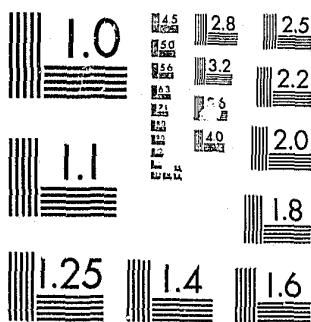


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PRE-RELEASE
PROGRAM
HANDBOOK

NEW HAMPSHIRE STATE PRISON
CONCORD, NH 03301

1978

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ACQUISITIONS

PRE-RELEASE
PROGRAM
HANDBOOK

NEW HAMPSHIRE STATE PRISON
CONCORD, NH 03301

1978

The State of New Hampshire

MELDRIM THOMSON, JR.
GOVERNOR

EVERETT I. PERRIN, JR.
WARDEN, N.H. STATE PRISON

JOHN J. SHERIDAN
DEPUTY WARDEN

N. E. PISHON
DIRECTOR OF TREATMENT

Compiled by
JOHN BROWN
Coordinator, Pre-Release Program

Published by
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INTRODUCTION

Most criminal justice experts today agree that Pre-release is an essential element in the correctional system, providing a *middle ground* between security institutions and parole. Indeed, some experts suggest that lack of preparation for reentry into society from prison may explain, at least in part, the high recidivism rates for some offenders and institutions. The primary element in the New Hampshire State Prison Pre-Release Program will be the assistance given to men about to be released who desire help with their release plans. There will be an institutionally based pre-release staff who will help these inmates develop realistic release plans. There will also be community based staff who will develop community resources which can be used by the inmates after they are released. The institutionally-based and community-based staffs will work as a team to provide a release situation best utilizing existing resources in behalf of the inmate. Anyone who wishes may sign up for the pre-release program, with the understanding, of course, that he must complete the entire six-month program from start to finish.

What pre-release can do for you:

What is noteworthy about the New Hampshire State Prison Pre-Release Program is the array of services it offers its clients. The carefully structured design of the program addresses itself to the needs of the client. Clients are helped in finding jobs; they attend weekly counseling and community awareness classes; and they are assisted in putting together an adequate parole plan.

The New Hampshire State Prison Pre-Release Program is also designed to help a man help himself. Self-help begins the moment the client avails himself of the many helpful resources provided through pre-release. Life on the streets is difficult, even under ideal conditions; but life on the streets can be even more difficult for the ex-offender, especially if he chooses not to prepare himself vocationally and socially.

Pre-release offers no magical formula for success. It does offer a sound, realistic plan which is structured to meet individual needs around measurable and realistic goals.

The rest is up to you!

My Progress Record

(NAME)

My minimum release date is: _____

My parole hearing date is: _____

My parole date is scheduled: _____

My parole officer's name is: _____

My mailing address will be: _____

I have been promised a job at: _____

The amount of my net weekly pay will be: \$ _____

My estimated weekly expenses will total: \$ _____

Things to do after I am paroled: _____

ORIENTATION

Orientation will include a general overview of the program, the application and distribution of the Pre-Release Handbook. This meeting will take place when an inmate is approximately six months from his minimum release date, and should take about two hours.

1st Month

Individual planning meetings to consider the following items:

1. Inmate input regarding parole plan -
2. Possible referrals to prison programs -
3. Possible referrals to outside programs when paroled -
4. Explore educational and vocational goals -
5. Motor vehicle status -
6. Church affiliation -

2nd & 3rd Months

Starting in the inmate's second program month, a series of informational seminars will be conducted on a weekly basis with various outside agencies and employers. Included in this series will be:

N.H. Legal Assistance - rights of the ex-offender

Parole Orientation - discussing the problems of parole from both the parolee's point of view as well as the parole officer's.

Motor Vehicle - procedures in applying for driver's license, either new or revoked, and motor vehicle registration.

Insurance - particularly related to motor vehicle, but covering other facets

Commercial Banking - and budgeting information

Welfare Department - various programs outlined

Department of Employment Security - benefits and services and how to obtain them

Medical Services - low cost and free programs

Social Security Benefits

Educational & Vocational - classroom and certification programs

On-the-job Training Programs - Vocational Rehabilitation, Manpower, Veterans Administration, etc.

Community Action Programs
Salvation Army
Goodwill Industries

Community Mental Health Programs
Program on Alcohol and Drug Abuse
Alcoholics Anonymous

State Police - a better understanding of the law enforcement officer's job and its relationship to ex-offenders

Local Employer - talking about what personnel managers look for in an applicant

4th Month

At this point, the inmate is down to three months from his minimum release date and will be meeting with the Parole Board shortly. The fourth month of the program will be the busiest. Again there will be individual meetings to develop firm parole plans and some job development may be done at this time. A parole plan will be coordinated with the institutional parole officer. The fourth month will include:

1. Individual parole planning
 - a. Job Development
 - b. Housing
 - c. Referral Agencies
2. Parole Board
3. Job-seeking Skills Class
4. Resume and Application Preparation
5. Staged Interview Situation - taped with critique
6. Some Vocational Testing

5th Month

In the fifth month, the inmate will know whether or not he has gained parole. Individual plans will be implemented and contacts and interviews scheduled. Weekly group sessions will take place, dealing with problems and anxieties of release from an institution. Should parole not be achieved on the minimum date, planning and assistance will continue to improve parole possibilities at subsequent hearings.

LEGAL RIGHTS OF EX-OFFENDERS

Restoration of Rights After Conviction

A conviction for a criminal offense or an adjudication of delinquency are followed by direct consequences in the form of criminal sanctions and collateral consequences in the form of widespread loss of civil rights. Voting rights, rights to hold public office, employment opportunities, and judicial rights - such as the right to sue, to execute legal instruments, to serve on a jury, and to testify without impeachment - are affected by a conviction. Certain marital and parental rights may be lost, and rights relating to property - including insurance, Workman's Compensation, and pension benefits - impaired.

