relate well.
 - Cherish your partner. All people need to feel valued. Your partner wants to know that he or she matters to you.
 - Thank your partner for whatever he or she does to improve your daily life, including simple chores.

- Ask (and thank!) your partner for his or her opinions. Use your partner's advice when you can.
- Talk with your partner about decisions that involve both your individual and shared life.
- Take your loved one's feelings seriously and help ease his or her pain while recognizing that sometimes we all just need the space to vent and there may be nothing you can do to fix the problem.
- Regularly tell your partner how attractive and pleasing he or she is to you and how lucky you feel to be in the relationship.

Among the most distressing experiences of being in prison is the inability to enjoy sexual and intimate relationships. For many, this is compounded by diminished contact with persons on the outside. Therefore, it is not unusual for men and women to place high priority on seeking out a companion or sexual partner. This is a natural inclination; however, it is important to be cautious. Given the deep emotions involved, intimate relationships can sometimes be irrational and volatile, leading to unhealthy situations.

When initiating sexual relations, it is important for you and your partner to freely give informed consent. This means confirming that you want to proceed as a sexual encounter escalates. Consent is:

- Freely given: Doing something sexual with another person is a decision that should be made without pressure, force, manipulation, and not while drunk or high.
- Reversible: Anyone can change their mind about what they want to do, at any time, even if you have done the thing before or are in the middle of having sex.
- Informed: Be honest. For example, if someone says that they will use a condom and they don't, that's not informed consent.
- Enthusiastic: If someone is reluctant to engage in sexual activity, that's not consent.
- Specific: Saying yes to one thing, like kissing, is not the same as saying yes to other things, like removing clothing.

You should tell your partner if something makes you uncomfortable and you would like to stop. You should also listen to your partner and pay attention to your partner's non-verbal cues (for example, facial expressions or pulling away) to ensure that your partner is comfortable. If you are unsure of how your partner feels, pause for a moment to ask.

You should also protect yourself and your partner during sex. Consider getting tested before you begin having sex to diagnose and treat any sexually transmitted illnesses either of you may have. Learn about contraceptives like condoms and birth control pills to protect you and your partner's health and to avoid an unplanned pregnancy.

Getting Married

If you want to get married in Michigan, you'll need a marriage license. The county clerk's office grants licenses to couples. If either you or your future spouse is a resident of Michigan, you must apply for the license in your county of residence, regardless of where in the state the wedding will take place. If neither person is a resident, then you'll have to apply for the license in the county where the wedding will occur.

You'll both need to be at least 18 years old to get married. You'll both have to present a Driver's License or State ID, fill out an application, and pay a license fee. The amount varies depending on the county, and you must wait three days to get married.

If either person was previously married, he or she must show certified documents on how the previous marriage ended such as divorce, annulment, or death.

Ending a Marriage

A marriage can end by filing for divorce. To get divorced in Michigan, at least once spouse must live in Michigan and must have lived in Michigan for the past 180 days. Divorce papers must be filed in the county where at least one spouse has lived for at least the last 10 days. You may find more information about the process of filing for divorce at <https://michiganlegalhelp.org/self-help-tools/family/introduction-divorce-without-children>.

Domestic Violence

Romantic relationships can be complicated. Sometimes, it is best to end a relationship that is hurting you or your partner. Relationships can be abusive in many ways. Different types of abuse include:

- Verbal abuse (threats, name-calling, intimidation)
- Physical abuse (pushing, slapping, choking, destroying property)
- Controlling behavior (preventing partner from seeing people, going places, or accessing money)
- Emotional abuse (berating partner, making partner feel useless)
- Sexual abuse (unwanted sexual activity, use of intimidation, coercion, or force regarding sexual activity)

Deciding to leave an abusive relationship can feel risky, and takes courage, especially if you fear for your safety, or the safety of your children. It can also be difficult to leave if you are dependent on the other person for housing or financial support.

If you are in an abusive relationship, seek help. You can call the U.S. National Domestic Violence Hotline at 1-800-799-7233 or you can call 211 for Michigan-specific assistance. These lines will be able to provide counseling and help you locate the resources you need. You may also search for resources specific to your location online at <http://www.mcedsv.org/help/find-help-in-michigan.html>.

Laws and Barriers to Reconnecting

Imprisonment results in a range of family law consequences. Two of the most common issues are termination of parental rights and the accumulation of unwarranted, incarceration-related child support arrears.

MCL 712A.19(3)(h) provides that a parent's rights may be terminated if "the parent is imprisoned for such a period that the child will be deprived of a normal home for a period exceeding 2 years, and the parent has not provided for the child's proper care and custody within a reasonable time considering the child's age." Thus, while there are many other grounds for termination, parents who are imprisoned for more than two years are in particular danger of termination.

Regardless of where a child is placed during the parent's incarceration, parents should be advised that if they want to avoid termination of their parental rights, the parents must maintain contact with the child during their incarceration. Parents should keep records of any financial support they provide, and of their efforts to remain involved in their children's lives, whether through calls, letters, or prison visits.

In most cases, just being convicted of a crime is not enough to terminate your parental rights. However, your rights can be terminated if you are convicted of a crime against your child. You can also lose your children if you are convicted of certain very serious crimes and the court decides it would be harmful to your children if you continue to be their legal caregiver. If your parental rights are being terminated or if your children are in foster care, the court will appoint a lawyer for you if you cannot afford one.

If you committed a crime against your children, you may have parole or probation conditions that specifically say you cannot have contact with your children. Such conditions are hard to change because they are specifically designed to protect your children. Before trying to get your conditions changed, you may want to talk to Child Protective Services about whether they would support your having contact with your children.

Some parolees and probationers who did not commit crimes against their children have conditions that say they cannot be around children in general. In those cases, you may be able to get an exception so that you can see your own children.

If you are on parole, you can ask your parole officer to request that the parole board change your conditions so that you can see your own children. You should show that you have a relationship with your children and that the child's other parent or guardian wants you to see your children. If you need help, talk to a lawyer.