The direct consequences of conviction - *the criminal sanctions* - come to an end with completion of the sentence. Generally this means the day of release from the institution or the date of discharge from probation or parole supervision.

Automatic Restoration of Rights

Upon Discharge!

The American Bar Association Handbook Removing Offender Employment Restrictions lists thirteen states whose statutes provide for automatic restoration of rights upon discharge of the offender after completion of his sentence for a felony or after service under probation or parole. These states are Kansas, Minnesota, Maryland, Nebraska, Ohio, Oregon, Pennsylvania, South Dakota, Washington, Wisconsin, Wyoming, and New Hampshire.

The New Hampshire Statute: The New Hampshire Statute, which is given as an example of this type of legislation, simply provides that the Certificate, or other instrument of discharge, shall state that the defendant's rights to vote and hold any future public office of which he was deprived are restored and that he suffers no other disability by virtue of his conviction. The Act then goes on to provide for recognition of the certificate of discharge issued by another state. The Governor of New

Hampshire may, upon application, issue a certificate of restoration of rights lost by reason of conviction in a federal court or another state, in cases where the convicted person has received no restoration of rights from the federal authorities or those in the state of conviction. More will be discussed on the rights of offenders during the class sessions, as segments of each session will be reserved for open dialogue.

MOTOR VEHICLE OPERATION

Driving a motor vehicle on the public streets and highways is a privilege, not a right. It is necessary that you not only know the laws, rules and regulations, you must observe these laws, rules and regulations at all times or run the risk of having your operating privileges revoked or suspended.

If you are convicted of any offenses, the law may require the immediate suspension of your license and registration and the delivery of your plates to the Division of Motor Vehicles.

1. Driving while under the influence of liquor or drugs.
2. Failure to stop and report when involved in an accident.
3. Homicide or assault arising out of operation of a motor vehicle.
4. The second time for speeding.
5. The second time for reckless driving.
6. The second time for any traffic violation as the Director, Division of Motor Vehicles may determine.

Procedure For Having Driver's License Reinstated

(After having been lost due to being found a habitual offender)

After the specified period of time has elapsed for which the license was revoked, the individual found to be a habitual offender must petition the Superior Court *which revoked the license* asking permission to have his license reinstated. An individual would most likely need an attorney to draw up the petition (cost around \$35.00). Permission is usually routinely granted.

Then, *with the Court's permission*, the individual must make application to the Department of Motor Vehicles. The application will be evaluated by DVM and then, if evaluation is satisfactory, the license will be reinstated.

How to Get Your Driver's License

As a new resident -

If you are a resident of New Hampshire, or intend to live in this state and want to drive a motor vehicle, you must have a valid license. You are allowed the same time period to obtain a New Hampshire license as a citizen of New Hampshire would be allowed in your state. However, after six months of residency you must obtain a New Hampshire license.

To get your New Hampshire license -

You may go to any one of the 26 examination stations in New Hampshire, your town clerk, or most police stations and obtain an application for license. You would then mail in the application, along with the application fee, and you would receive in the mail an appointment to take your license examination.

The general requirements are -

You must be over age 16.

You must be a legal resident of New Hampshire.

You must surrender all valid driver's licenses issued by other states.

You must furnish some acceptable form of personal identification.

You must pass a driver's license examination.

The examination is in five parts -

You will have to take an eye test to make sure you can see well enough to drive safely.

You will have to take a hearing test as applicants with defective hearing are required to equip their car with an outside mirror on both sides

You must be able to identify certain highway signs and signals by their shape, color or the symbol appearing on them.

You will be required to take a written examination to test your knowledge of New Hampshire traffic laws.

You will have to drive over a test route to demonstrate your actual driving ability.

Note: As of July 1, 1972, New Hampshire has a photo identification license which expires every four years.

If you have in your possession a valid license from any other state, which grants like privileges, the examination does not require a road test for operator's license only. The oral or written test and eye test must be completed.

How to Register Your Vehicle

In the State of New Hampshire you must obtain your automobile registration before you can obtain your license plates. In order to obtain your registration, the following general rules will be helpful

As a new resident -

The State of New Hampshire allows the same time period to obtain your New Hampshire license plates as a New Hampshire citizen would be allowed in your state.

When you apply, you will need -

(1) An application for certificate of title and an application for registration. These are available at your Town Clerk's office. (2) Your Certificate of Origin or other document proving ownership. (3) Your registration is obtained through the Town Clerk in the town where you reside. (4) Before being issued your registration you will be required to pay an excise tax on your automobile. This is based on the manufacturer's list price for your car.

There is no Sales (Use) Tax in New Hampshire.

INSURANCE

Automobile liability insurance and other related topics will be on the Pre-Release Program agenda. A representative from a national insurance company will be the discussion leader. He will be speaking primarily on automobile insurance requirements in the State of New Hampshire. Listed on the following page are a few pertinent facts which will be discussed during the course of the Pre-Release Program.

The Safety Responsibility Law

New Hampshire has a financial responsibility law which gives the Director of Motor Vehicles the authority to make any person who drives upon the highways, without regard for the rights of others, prove that he can repay other users of the highways whose property or person he may damage or injure. If you **do not** have liability and property damage insurance on your car, you may expect the following:

1. Becoming involved in an accident may possibly result in the suspension of license, registration and plates on all your vehicles.

2. The suspension will be for an indefinite period and will remain in effect until the accident case becomes settled or until:

a. You post security with the Division of Motor Vehicles in sums of money amounting to actual damages but not more than \$25,000.

b. Obtain releases from all aggrieved persons involved in the accident and,

c. Furnish proof of financial responsibility for the future by posting security in the amount of not more than \$25,000 for each vehicle registered in your name; or purchase of an automobile liability insurance policy and file a certificate of insurance showing proof of such responsibility with the Division of Motor Vehicles.

Reporting an Accident

Any person operating a motor vehicle which is in any manner involved in an accident shall within five days after such accident report in writing to the Director of the Division of Motor Vehicles the facts required hereunder together with a statement of the circumstances:

a. if any person is injured or killed, or

b. if damage to property is in excess of one hundred dollars, or

c. if said person is uninsured and damage to property is in excess of fifty dollars.

What to do if you have an accident -

1. *Call the police:* As a general rule, notify the police no matter how minor the accident may seem.

2. *Help the injured:* Give any assistance you can and call for necessary help at once.

3. *Get the facts:* Get the name, address and license number of the other driver; the name of his insurance company; and, if possible, the identification of passengers and witnesses.

4. *Facts decide fault:* Don't sign any papers. Don't admit fault or guilt. Your insurance claim experts will review all the facts and decide who is liable.

5. *Call your insurance company:* As soon as you can, call your insurance company claim office to report the accident.

FINANCIAL COUNSELING

Every now and then everyone has personal money problems - at least to some degree. Some families and individuals are able to initiate their own self-help remedial programs while others cannot. *Family Financial Counseling Services* may have the answer to your personal money problems. Here's how:

FFCS was organized specifically to provide help for families having money problems. It is supported and sponsored by the community; has achieved an excellent nationwide reputation; and has been commended by creditors, attorneys, social agencies and debtors.

FFCS can provide professional counseling to manage your debts rather than have the debts manage you; reorganize loan payments; and assist in home budgeting.

Phone FFCS for information or an appointment. At the time of the appointment we will ask both you and your spouse to be present and bring along: all bills or payment books and last four pay stubs, if you have them.

If you need help of this kind, don't put it off! Don't let things get worse! Don't wait until you have been garnished, lost your car, furniture, home, job or had your marriage ruined. Your first visit is a planning interview. We will outline a plan to pay your debts, based on your income and family needs. This counseling service is *free*.

Family Financial Counseling Service Credit Counseling Centers is *not* a collection agency or a money lending institution. However, if you need a debt repayment program, FFCS will negotiate and handle a payment plan to each of your creditors. The fee for this service is determined by the counselor in accordance with the debtors ability but will not in any case exceed \$3.55 per week. When your debts have been reduced to a manageable level, we will suggest that you take over.

To arrange an appointment, call the FFCS office nearest you.

FFCS service is available at:

Concord, NH	10 Fayette Street	(603) 224-6593
Manchester, NH	30 Amherst Street	(603) 669-2229
Keene, NH		1-(800) 562-1170
Peterborough, NH		1-(800) 562-1170
Nashua, NH		1-(800) 562-1170
Laconia, NH		1-(800) 562-1170
Brattleboro, VT	Call Collect	(603) 224-6593
Bennington, VT	Call Collect	(603) 224-6593

FAMILY FINANCIAL COUNSELING SERVICE

Administrative Office - 10 Fayette Street

Concord, New Hampshire 03301

Phone (603) 224-6593

Richard V. Breton, *Executive Director*

Personal Financial Notes

STATE WELFARE PROGRAMS

There are two systems of public welfare administered in New Hampshire at the present time: the categorical assistance programs which are administered by the State of New Hampshire; and the general assistance program which is a responsibility of the towns, cities and counties. This chapter explains the rules and regulations governing the state assistance programs and categorical services only. Information about town or county aid should be sought from local officials.

The categorical programs now administered are: Aid to Families with Dependent Children (AFDC); Old Age Assistance (OAA); Aid to the Needy Blind (ANB); Aid to the Permanently and Totally Disabled (APTD); Medical Assistance (Medicaid); the New Hampshire Food Stamp Program; and programs of social and rehabilitation services which are either provided directly by the Division of Welfare or purchased under the provisions of Title XX of the Social Security Act, as amended in 1975.

The services and programs described herein are provided and administered through a statewide network of Division of Welfare district and branch offices. A district office is located in each county (*there are two district offices in Hillsborough County because of its large population*) and branch offices are being established where other population centers exist in each county. Applications and information for all programs and services are available at the district offices, but branch offices may have limited programs or information because of their smaller size.

The state headquarters in Concord provides overall direction and support for the district and branch offices and, except in unusual circumstances, does not work directly with clients. Specific inquiries and problems should be directed to an individual's district office in the county where he/she resides. Despite size, the Division's focus is upon the individual, whether a child, a family, a senior citizen or a disabled individual. Its objectives are the strengthening of human and family life, the elimination of isolation, and the protection of threatened children and adults. Recognizing that people and situations change, the Division of Welfare is committed to a dual concern, both for those in need and for effective and economical ways of helping.

General Eligibility Requirements

1. What types of assistance are available?

There are four basic types of assistance available through the Division of Welfare. Public assistance programs described in the next section of this booklet, which provide a monthly allowance of money for living expense; the medical assistance program, covering medical costs of eligible persons and families; the food stamp program, which is designed to increase the food purchasing power of low income households; and a program of social and rehabilitation services. A separate section describes each of these types of assistance.

2. Who can apply for assistance?

Any person wishing to apply for assistance is provided an opportunity to do so without delay. Applications are accepted from within the state, and from outside if a New Hampshire resident is visiting in another state when need to apply occurs. All applications must be in writing and must be signed by the applicant, or someone acting on his/her behalf.