If you are sentenced to probation and your probation order includes a condition that you cannot be around children, ask your defense attorney to request at sentencing that the condition be changed so that there is an exception for your own children. If you have already been sentenced, you can file a motion with the court to ask that you be allowed to see your own children.

If the other parent has legal custody and gets married, the new spouse may ask the court for permission to adopt your child. If that happens, you can agree to terminate your parental rights, which ends your relationship with your child as well as your obligation to pay child support. If you do not agree, the court may terminate your rights and allow the adoption if you haven't provided regular financial support for your child and haven't stayed in contact with your child for two years.

Unfortunately, not all family partnerships survive incarceration. Bitterness by a caregiver while the other parent was incarcerated is normal. You should seek to reduce this animosity by helping in a meaningful way, through nurturing and financial support of the children, even if you do not share the same household.

Mentorship | Peer Support and Self-Advocacy Groups | Community Service

This section explains some of the benefits of mentorship relationships and community service and provides resources for getting more involved in the community.

Mentorship

Connecting with a personal mentor can help facilitate successful reentry into the community. A mentor can provide emotional support as you transition home and can and direct you to helpful reentry resources. Even when you have supportive family members, finding a mentor outside of your family is often beneficial to manage your familial relationships in a healthy way and have an outside source of support.

The Benefits of Mentorship

Mentorship is not a one-way relationship, but instead a mutually supportive relationship in which you and your mentor try to accomplish something together. It is important that you and your mentor share each of your needs and strengths in advance, then talk about what you want to accomplish through your mentorship relationship. A mentor can help you set goals and hold you accountable for achieving them. Depending on your needs and your mentor's strengths, a mentorship relationship might incorporate various components such as coordinating basic living needs, building life skills, working on emotional stability, and engaging in spiritual growth.

Mentorship Limitations and Challenges

A mentor is a person who is willing to support you and help you address your reentry-related needs. You and your mentor should establish boundaries about the extent of that support in the beginning of the relationship to avoid any misunderstandings or complications. Typically, there are limitations regarding the frequency and type of support your mentor can provide, as your mentor still has their personal and professional goals to tend to as well. In most cases, asking your mentor for money or other material supports is not appropriate. You shouldn't take this limitation personally. Try to build an honest relationship in which you and your mentor can openly discuss needs and limitations. Mutual respect and understanding expectations will foster a healthy relationship between you and your mentor and help create a template for other healthy relationships.

Finding a Mentor

It may be easiest to find a mentor and connect with them while you are incarcerated. Building a trusting relationship with someone before you come home can help foster a smooth transition. Faith organizations which have prison ministries might be a good referral source for your mentor. You can reach out to many prison ministries by writing a letter or asking them about mentorship when they visit the prison as volunteers. Faith organizations are likely to focus on emotional and spiritual support, but are not limited to those types of support.

There are several mentorship organizations which focus on assisting formerly incarcerated individuals. Most of the mentors within those organizations are also formerly incarcerated. They know first-hand the challenges and difficulties you may face, and they can be supportive. See chart below for a list of mentorship organizations. Please inquire about their eligibility requirements and the availability of mentors by writing to them.

Peer Support and Self-Advocacy Groups

The Benefits of Peer Support and Self-Advocacy Groups

Many people coming home from prison feel out of place or that they do not belong after they leave jail or prison. It is common to experience symptoms similar to Post Traumatic Stress Disorder (PTSD), such as depression and suicidal thoughts. In efforts to work through these feelings, connecting with other similarly situated individuals to support each other is often a productive and encouraging way to address the challenges of reentry.

Peer Support and Self-Advocacy Group Limitations and Challenges

Your parole conditions may prohibit you from associating with other individuals who have a criminal record. Although MDOC may allow you to attend pro-social events with formerly incarcerated individuals, you should always obtain permission from your parole officer to make sure you can attend an event without violating your parole. Make smart and safe decisions about the people you spend time with and the information and experiences you share when you are beginning your reentry into the community.

Finding a Peer Support and Self-Advocacy Group

Spiritual organizations, treatment resources, or parole officers may be able to refer you to peer support and self-advocacy groups. Referrals are generally shared by word of mouth.

Community Service

The Benefits of Community Service

It is common for formerly incarcerated individuals to participate in community service as a way to reconnect with society. Sometimes, service is mandated or strongly suggested by parole officers as a way to begin creating positive friendships and relationships. Community service traditionally includes voluntary unpaid work that is intended for a specific area or purpose. Service can happen as a one time or a recurring event. Some reasons to be involved in community service are the opportunity to gain knowledge, meet new people, learn additional skills, and be a part of something bigger than yourself.

Types of Community Service

Community service can look different depending on your intended purpose. There are three main ways in which you can perform service: directly, indirectly, and through advocacy. There is no right or wrong way to be involved in community service, as long as you are working toward a positive outcome. Here are some examples of how you can engage in good works:

- Direct community service: personally interact with the beneficiaries of the project or service or the physical area that is targeted for improvement. Examples of this type of community service include serving food at a soup kitchen, delivering meals to the elderly, or reading to children.
- Indirect community service: provide resources to address a problem, but do not interact with those affected. Examples of this type of community service include organizing a clothing drive, donating to a food pantry, or planting a tree in the neighborhood.
- Advocacy community service: bring attention to an underlying issue and influence others to take action. Examples of this type of community service include teaching formerly incarcerated individuals about their voting rights, working with politicians to raise the age of juvenile court jurisdiction, or using a public forum to speak out against or to show support for policies.

Community Service Limitations and Challenges

Depending on your status, you might encounter some obstacles to engaging in community service. Some opportunities may be unavailable to you because of your

background. You may want to inquire about background checks and eligibility requirements in advance of applying to be a volunteer. If personal circumstances deter you from becoming involved in the community work you are interested in doing, remember that your primary focus is leading a safe, happy lifestyle. For mentorship and community service organizations, see Appendix C.

Appendix A: Grocers that Participate in Double Up Food Bucks

County	Grocer	Incentive Type	Address	Zip Code	City
Alger	Munising Farmers & Artisans' Market	Token	355 Elm Avenue	49862	Munising
Allegan	Allegan Farmers Market	Token	112 Locust Street	49010	Allegan
Allegan	City of Plainwell Farmers Market	Token	204 Anderson Street	49080	Plainwell
Allegan	Family Fare - South Washington	Yes Card	1185 South Washington Avenue	49423	Holland
Alpena	Alpena Farmers Market	Token	208 North First Avenue	49707	Alpena
Antrim	Family Fare - Mancelona	Yes Card	619 N. Williams	49659	Mancelona
Antrim	King Orchards - Central Lake	Token	4620 N M-88	49622	Central Lake
Antrim	King Orchards - Kewadin	Token	986 US 31 S	49648	Kewadin
Antrim	Mancelona Farmers Market	Token	Howard Street & East State Street	49659	Mancelona
Arenac	Family Fare - Standish	Yes Card	533 S. Main St	48658	Standish
Barry	Family Fare - Hastings	Yes Card	902 West State Street	49058	Hastings
Bay	City Market	Token	401 Center Avenue Suite 100	48708	Bay City
Benzie	Elberta Community Farmers Market	Token	1098 Lake St	49628	Elberta
Benzie	Grow Benzie Farmers	Token	5885 Frankfort Highway	49616	Benzonia

County	Grocer	Incentive	Address	Zip	City
	Market				
Benzie	Marvin's Garden Spot	Token	18345 Honor Highway	49643	Interlochen
Berrien	Benton Harbor Farmers Market	Token	Pipestone Street & Main Street	49022	Benton Harbor
Calhoun	Albion Farmers Market	Token	211 Market Place	49224	Albion
Calhoun	Battle Creek Farmers Market	Token	25 South McCamly Street	49015	Battle Creek
Calhoun	Family Fare - Albion	Yes Card	1406 North Eaton Street	49224	Albion
Calhoun	Family Fare - Lakeview	Yes Card	45 East Columbia Avenue	49015	Battle Creek
Calhoun	Family Fare - Marshall	Yes Card	1590 West Michigan Avenue	49068	Marshall
Calhoun	Family Fare - Pennfield	Yes Card	1603 Capital Avenue NE	49017	Battle Creek
Calhoun	Family Fare - Urbandale	Yes Card	1525 West Michigan Avenue	49037	Urbandale
Calhoun	Marshall Area Farmers Market	Token	125 West Green Street	49068	Marshall
Calhoun	Southwestern Michigan Urban League	Token	172 W Van Buren	49017	Battle Creek
Calhoun	Sprout Farm Stand	Token	245 N Kendall Street	49016	Battle Creek
Calhoun	Sprout Grocery & Kitchen	Token	503 Military Road	49037	Springfield
Cass	Family Fare - Dowagiac	Yes Card	56151 South M-51	49047	Dowagiac
Charlevoix	Boyne City Farmers Market	Token	207 North Lake Street	49712	Boyne City
Charlevoix	Charlevoix	Token	408 Bridge	49720	Charlevoix

County	Grocer	Incentive Type	Address	Zip Code	City
	Farmers Market		Street		
Charlevoix	Family Fare - Boyne City	Yes Card	430 N. Lake St	49712	Boyne City
Chippewa	Bay Mills and Brimley Farmers Market	Token	11386 West Lakeshore Drive	49715	Brimley
Clare	Family Fare - Harrison	Yes Card	1570 North Clare Avenue	48625	Harrison
Clare	Farwell's Arts & Crafts Farm Market	Token	Hall Street & Illinois Street	48622	Farwell
Clinton	Bath Farmers Market	Token	13751 Main Street	48808	Bath
Clinton	Downtown DeWitt Farmers Market	Token	Bridge & Main	48820	DeWitt
Crawford	City of Grayling Farmers Market	Token	I-75 Business Loop	49738	Grayling
Crawford	Family Fare - Grayling	Yes Card	2470 S. 1-75 Bus. Loop	49738	Grayling
Eaton	Dimondale Farmers Market	Token	136 North Bridge Street	48821	Dimondale
Eaton	Eaton Rapids Medical Center Farmers Market	Token	1500 South Main Street	48827	Eaton Rapids
Emmet	Downtown Petoskey Farmers Market	Token	Howard Street	49770	Petoskey
Emmet	Pellston Farmers Market	Token	421 Stimpson	49769	Pellston
Genesee	City of Grand Blanc Farmers	Token	Grand Boulevard & Grand Blanc	48439	Grand Blanc

County	Grocer	Incentive Type	Address	Zip Code	City
	Market		Road		
Genesee	D&R Market	Epic Tech	1402 N Chevrolet Ave	48504	Flint
Genesee	Fenton Farmers Market	Token	150 South Leroy Street	48430	Fenton
Genesee	Flint Farmers' Market	Epic Tech	300 East First Street	48502	Flint
Genesee	Flint Fresh Mobile Market	Epic Tech	3325 E Court St	48506	Flint
Genesee	Fresh Choice	Epic Tech	1916 Davison rd.	48506	Flint
Genesee	Great Giant - Flint	Epic Tech	G-5204 Saginaw Street	48505	Flint
Genesee	Hinky Dinky Supermarket	Epic Tech	3110 M L King Ave	48505	Flint
Genesee	Hutchinson Food & Drug	Epic Tech	6509 North Saginaw Street	48505	Flint
Genesee	Landmark Food Center - Fenton	Epic Tech	4644 Fenton Road	48507	Flint
Genesee	Landmark Food Center - Pierson	Epic Tech	206 West Pierson Road	48505	Flint
Genesee	Linden Farmers Market	Token	Downtown Linden	48451	Linden
Genesee	Longhorn Meat Market	Epic Tech	3236 Corunna Road	48532	Flint
Genesee	Mr. B's - Dupont	Epic Tech	4311 Dupont Street	48505	Flint
Genesee	The Local Grocer	Epic Tech	601 Martin Luther King Jr. Avenue	48502	Flint
Genesee	VG's- Clio	Yes Card	710 S. Mill	48420	Clio
Genesee	VG's-Davison	Yes Card	8503 Davison	48423	Davison
Genesee	VG's-Genesee	Yes Card	7461 N. Genesee	48437	Genesee
Gladwin	Family Fare - Gladwin	Yes Card	1204 N. State St.	48624	Gladwin
Gladwin	Gladwin Farmers	Token	200 North State Street	48624	Gladwin