A decision will be made on applications for public assistance within 45 days (except in unusual circumstances) from the date on which the completed application is received in the district office. Food stamp applications and social service requests will be acted upon within 30 days. Following a decision at the district office, a notice of acceptance or denial will be mailed to each applicant.

3. Where is an application made for assistance?

Application for assistance is made at the district or branch office closest to the applicant in the county where he/she lives. See addresses on Page 25.

4. Who is eligible for assistance?

Anyone meeting the income and resource requirements, as well as other eligibility requirements defined by the New Hampshire Division of Welfare and state and federal law, is eligible.

5. How is the amount of public assistance determined?

Public assistance is determined by comparing the amount of an applicant's income, as computed by the Division of Welfare, with the amount of money which the Division sets as enough for a

person to live on. If the income is less than this amount, the difference will become the amount that the Division will pay each month - if the applicant meets other eligibility requirements as well.

6. Is help available for medical expenses?

Yes! Persons who receive public assistance are automatically covered for medical assistance, and others with low income who do not receive public assistance may also be eligible. Refer to the Medical Assistance Program section of this booklet for details regarding the types of medical services provided and eligibility requirements.

7. Who is entitled to obtain and use food stamps?

Generally, if income and resources are less than enough to provide a person or household with an adequate amount of nutritious food, they may be financially eligible to obtain food stamps. Nutrition standards, as well as regulations governing the food stamp program, are set by the U.S. Department of Agriculture. The Division of Welfare administers the program in New Hampshire for this federal agency.

8. How is eligibility for social services determined?

Eligibility to receive (or have paid) most services is also based upon income and need, but there are some services which are provided for all citizens, regardless of income, such as protective services. Other services involving a fee, such as tuition for day care, are available to low income persons at a reduced rate based upon their income and resources.

Public Assistance Programs

The public assistance programs available to New Hampshire residents are administered for individuals and families who do not have sufficient income and resources to provide a standard of living compatible with decency and health, according to state law. The level of subsistence is determined by the Division and the Legislature, based upon the amount of money which is appropriated to fund the public assistance programs.

The programs are: Aid to Families with Dependent Children

(AFDC); Aid to the Needy Blind (ANB); Aid to the Permanently and Temporarily Disabled (APTD); and Old Age Assistance (OAA). In each program the client is mailed a check twice a month for one-half of the calculated monthly grant. All public assistance clients are covered by Medicaid and nearly all are eligible to participate in the Food Stamp Program.

In addition to the special requirements for each program which must be satisfied by applicants, the following General Requirements are also necessary for a person to be eligible to become a public assistance client:

A. The person must be a resident of New Hampshire while receiving assistance.

B. A client must either be a United States citizen or an alien living legally in this country.

C. Clients cannot be living in a public institution (except as a patient in a medical facility) while receiving assistance.

D. Applicants must not have transferred property within three years of the date of application for the purpose of becoming eligible for the Public Assistance Program.

E. Applicants must be in need because of insufficient income and resources as measured by the Division of Welfare standards.

Aid to Families with Dependent Children

AFDC is available for families where there is at least one child who:

1. Is under the age of 18, or if between 18-21 is enrolled in, and regularly attending school. If there are 16 and 17 year-olds not attending school, they must be registered with the Work Incentive Program (WIN).

2. Does not receive parental support or care because:

a. one or both parents are dead;

b. one or both parents suffer from a mental or physical illness which is expected to last for 90 days or more;

c. one parent is absent because of:

.....divorce, legal separation or unmarried;

.....libel for divorce or petition for separation or nullity pending in court for 30 days or more;

-desertion or mutual separation for 30 days or more (if both parents desert there is no waiting period);
 -legal confinement in a prison or mental hospital which is expected to continue for at least 30 days;
 -a court order forbidding the return of the parent(s) for a period of 30 days or more, or if for an indefinite period, with a reasonable expectation that the order will be in effect for at least 30 days.
3. If living with one or more of the following relatives:
- a. father or mother, brother, sister, stepfather, stepmother, stepbrother, or stepsister;
 - b. grandfather, grandmother, uncle or aunt;
 - c. any blood relative including those of half-blood and including preceding generations denoted by grand, great or great-great;
 - d. adoptive parents and their relatives to the same degree as blood relatives;

PLEASE NOTE: As indicated above, the New Hampshire AFDC Program *does not* provide assistance to families where both able bodied parents are living in the home, regardless of financial conditions. Although this is allowed in certain other states having so-called AFDC Unemployed (or Underemployed) Parent Program, it *is not* a feature of this state's welfare programs.

Medical Services Available

The following medical services are available under the New Hampshire Medical Assistance Program (Medicaid), with limitations where noted. This list is subject to change, and revisions can be obtained from a District Office.

1. *Physician's services* (including osteopathic) provided in the office, hospital, home or elsewhere in New Hampshire. Services outside the state require prior approval from the Division's Office of Medical Services (OMS) in Concord headquarters. Nursing home patients in extended care or skilled care facilities are entitled to one physician's visit per week. Others are allowed one visit per month.

2. *Psychiatric services* with prior approval.

3. *Psychological services* with prior approval.
4. *In-patient hospital care* (including surgery) provided in New Hampshire. Prior approval is required for services provided outside of New Hampshire, except at specified facilities along the state's border.
5. *Out-patient services* (including diagnostic) provided in New Hampshire. Prior approval required outside the the state.
6. *Eye care*, including payment for glasses. Certain services and items will require prior approval, however.
7. *Dental services*. Most services for children under age 21 are allowed; adults restricted to treatment for relief of acute pain or infection.
8. *Clinical services*.
9. *Laboratory and x-ray services*.
10. *Medicines prescribed* by an attending physician or dentist. Prescription vitamins are covered for children through age 6 only.
11. *Ambulance service* and other transportation necessary to obtain medical care.
12. *Whole blood transfusions* when replacement donations are not available.
13. *Prosthetic devices*, durable medical equipment and sick-room supplies with prior approval.
14. *Private-duty nursing* required and recommended by an attending physician with prior approval from OMS.
15. *Skilled nursing home care* with prior approval.
16. *Intermediate nursing home care* with prior approval for persons meeting same income-resource standards as public assistance clients.
17. *Physical therapy* and related services with prior approval.
18. *Chiropractic services*, excluding x-rays (up to 24 visits per year.)

19. *Christian Science practitioners and sanitoria.*

20. *Podiatrist's services to 24 visits per year.*

21. *Home Health Agency or Visiting Nurse Association services.*

22. *Family planning services.*

23. *Child Health Assurance Program.* This is a special program of primary and preventive health care services for children under age 21 to promote healthy youngsters and prevent diseases and disability caused by lack of medical attention during the growing years. (Also known under its federal name as the "Early and Periodic Screening, Diagnosis and Treatment" EPSDT Program).

24. *In-patient hospital services* in institutions for mental diseases for persons age 65 or older.

Personal Notes - Family Health Care Needs

Social Services Available

The following list of 29 social services are available to eligible clients through the Division of Welfare. If there is a charge for a service, the amount will be determined according to a sliding fee scale based upon need, income, family size and number of members receiving services. Availability to Child and Family Services or Adult Services clients is indicated within the parenthesis, and it should be remembered that certain services are only available under certain circumstances or available only to individuals and families within a certain income range.

Adoption (CFS) - Providing services for persons who wish to adopt children or wish to place children for adoption, and finding homes for children who are available for adoption. The Division also works cooperatively with other states and countries, and with private agencies in finding homes for children.

Child-Parent Counseling (CFS) - Counseling by social workers to help parents and children to understand each other and to resolve problems in getting along together in the home.

Chore Service (AS) - Helping the elderly or disabled to find and pay someone to do simple, necessary chores which they cannot do themselves such as moving personal belongings, mowing lawns or removing snow.

Day Camping (AS, CFS) - Providing daytime outdoor recreation, athletics, crafts, and other activities for low-income and handicapped children ages 5-13 through organized community and private agency day camping programs.

Dental Care (CFS) - Prevention and treatment of dental problems.

Residential Camping (AS, CFS) - Camping for low-income youngsters and handicapped children and adults similar to day camping, but also involving overnight stays for up to several weeks.

Employment and Training Guidance (AS, CFS) - Helping people to find work or to choose the kind of work they would like to do. This service also helps one get the training or education necessary to become qualified for the desired work.

Employment and Training Supplies (AS, CFS) - Helping obtain tools, uniforms, supplies, books or payment of mandatory fees which are required in order to hold a particular job or to enroll in a training or educational program.

Family Day Care (CFS) - Arranging for the care of children in a licensed day care home for part of the day when parents work or are in training; providing care and training for children with special needs; and offering care to children when it will prevent or remedy the possibility of neglect or of abuse in the child's own home.

Family Planning (AS, CFS) - Counseling to help people decide how many children they wish to have, and services to enable them to accomplish this.

Foster Family Care (CFS) - Placement of children in the fulltime care and supervision of a licensed foster home pending adoption or return to their own family; provision of emergency care on a short-term basis for children who are in danger of being abused, neglected or exploited.

General Medical Service (CFS) - Providing health services to persons in need of diagnostic, preventive maintenance or remedial medical care.

Group Day Care (AS, CFS) - Caring for children in licensed group care facilities for a part of the day, provided to enable parents to work or participate in training, and to assist children with special needs. Child care is also available to prevent or reduce potential neglect or abuse in certain situations.

..... Group day care for adults who are primarily aged or disabled is provided by agencies to encourage independence and prevent unnecessary institutionalization.

Group Home Care (CFS) - Placement of children in the fulltime care and supervision of a licensed group home for children with special problems who are unable to live in foster family care or in a children's institution, including provision of short-term emergency care to protect endangered children.

Health Guidance (AS, CFS) - Counseling and referral by social workers to encourage persons to maintain good health by taking advantage of diagnostic, preventive and remedial health services available to them.

Home and Family Management (AS, CFS) - Helping persons and families through social worker counseling to improve management of the household, budgets, care of the home, food preparation, nutrition and child bearing.

Homemaker services (AS, CFS) - Care of persons or families in their own homes by a skilled person who is hired during the incapacity or absence of the regular homemaker.

Housing (AS, CFS) - Counseling to assist people in finding and keeping adequate housing.

Individual Behavior and Development (AS, CFS) - Counseling and therapy to deal with a number of child and adult problems related to personal growth, development and adjustment.

Information and Referral Services (AS, CFS) - Identifying personal and family problems and steering clients toward the agencies or individuals who can work with them. This involves providing information as well as referring persons to other resources.

In-Home Day Care (AS, CFS) - Caring for children's and adults' needs for a portion of the day in their own home.

Institutional Care (CFS) - Provision for emergency foster care for children for up to 30 days in facilities such as children's institutions or shelters to protect them from imminent danger of abuse, neglect or exploitation. Long-term care is also provided in some instances.

Nutrition Services (AS) - The provision of adequate meals to aged or disabled persons unable to prepare meals for themselves, usually through *meals on wheels* or congregate meals programs.

Placement (AS, CFS) - Finding foster homes for children and shared homes or foster homes for adults; helping them adjust; and offering continuing attention and help as needed.

Protective Services (AS, CFS) - Finding and investigating abuse, neglect or exploitation of children or adults; and taking action to correct the situation.

Psychiatric Services (CFS) - Diagnosis and treatment of mentally ill individuals.

Rehabilitation Services (AS, CFS) - Treatment and training provided to assist handicapped or disabled children and adults to become more independent.