County	Grocer	Incentive	Address	Zip	City
	Market				
Grand Traverse	Oryana Community Co-op	Coupon	260 East 10th Street	49684	Traverse City
Grand Traverse	Sara Hardy Downtown Farmers Market	Token	US-31 & Cass Street	49684	Traverse City
Grand Traverse	The Village at Grand Traverse Commons Farmers Market	Token	800 Cottageview Dr	49684	Traverse City
Gratiot	St. Louis Farmers Market	Token	300 North Mill Street	48880	St. Louis
Houghton	Main Street Calumet Market	Token	340 6th Street	49913	Calumet
Ingham	Allen Farmers Market	Token	1611 East Kalamazoo Street	48912	Lansing
Ingham	East Lansing Farmers Market	Token	280 Valley Court	48823	East Lansing
Ingham	Eastern Ingham Farmers Market	Token	228 North Putnam Street	48895	Williamston
Ingham	Farmers Markets at the Capitol	Token	Capital Avenue & Michigan Avenue	48933	Lansing
Ingham	Holt Farmers Market	Token	2150 Cedar Street	48842	Holt
Ingham	Meridian Township Farmers Market	Token	5151 Marsh Road	48840	Okemos
Ingham	South Lansing Farmers Market	Token	800 West Barnes Avenue	48910	Lansing
Ingham	ValuLand -	Automatic	810 West	49251	Leslie

County	Grocer	Incentive Type	Address	Zip Code	City
	Leslie	At Register	Bellevue		
Ingham	ValuLand - Mt Hope	Automatic At Register	1609 W. Mount Hope	48910	Lansing
Ingham	ValuLand - Saginaw St	Automatic At Register	3800 W Saginaw St.	48917	Lansing
Ionia	Denny's Farm Stand	Token	6587 Jordan Lake Rd	48881	Saranac
Ionia	Hanulcik Farm Market	Token	1425 N State Rd	48846	Ionia
Ionia	Ken's Farm Market - Ionia	Epic Tech	2541 S State Rd	48846	Ionia
Ionia	Piersons Orchard	Token	5348 North State Rd	48865	Orleans
Iosco	Family Fare - Oscoda	Yes Card	5463 N. Huron Rd.	48750	Oscoda
Iosco	Northeast Michigan Regional Farm Market, AuSable Township	Token	4440 North US-23	48750	Oscoda
Iosco	Northeast Michigan Regional Farm Market, Tawas City	Token	815 West Lake Street	48763	Tawas City
Isabella	Green Tree Cooperative Grocery	Coupon	214 North Franklin Street	48858	Mt. Pleasant
Isabella	Mt. Pleasant Farmers Market at Downtown City Hall	Token	320 West Broadway Street	48858	Mt. Pleasant
Isabella	Mt. Pleasant Farmers Market at Island Park	Token	331 North Main Street	48858	Mt. Pleasant
Jackson	Grand River Farmers	Token	Louis Glick Highway &	49201	Jackson

County	Grocer	Incentive	Address	Zip	City
	Market		Mechanic Street		
Jackson	Grass Lake Farmers Market	Token	210 East Michigan Avenue	49240	Grass Lake
Jackson	The Green Market at Allegiance Health	Token	East Michigan Avenue & Waterloo Street	49201	Jackson
Kalamazoo	Kalamazoo Farmers Market	Token	1204 Bank Street	49001	Kalamazoo
Kalamazoo	Midtown Fresh Market	Coupon	412 Howard St.	49001	Kalamazoo
Kalamazoo	Park Street Market	Coupon	512 North Park Street	49007	Kalamazoo
Kalamazoo	PFC Natural Grocery & Deli	Coupon	507 Harrison Street	49007	Kalamazoo
Kalamazoo	Portage Farmers Market	Token	7900 South Westnedge	49002	Portage
Kalamazoo	Texas Township Farmers Market	Token	7110 West Q Avenue	49009	Kalamazoo
Kalamazoo	Town & Country Supermarket	Coupon	1824 Portage Street	49001	Kalamazoo
Kalamazoo	Vicksburg Farmers Market	Token	300 North Richardson Street	49097	Vicksburg
Kent	Byron Center Farmers Market	Token	8350 Byron Center Avenue SW	49315	Byron Center
Kent	Family Fare - Breton Meadows	Yes Card	4325 Breton Road SE	49512	Grand Rapids
Kent	Family Fare - Burlingame	Yes Card	2900 Burlingame Avenue SW	49509	Wyoming
Kent	Family Fare - Fulton	Yes Card	1415 East Fulton Street	49503	Grand Rapids