Special Education (CFS) - Providing instruction to individuals with special learning abilities or problems.

Transportation (AS, CFS) - Providing or paying for transportation for people to obtain needed services.

Personal Notes - Interest in Social Services

The Food Stamp Program

The New Hampshire Food Stamp Program is a part of a nationwide federal program of the U.S. Department of Agriculture (USDA). It is administered in this state by the Division of Welfare according to USDA rules and regulations.

The intent of the program is to increase the food buying power of low-income persons and families to combat malnutrition and hunger. Thousands of Granite State people have participated since the program began in 1974. It is open not only to those receiving public assistance, but also low-income wage earners, the unemployed, senior citizens on fixed incomes, persons drawing workman's compensation and others who meet income and resource requirements.

Each month food stamp clients purchase coupon allotments which are based upon the size of their households, paying an amount (always less than the face value of the stamps) determined by their income after adjustment for other living expenses. The food stamps are then used like cash in the grocery store, with the *bonus value* of the stamps being the difference between their face value and the cost to the client. In early 1976, for example, a family of four could receive a monthly allotment of \$166 in stamps which cost the head of the household between \$0 and \$142, depending on the household's income. The allotment and purchase requirement figures are adjusted every six months to reflect national cost-of-living variations.

How does a person apply for Food Stamps?

Contact the nearest District or Branch Office and make an appointment for a personal interview. An application will be completed during the interview and the case technician who is helping will be able to answer questions.

Any person or group of people may apply and will be found eligible if certain national standards for resources, income and deductible expenses are met.

How are deductible expenses, income and resources proved?

All applicants for the program are required to provide

receive a photo identification card, and will be regularly mailed a computer-printed form called an "Authorization to Purchase" (ATP) which indicates the amount and cost of the stamps they are supporting documents such as paycheck stubs, rent receipts and paid bills to verify their applications. A list of items acceptable for documentation will be provided when an appointment is made for the initial interview.

What are resources?

Resources include cash on hand or in a bank or credit union, stocks, bonds, recreation vehicles, second cars, second real estate properties, and other salable holdings.

All resources must be reported even though not all may be counted by the Food Stamp Program. Among items not considered are the family automobile, home, life insurance policies and tools of a trade.

What is income?

Any money received by any member of the household from any source is considered income, including wages and pensions, tips, interest and dividends, collected rent, alimony or child support, strike benefits, public assistance grants, unemployment, veteran's disability or educational benefits, grants or scholarships, and any other payment considered a gain or benefit.

What expenses can be deducted?

Deductible expenses include local, state and federal income taxes and social security contributions, mandatory retirement fund payments or union dues, medical and dental costs if more than \$10 per month, court-ordered alimony and support payments, child or invalid care expenses so someone can work, certain educational expenses, and shelter costs (rent or mortgage, fuel, utilities, telephone, etc.) when more than 30% of income after all deductions.

How are the Food Stamps obtained?

Persons who are accepted ("certified") for the program

entitled to obtain. The stamp client takes the ATP, required amount of money and ID card to one of more than 100 stamp issuing agents in New Hampshire and buys the coupons. District Office workers can advise where the nearest issuing agents are located. The stamps can be used in virtually every grocery store as well as many food cooperatives, bakery outlets and produce or meat markets. Only food or food-producing seeds can be purchased with food stamps.

How long can a client continue to obtain stamps?

The initial certification of a client may remain in effect anywhere from one month to a year, depending upon his/her circumstances. Any change in income, expenses, or circumstances should be reported by the client to the District or Branch Office. Clients will be told at the time of the initial determination when to return for recertification, and reminded by a notice printed on the ATP. Clients who do not seek re-certification at the required time are automatically and quickly prevented from obtaining further food stamps.

Must Public Assistance clients pay money to obtain food stamps?

Nearly all public assistance recipients have circumstances which will allow participation in the food stamp program, but they must apply, be certified and obtain their stamps like any other food stamp client. The amount they pay, if anything, will be based on the same standards applied to non-assistance clients.

Does the Division prosecute cases where fraud is found?

The Special Investigation Unit will turn over to the State Attorney General's office all cases in which its investigators feel there is clear evidence of intent to defraud the Division, and persons involved may be charged under federal and state laws covering fraudulent acts.

New Hampshire statutes provide that any person who intentionally obtains, or helps another obtain Public Assistance to which they are not entitled is guilty of either a misdemeanor or a felony, depending on the amount involved.