County	Grocer	Incentive Type	Address	Zip Code	City
	Heights				
Kent	Family Fare - Kentwood	Yes Card	6127 Kalamazoo Avenue SE	49508	Kentwood
Kent	Family Fare - Leonard Street	Yes Card	1225 Leonard Street NE	49505	Grand Rapids
Kent	Family Fare - Sparta	Yes Card	565 S. State Street	49345	Sparta
Kent	Fulton Street Farmers Market	Token	1145 Fulton Street East	49503	Grand Rapids
Kent	Heidi's Farmstand	Token	11999 Cascade Rd SE	49331	Lowell
Kent	Homrich's Under the Pines	Token	6013 Alpine Avenue	49321	Comstock Park
Kent	Importaciones Guatemala	Epic Tech	188 Wealthy St SW	49503	Grand Rapids
Kent	Ken's Fruit Market - Eastern	Epic Tech	2420 Eastern Avenue SE	49507	Grand Rapids
Kent	Ken's Fruit Market - Plainfield	Epic Tech	3500 Plainfield Avenue SE	49525	Grand Rapids
Kent	Kentwood Farmers Market	Token	4950 Breton Road SE	49508	Kentwood
Kent	Latin American Supermarket	Epic Tech	758 Alger ST SW	49509	Wyoming
Kent	Metro Health Farm Market	Token	5900 Byron Center Avenue SW	49519	Wyoming
Kent	Miss Tracy's Party Store	Epic Tech	1043 Franklin St SE	49507	Grand Rapids
Kent	New City Urban Farm	Token	1226 Union Avenue NE	49505	Grand Rapids
Kent	Rockford Farmers Market	Token	54 South Main Street	49341	Rockford
Kent	SECOM Pantry	Token	1545 Buchanan Ave SW	49507	Grand Rapids

County	Grocer	Incentive Type	Address	Zip Code	City
Kent	Southeast Area Farmers Market	Token	900 Fuller Avenue SE	49507	Grand Rapids
Kent	Speyer's Farm Market	Token	6484 Eastern Ave SE	49508	Grand Rapids
Kent	Super Green Market	Epic Tech	3321 East Paris Avenue SE	49512	Kentwood
Kent	The Other Way Ministries Pantry	Token	839 Sibley St.	49504	Grand Rapids
Kent	The Pantry Market	Token	4307 Kalamazoo Ave SE	49508	Grand Rapids
Kent	United Church Outreach Ministry Pantry	Token	1311 Chicago Dr. SW	49509	Wyoming
Kent	Urban Roots	Token	1316 Madison Ave SE	49507	Grand Rapids
Kent	YMCA Veggie Van	Token	475 Lake Michigan Drive NW	49504	Grand Rapids
Lake	Tiki Hut	Token	8780 East US Highway 10	49623	Chase
Lapeer	Historic Farmers Market of Lapeer	Token	287 West Nepessing Street	48446	Lapeer
Lapeer	Imlay City Farmers Market	Token	Main Street & Third Street	48444	Imlay City
Lenawee	Adrian Farmers Market	Token	115 Toledo St	49221	Adrian
Lenawee	ProMedica Veggie Mobile	Token	1040 South Winter Street	49221	Adrian
Lenawee	Tecumseh Farmers Market	Token	213 North Evans St	49286	Tecumseh
Mackinac	Family Fare -	Yes Card	699 US-2	49781	St. Ignace

County	Grocer	Incentive Type	Address	Zip Code	City
	St. Ignace				
Macomb	Dodge Park Farmers Market	Token	40620 Utica Road	48313	Sterling Heights
Macomb	Mount Clemens Downtown Farmers Market	Token	125 Macomb Place	48043	Mount Clemens
Macomb	Mount Clemens Farmers Market	Token	141 North River Road	48043	Mount Clemens
Macomb	New Baltimore Farmers Market	Token	50976 Washington Street	48047	New Baltimore
Macomb	Northern Farm Market	Token	74865 Van Dyke Rd	48065	Romeo
Macomb	Warren Farmers Market	Token	1 City Square	48092	Warren
Manistee	Family Fare - Manistee	Yes Card	1057 Manistee Highway	49660	Manistee
Manistee	Manistee Farmers Market	Token	Washington Street & Memorial Drive	49660	Manistee
Marquette	Downtown Marquette Farmers Market	Token	112 South Third Street	49855	Marquette
Marquette	Marquette Food Co-op	Coupon	502 West Washington Street	49855	Marquette
Mason	Ludington Farmers Market	Token	N James Street Plaza	49431	Ludington
Mason	Orchard Market - Free Soil	Token	8400 N US 31	49411	Free Soil
Mason	Orchard Market -	Token	212 S. Pere Marquette	49431	Ludington

County	Grocer	Incentive Type	Address	Zip Code	City
	Ludington		Hwy		
Mecosta	Downtown Big Rapids Farmers Market	Token	226 North Michigan Avenue	49307	Big Rapids
Menomine	Hannahville Farmers Market	Token	N15019 Hannahville B1 Road	49896	Wilson
Menomine	James Gorzinski Farm Stand	Token	W3707 US 2 & 41	49886	Spalding
Menomine	M&M Farmers Market	Token	1207 8th Avenue	49858	Menominee
Menominee	Menominee Historic Downtown Farmers Market	Token	800 1st Street & 8th Avenue	49858	Menominee
Midland	Family Fare - Midland	Yes Card	2026 N. Saginaw	48640	Midland
Midland	Midland Area Farmers Market	Token	111 West Main Street	48640	Midland
Monroe	Dundee Farmers Market	Token	221 Tecumseh Street	48131	Dundee
Monroe	Monroe Farmers Market	Token	20 East Willow Street	48162	Monroe
Muskegon	Heights City Market	Token	99 East Center Street	49444	Muskegon Heights
Muskegon	Muskegon Farmers Market	Token	242 West Western Avenue	49440	Muskegon
Muskegon	YMCA Veggie Van	Token	1000 3rd Street	49442	Muskegon
Newaygo	Magicland	Token	4380 S Gordon Avenue	49412	Fremont
Newaygo	Nelson's Farm Market	Token	469 West 112th Street	49327	Grant
Newaygo	Newaygo County	Token	6308 South Warner Ave	49412	Fremont