N.H. Division of Welfare
District and Branch Offices

BELKNAP COUNTY
111 Church Street
Laconia, NH 03264
Phone 524-4485

CARROLL COUNTY
Route 16, Box 462
North Conway, NH 03860
Phone 356-5401

CHESHIRE COUNTY
114 Main Street
Keene, NH 03431
Phone 357-3510

COOS COUNTY
227 Main Street
Berlin, NH 03570
Phone 752-7800

GRAFTON COUNTY
45 Central Street
Woodsville, NH 03875
Phone 747-2786

Branch Office
10 North Main Street
Ashland, NH 03217
Phone 968-7131

Branch Office
2 Mascoma Street
Lebanon, NH 03766
Phone 448-4700

Branch Office
141 Main Street
Littleton, NH 03561
Phone 444-6514

HILLSBOROUGH COUNTY
66 Lake Avenue
Manchester, NH 03101
Phone 668-2330

HILLSBOROUGH COUNTY
223 Main Street
Nashua, NH 03060
Phone 883-7726

Branch Office
Route 202 North Bldg.
Peterborough, NH 03458
Phone 924-7262

MERRIMACK COUNTY
10 Pleasant Street Extension
Concord, NH 03301
Phone 228-1571

Branch Office
2 Central Street
Franklin, NH 03235
Phone 934-4700

ROCKINGHAM COUNTY
600 State Street
Portsmouth, NH 03801
Phone 431-6180

Branch Office
154 Main Street
Salem, NH 03079
Phone 893-8666

STRAFFORD COUNTY
4 Plaza Drive
Dover, NH 03820
Phone 749-2210

Branch Office
40 Winter Street
Rochester, NH 03867
Phone 332-9120

SULLIVAN COUNTY
137 Broad Avenue
Claremont, NH 03743
Phone 542-9544

DIVISION STATE HEADQUARTERS
8 Loudon Road
Concord, NH 03301
Phone 271-2382

County Welfare Agency The county welfare agency provides for families and individuals on a short-term basis. If a family, for instance, is destitute or is facing eviction, the head of the household may apply for temporary assistance. Families in need of long-term assistance must apply for welfare at State level. *For further information, please contact the Welfare office in your county.*

DEPARTMENT OF EMPLOYMENT SECURITY

Do you want a job?

Good!

Where do you start?

Here are some tips

A good place to start is your local job service office. You can find the address in your telephone book. Look at the listings under your state (e.g. N.H., State of). Titles vary from state to state, so check such entries as "Employment Security Division", Department of Labor, Department of Human Resources, etc. The job service is free and it has all kinds of jobs listed by employers in your area. The people there will do their best to arrange interviews for you. They can also tell you about jobs in your state government.

Selling your talents

Finding out about openings is the first step in your job search. The second is convincing an employer that you are the person he wants to hire. Here are a few hints on making the most of your job interviews:

1. Find out about the company where you are going for an interview. (Many large firms have printed material on their operations; ask at their personnel or business office, and don't hesitate to consult the employees. Most people are glad to give information.) When you know about the employer's jobs, you'll have a good idea what to tell him (or her) about yourself.
2. Take along the notes you've made about your experience and your references.
3. Dress conservatively in trousers and a neat shirt. Don't wear jeans or fancy party clothes.
4. Report for your interview promptly, and alone. Don't bring along a friend, a relative or anyone else.
5. Answer the employer's questions honestly and briefly.

Don't ramble or talk about personal matters unless you are asked. Do tell about your qualifications completely - and without exaggeration. Your job is to show who you should be hired above all other applicants.

6. If your first interview doesn't lead to a job offer, don't be discouraged. Few people get the first job they apply for - and often not the second or third either. Think over each interview and decide what you did that made a good impression; as well as what you might do better. Then try again.

This is how we can help you

Application - On your first visit to the New Hampshire Job Service Office a record of your education and work history is entered on a card. The card is then coded and filed in such a way that you will be considered whenever a job opening for which you are qualified is received.

Selection - When job openings are received, applicants are screened to find those applicants who appear qualified.

Referral - If you appear qualified for a job, you will be notified by phone or card. You will be asked to come in and discuss the details of the job; or you will be referred directly to the employer.

Counseling - Our counselor can help you in planning for your future work: choosing your first job or changing to a new one. The counselor is trained to evaluate your interests and abilities; and to assist you in relating them to the kinds of jobs you may be considering.

Testing - Tests are used to aid in the selection of applicants for jobs or in connection with counseling performance tests to measure clerical skills specific aptitude tests to measure potential for particular jobs general aptitude tests to measure potential for various fields of work to be considered in counseling.

Veterans - Under Federal law, veterans receive priority for all services. Each office has a Veterans Employment Representative to assist you.

Job Bank - Job Bank gives you convenient access to the largest single source of job openings in your community and the state. It is a special computerized system that organizes and stores job information and updates on a daily basis. It is the most modern system available anywhere; and the most efficient as well.

This is how you can help us

We offer the following suggestions in order to make your search for work through the New Hampshire Job Service a successful and satisfactory experience.

Please! Notify us of changes in your address and telephone number. You might lose a good job opportunity if we are not able to get in touch with you.

Please! Visit us as often as you want to check on listings available in the Statewide Job Bank.

Please! Remember, if your first interview doesn't lead to a job offer don't be discouraged.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EMPLOYMENT SECURITY

Benjamin C. Adams, *Commissioner*
32 South Main Street
Concord, New Hampshire 03301
Telephone 224-3311

Job Services Offices

Berlin	122 Pleasant Street	752-5500
Claremont	140 Maple Street	543-3111
Concord	47 South Main Street	225-5534
Dover	110 Locust Street	742-3600
Keene	109 Key Road	352-1904
Laconia	354 Main Street	524-3960
Littleton	16 Maple Street	444-2971
Manchester	317 Lincoln Street	627-7841
Nashua	33 Pine Street	882-5177
Portsmouth	600 State Street	436-3702
Salem	119 Main Street	893-1933

MENTAL HEALTH SERVICES

Appreciating yourself is what mental health is all about. Most persons who seek help for mental or emotional problems do so because they want to know more about themselves; or because they don't understand or like who they are. Many people can handle their mental and emotional stresses better by learning to understand and work with their uniqueness.

Living a life that's uniquely yours is the most important gift you can give yourself. Get to know yourself and appreciate the special things that make you who you are. As you grow to understand yourself, you can take pride in things you have to offer: to yourself and to those around you. If you feel that you need mental health counseling and treatment, you may avail yourself of the many valuable services administered by your local Mental Health Center.

Who Provides Service

Among the members of the New Hampshire Mental Health Services' professional staff are psychiatrists, psychologists, a lawyer, social workers, teachers, case workers, nurses, speech therapists, occupational therapists, a physical therapist, youth workers and aides.

When a person calls, or is referred, an initial-contact worker receives preliminary information and determines the most appropriate service and the professional who is available. An appointment will be made within a few days. *Urgent problems are served immediately.* Usually the same professional worker will continue to serve a client even though several different programs may be utilized for a treatment plan.