County	Grocer	Incentive Type	Address	Zip Code	City
	Farmers Market				
Oakland	Downtown Rochester Farmers Market	Token	Third Street & Water Street	48307	Rochester
Oakland	Glory Supermarket - Oak Park	Coupon	22150 Coolidge Hwy	48237	Oak Park
Oakland	Henry's Market on Main	Token	6777 W Maple Rd	48322	West Bloomfield Township
Oakland	Oak Park Farmers Market	Token	14000 Oak Park Blvd	48237	Oak Park
Oakland	Oakland County Market	Token	2350 Pontiac Lake Road	48328	Waterford
Oceana	Downtown Hart Farmers Market	Token	49 S State Street	49420	Hart
Oceana	New Era Farmers Market	Token	1820 Ray Avenue	49446	New Era
Oceana	Rennhack Orchards	Token	3731 West Polk Road	49420	Hart
Ogemaw	Family Fare - Rose City	Yes Card	2626 North M-33	48654	Rose City
Ogemaw	Family Fare - West Branch	Yes Card	2206 South M-76	48661	West Branch
Osceola	Ewart DDA Farmers Market	Token	South Main Street & Railroad Avenue	49631	Ewart
Osceola	ValuLand - Marion	Automatic At Register	401 S. Mill Rd	49665	Marion
Oscoda	Family Fare - Mio	Yes Card	305 Morenci Ave	48647	Mio
Otsego	Family Fare - Gaylord	Yes Card	829 W Main St	49735	Gaylord
Otsego	Gaylord Farmers	Token	123 South Court Avenue	49735	Gaylord

County	Grocer Market	Incentive Type	Address	Zip Code	City
Ottawa	Family Fare - Butternut	Yes Card	993 Butternut Drive	49424	Holland
Ottawa	Grand Haven Farmers Market	Token	300 North Harbor Drive	49417	Grand Haven
Ottawa	Holland Farmers Market	Token	150 West 8th Street	49423	Holland
Ottawa	Spring Lake Farm & Garden Market	Token	225 East Exchange Avenue	49456	Spring Lake
Ottawa	Terra Square Farmers Market	Token	3380 Chicago Drive	49426	Hudsonville
Presque	Family Fare - Rogers City	Yes Card	100 S. Bradley Hwy	49779	Rogers City
Roscommo	Family Fare - Houghton Lake	Yes Card	3561 W. Houghton Lk Dr.	48629	Houghton Lake
Roscommo	Family Fare - Roscommon	Yes Card	409 N 5th St	48653	Roscommon
Saginaw	Downtown Saginaw Farmers Market	Token	507 South Washington Avenue	48602	Saginaw
Saginaw	Frankenmuth Farmers Market	Token	534 North Main Street	48734	Frankenmuth
Saginaw	Great Giant - Saginaw	Coupon	3216 Sheridan Ave.	48601	Saginaw
Saginaw	Hemlock Farmers Market	Token	Hemlock Road & Blumke Road	48626	Hemlock
Saginaw	St. Charles Farmers Market	Token	200 Parkway Dr	48655	St. Charles
Shiawasse	Downtown Owosso Farmers Market	Token	215 North Water Street	48867	Owosso
Shiawasse	Owosso	Token	1401 East	48867	Owosso

County	Grocer	Incentive Type	Address	Zip Code	City
	Original Farmers Market		Main Street		
Shiawassee	VG's-Owosso	Yes Card	1341 N. M-52	48867	Owosso
St. Clair	Fresh Food Depot - Marine City	Coupon	303 South Parker Street	48039	Marine City
St. Clair	Sharkar Farm	Token	5234 Meisner Road	48054	China
St. Clair	Vantage Point Farmers Market	Token	51 Water Street	48060	Port Huron
St. Clair	VG's-Marine City	Yes Card	6764 S. River	48039	Marine City
St. Joseph	Three Rivers Farmers Market	Token	138 West Michigan Avenue	49093	Three Rivers
Tuscola	VG's-Caro	Yes Card	1520 W. Caro	48723	Caro
Van Buren	Family Fare - Paw Paw	Yes Card	847 S. Kalamazoo Ave	49079	Paw Paw
Van Buren	Lawrence Farmers Market	Token	North Exchange Street & East St. Joseph Street	49064	Lawrence
Van Buren	South Haven Farmers Market	Token	561 Huron Street	49090	South Haven
Washtenaw	Ann Arbor Farmers Market	Token	315 Detroit Street	48104	Ann Arbor
Washtenaw	Argus Farm Stop - Liberty	Automatic At Register	325 W Liberty St	48103	Ann Arbor
Washtenaw	Argus Farm Stop - Packard	Automatic At Register	1200 Packard Road	48104	Ann Arbor
Washtenaw	Bushel Basket Market	Token	222 South Main Street	48118	Chelsea
Washtenaw	Chelsea Farmers Market	Token	128 Park Street	48118	Chelsea
Washtenaw	Cobblestone	Token	2781 Packard	48108	Ann Arbor

County	Grocer	Incentive Type	Address	Zip Code	City
w	Farm Market		Road		
Washtenaw	Dexter Farmers Market	Token	3233 Alpine St	48130	Dexter
Washtenaw	Dixboro Farmers Market	Token	5221 Church Road	48105	Ann Arbor
Washtenaw	Manchester Farmers Market	Token	209 Ann Arbor Street	48158	Manchester
Washtenaw	Pittsfield Township Farmers Market	Token	6201 West Michigan Avenue	48108	Ann Arbor
Washtenaw	Saline Farmers Market	Token	100 South Ann Arbor Street	48176	Saline
Washtenaw	Westside Farmers Market Ann Arbor	Token	2501 Jackson Avenue	48103	Ann Arbor
Washtenaw	Ypsilanti Farmers Market - Depot Town	Epic Tech	100 Rice Street	48197	Ypsilanti
Washtenaw	Ypsilanti Farmers Market - Downtown	Epic Tech	16 South Washington Street	48197	Ypsilanti
Washtenaw	Ypsilanti Food Cooperative	Epic Tech	312 North River Street	48198	Ypsilanti
Washtenaw	Ypsilanti Mobile Farm Stand	Token	922 West Michigan Avenue	48197	Ypsilanti
Wayne	Americana Foods	Coupon	15041 Plymouth Road	48227	Detroit
Wayne	Blocks Farm Stand	Epic Tech	29160 Eureka Road	48174	Romulus
Wayne	Brightmoor Farmers Market	Token	22735 Fenkell Street	48223	Detroit
Wayne	Canton Farmers	Token	500 North Ridge Road	48188	Canton

County	Grocer	Incentive Type	Address	Zip Code	City
	Market				
Wayne	Delpointe Food Center	Coupon	16700 Harper Avenue	48224	Detroit
Wayne	E & L Supermercado	Epic Tech	6000 West Vernor Highway	48209	Detroit
Wayne	Eastern Market	Token	2934 Russell Street	48207	Detroit
Wayne	Eastern Market Farm Stand	Token	2934 Russell Street	48207	Detroit
Wayne	Food Farm Market	Coupon	11550 Dexter Avenue	48206	Detroit
Wayne	Garden Fresh Marketplace	Coupon	6680 Michigan Ave	48210	Detroit
Wayne	Gleaner's Mobile Grocer	Loyalty System	2826 Bagley Avenue	48216	Detroit
Wayne	Glory Supermarket - Highland Park	Coupon	14100 Woodward Avenue	48203	Highland Park
Wayne	Glory Supermarket - Outer Dr	Coupon	8000 West Outer Dr	48235	Detroit
Wayne	Hope Village Farmers Market	Token	14150 Woodrow Wilson	48238	Detroit
Wayne	Imperial Fresh - 8 Mile	Coupon	1940 East 8 Mile Road	48234	Detroit
Wayne	Imperial Fresh-Schaefer	Epic Tech	14424 Schaefer Highway	48227	Detroit
Wayne	Lafayette Foods	Coupon	1565 Lafayette Street	48207	Detroit
Wayne	Lincoln Park Farmers Market	Token	Fort Street & Southfield Road	48146	Lincoln Park
Wayne	Mazen Foods	Coupon	12740 Gratiot Avenue	48205	Detroit
Wayne	Meldrum Fresh Market	Token	1264 Meldrum Street	48207	Detroit
Wayne	Melvindale DDA Farmers	Token	3696 Oakwood Boulevard	48122	Melvindale

County	Grocer	Incentive Type	Address	Zip Code	City
	Market				
Wayne	Northwest Detroit Farmers Market	Token	18445 Scarsdale Street	48223	Detroit
Wayne	Old Redford Food Center	Coupon	21673 Grand River	48219	Detroit
Wayne	Parkway Foods	Coupon	11250 East Jefferson Avenue	48214	Detroit
Wayne	Peaches & Greens	Epic Tech	8838 Third Avenue	48202	Detroit
Wayne	Pick & Save Supermarket	Coupon	7404 East Seven Mile Road	48234	Detroit
Wayne	Prince Valley Market	Coupon	5931 Michigan Avenue	48210	Detroit
Wayne	Seaway Marketplace	Coupon	18330 West Chicago Street	48228	Detroit
Wayne	Sowing Seeds Growing Futures Farmers Market	Token	18900 Joy Road	48228	Detroit
Wayne	University Foods	Coupon	1131 West Warren	48201	Detroit
Wayne	Westland Farmers and Artisans Market	Token	1901 North Carlson	48185	Westland
Wexford	Cadillac Area Farmers Market	Token	Lake Street & Chapin Street	49601	Cadillac
Wexford	Family Fare - Cadillac	Yes Card	602 S. Mitchell	49601	Cadillac

Appendix B: Accredited Colleges and Universities in Michigan

School	Location	Control	Type
Adrian College	Adrian	Private not-for-profit	Baccalaureate college
Albion College	Albion	Private not-for-profit	Baccalaureate college
Alma College	Alma	Private not-for-profit	Baccalaureate college
Alpena Community College	Alpena	Public	Associate's college
Andrews University	Berrien Springs	Private not-for-profit	Research university
Aquinas College	Grand Rapids	Private not-for-profit	Master's university
Baker College	Flint	Private not-for-profit	Research university
Bay de Noc Community College	Escanaba	Public	Associate's college
Bay Mills Community College	Brimley	Public	Tribal college
Calvin College	Grand Rapids	Private not-for-profit	Baccalaureate college
Calvin Theological Seminary	Grand Rapids	Private not-for-profit	Special-focus institution
Central Michigan University	Mount Pleasant	Public	Research university
Cleary University	Howell	Private not-for-profit	Special-focus institution
College for Creative Studies	Detroit	Private not-for-profit	Special-focus institution
Concordia University Ann Arbor	Ann Arbor	Private not-for-profit	Baccalaureate college
Cornerstone University	Grand Rapids	Private not-for-profit	Master's university
Cranbrook Academy of Art	Bloomfield Hills	Private not-for-profit	Special-focus institution
Davenport University	Grand Rapids	Private not-for-profit	Master's university
Delta College	University Center	Public	Associate's college
Eastern Michigan University	Ypsilanti	Public	Research university

School	Location	Control	Type
Ecumenical Theological Seminary	Detroit	Private not-for-profit	Special-focus institution
Ferris State University	Big Rapids	Public	Master's university
Finlandia University	Hancock	Private not-for-profit	Baccalaureate college
Glen Oaks Community College	Centreville	Public	Associate's college
Gogebic Community College	Ironwood	Public	Associate's college
Grace Christian University	Wyoming	Private not-for-profit	Baccalaureate college
Grand Rapids Community College	Grand Rapids	Public	Associate's college
Grand Valley State University	Allendale	Public	Master's university
Great Lakes Christian College	Lansing	Private not-for-profit	Baccalaureate college
Henry Ford College	Dearborn	Public	Associate's college
Hillsdale College	Hillsdale	Private not-for-profit	Baccalaureate college
Hope College	Holland	Private not-for-profit	Baccalaureate college
Jackson College	Jackson	Public	Associate's college
Kalamazoo College	Kalamazoo	Private not-for-profit	Baccalaureate college
Kalamazoo Valley Community College	Kalamazoo	Public	Associate's college
Kellogg Community College	Battle Creek	Public	Associate's college
Kettering University	Flint	Private not-for-profit	Master's university
Keweenaw Bay Ojibwa Community College	Baraga	Public	Tribal college
Kirtland Community College	Roscommon	Public	Associate's college
Kuyper College	Grand Rapids	Private not-for-profit	Baccalaureate college
Lake Michigan College	Benton Harbor	Public	Associate's college
Lake Superior State University	Sault Ste. Marie	Public	Baccalaureate college
Lansing Community	Lansing	Public	Associate's college

School	Location	Control	Type
College			
Lawrence Technological University	Southfield	Private not-for-profit	Master's university
Macomb Community College	Warren	Public	Associate's college
Madonna University	Livonia	Private not-for-profit	Master's university
Marygrove College	Detroit	Private not-for-profit	Master's university
Michigan School of Professional Psychology	Farmington Hills	Private not-for-profit	Special-focus institution
Michigan State University	East Lansing	Public	Research university
Michigan State University College of Law	East Lansing	Private not-for-profit	Special-focus institution
Michigan Technological University	Houghton	Public	Research university
Mid Michigan Community College	Harrison	Public	Associate's college
Monroe County Community College	Monroe	Public	Associate's college
Montcalm Community College	Sidney Township	Public	Associate's college
Moody Theological Seminary–Michigan	Plymouth	Private not-for-profit	Special-focus institution
Mott Community College	Flint	Public	Associate's college
Muskegon Community College	Muskegon	Public	Associate's college
North Central Michigan College	Petoskey	Public	Associate's college
Northern Michigan University	Marquette	Public	Master's university
Northwestern Michigan College	Traverse City	Public	Associate's college
Northwood University	Midland	Private not-for-profit	Special-focus institution
Oakland Community College	Bloomfield Hills	Public	Associate's college
Oakland University	Rochester	Public	Research university

School	Location	Control	Type
	Hills		
Olivet College	Olivet	Private not-for-profit	Baccalaureate college
Rochester College	Rochester Hills	Private not-for-profit	Baccalaureate college
Sacred Heart Major Seminary	Detroit	Private not-for-profit	Special-focus institution
Saginaw Chippewa Tribal College	Mount Pleasant	Public	Tribal college
Saginaw Valley State University	University Center	Public	Master's university
Schoolcraft College	Livonia	Public	Associate's college
Siena Heights University	Adrian	Private not-for-profit	Master's university
Southwestern Michigan College	Dowagiac	Public	Associate's college
Spring Arbor University	Spring Arbor	Private not-for-profit	Master's university
St. Clair County Community College	Port Huron	Public	Associate's college
Trine University—Centreville Campus	Centreville	Private not-for-profit	Baccalaureate college
University of Detroit Mercy	Detroit	Private not-for-profit	Master's university
University of Michigan	Ann Arbor	Public	Research university
University of Michigan—Dearborn	Dearborn	Public	Master's university
University of Michigan—Flint	Flint	Public	Master's university
Walsh College of Accountancy and Business	Troy	Private not-for-profit	Special-focus institution
Washtenaw Community College	Ann Arbor	Public	Associate's college
Wayne County Community College District	Detroit	Public	Associate's college
Wayne State University	Detroit	Public	Research university
West Shore Community College	Scottville	Public	Associate's college
Western Michigan University	Kalamazoo	Public	Research university

School	Location	Control	Type
Western Michigan University Cooley Law School	Lansing	Private not-for-profit	Special-focus institution
Western Theological Seminary	Holland	Private not-for-profit	Special-focus institution
Yeshiva Gedolah of Greater Detroit	Oak Park	Private not-for-profit	Special-focus institution

Appendix C: Select Mentorship / Community Service Organizations

Name	Type of Organization	Location	Phone	Website
70x7 Life Recovery	Mentorship	Grand Rapids & Holland	(616) 454-4925	70x7liferecovery.org
AFSC Good Neighbor Project	Mentorship	Ypsilanti	(734) 761-8283	prisoneradvocacy.org/about-us/good-neighbor-project/
Advocacy Resources Reentry Outreach	Community Engagement	Lansing	517-999-2894	nwlansing.org
ARISE Detroit	Community Engagement	Detroit	(313) 921-1955	arisedetroit.org
A Brighter Way	Mentorship	Statewide	(734) 646-1587	abrighterway.org
Chance for Life	Mentorship	Southfield	(313) 784-9209	chanceforlifeonline.org
Enjoy Detroit	Community Engagement	Detroit	(313) 350-0496	facebook.com/pg/EnjoyDetroit1701/
Fresh Coast Alliance	Mentorship	Muskegon	(231) 286-1992	freshcoastalliance.org
Gleaners	Community Engagement	Detroit	(866) 453-2637	gcfb.org
Greening of Detroit	Community Engagement	Detroit	(313) 237-8733	greeningofdetroit.com
Habitat for Humanity	Community Engagement	Statewide	(517) 485-1006	habitatmichigan.org
Luck.inc	Mentorship	Detroit	(810) 373-9188	facebook.com/luckinc-solutions/
Nation Outside	Community Engagement	Statewide	(313) 974-5137	nationoutside.org
New Era Detroit	Community Engagement	Detroit	(313) 466-4377	neweradetroit.com

Name	Type of Organization	Location	Phone	Website
Out 4 Life	Mentorship	Southfield	(800) 251-7411 Ext 8135	prisonfellowship.org/about/reentry-support/
Returning Citizens Task Force	Community Engagement	Statewide	(313) 224-4248	detroitmi.gov/government/city-council/city-council-large/returning-citizens-task-force
Volunteers of America	Community Engagement	Statewide	(248) 945-0101	voami.org
United Way	Community Engagement	Statewide	Many	unitedway.org/local/united-states/michigan