There are approximately ten Mental Health Centers located in key areas throughout the State of New Hampshire. These centers provide a wide range of counseling and treatment for functional handicaps, *as everyone does at some time.* These services have a sliding scale of fees based on income and size of the family. Clients are expected to pay at least part of the cost. However, no one is refused service because of inability to pay.

Typical Problems May Include:

- Getting along with other people
- Family and marital difficulties
- Depression
- Nervousness
- Confusion
- Delayed development
- Speech handicaps
- School difficulties
- Neurological or brain damage

EMERGENCY SERVICE

24 hours a day — 7 days a week

IN-PATIENT SERVICE

*In cooperation with community hospitals
and local physicians*

**Central New Hampshire
Community Mental Health Center**

Concord office:

5 Market Lane Tel. 228-1551

Franklin office:

Twin Rivers Community Health Services . . . Tel. 834-3400

Henniker office:

Contoocook Valley Community Health Services Tel. 428-2283

New London office:

New London Community Hospital Tel.

Communities served

<i>Concord Area</i>	<i>Franklin Area</i>	<i>Henniker Area</i>
Allenstown	Andover	Deering
Boscawen	Danbury	Henniker
Bow	Franklin	Hillsboro
Canterbury	Hill	Hopkinton
Chichester	Northfield	Weare
Concord	Salisbury	Windsor
Deerfield	Sanbornton	
Dunbarton	Tilton	
Epsom		
Loudon	<i>New London Area</i>	
Pembroke	Bradford	Sutton
Pittsfield	Newbury	Warner
Webster	New London	Wilmot

Statewide Directory of Mental Health Services

Carroll County	P.O. Box 484 North Conway, NH 03860 Tel. 356-5457 or 356-5458
Huggins Hospital	Wolfboro, NH 03891 Tel. 569-1884 or 569-2150 Ext. 238
Dartmouth-Hitchcock Mental Health Center	9 Maynard Street Hanover, NH 03755 Tel. 643-4000 Ext. 3678
Wiscoma Outreach Project	American Legion Building P.O. Box 16 Caanan, NH 04371
Greater Manchester Mental Health Center	401 Cypress Street Manchester, NH Tel. 668-4111
Greater Salem Mental Health	312 Main Street Salem, NH 03079 Tel. 893-3548
Halfway House	298 Main Street Salem, NH 03079 Tel. 898-9740
Lakes Region General Hospital Mental Health	Laconia, NH 02346 Tel. 542-1853
Plymouth Branch Office	71 Main Street, 2nd Floor Plymouth, NH 03264 Tel. 536-1118
Monadnock Family and Mental Health	331 Main Street Keene, NH 03431 Tel. 357-4400
Peterborough	Town Building 7 Main Street Peterborough, NH 03458 Tel. 924-6880
Nashua Community Council	7 Prospect Street Nashua, NH 03060 Tel. 889-6147

Statewide Directory of Mental Health Services

- North County Community Services
330 School Street
Berlin, NH 03530
Tel. 752-7401
- Upper Connecticut Valley Mental Health
141 Main Street
P.O. Box 84
Calebroke, NH 03576
Tel. 237-4955
- Northern New Hampshire Mental Health System
P.O. Box 1000
Washington Street
Conway, NH 03818
Tel. 447-3347
- Sea Coast Regional Counseling Center
100 Junkins Avenue
Portsmouth, NH 03801
Tel. 431-6703
- Strafford Guidance Center
Administrative Office
576 Central Avenue
Dover, NH 03820
Tel. 749-4040
- Counseling Center of Sullivan County
P.O. Box 1219
18 Bailey Avenue
Claremont, NH 03743
Tel. 542-2578
- Newport Hospital
167 Summer Street
Newport, NH 03773
Tel. 863-1123
- Exeter Office
24 Front Street
Exeter, NH 03833
Tel. 772-2710
- White Mountain Community Service
111 Cottage Street
Littleton, NH 03561
Tel. 444-5358

SOCIAL SECURITY

Today, social security is the Nation's basic method of providing a continuing income when family earnings are reduced or stop because of retirement, disability, or death.

- Nine out of 10 workers in the United States are earning protection under social security.
- Nearly 1 out of every 7 persons in this country receives monthly social security checks.
- About 22.6 million people 65 and over, nearly all of the Nation's aged population, have health insurance under Medicare. Another 2.5 million disabled people under 65 also have Medicare.

Nearly every family, then, has a stake in social security!

Through the the years since social security was enacted in 1935, there have been many changes to improve the protection it gives to workers and their families. At first, social security covered only the worker upon retirement; but in 1939, the law was changed to pay survivors when the worker died, as well as certain dependents when the worker retired.

Social security covered only workers in industry and commerce when the program began. In the 1950's, coverage was extended to include most self employed persons, most State and local employees, household and farm employees, members of the Armed Forces, and members of the clergy. Today almost all jobs in the United States are covered by social security.

Disability insurance was added in 1954 to give workers protection against loss of earnings due to total disability.

The social security program was expanded again in 1965 with the enactment of Medicare, which assured hospital and medical insurance protection to people 65 and over. Since 1973, Medicare coverage has been available to people under 65 who have been entitled to disability checks for 2 or more consecutive years and to people with permanent kidney failure who need dialysis or kidney transplants.

As a result of legislation enacted in 1972, social security benefits will increase automatically in the future as the cost of living goes up.

For more information If you would like more information about social security monthly benefits, Medicare, or SSI, contact any social security office. The people there will be glad to help you. To find the address of the nearest office, look in the phone directory under *Social Security Administration*, or ask at your post office.

Personal Notes

C E T A

Introduction

Merrimack County, as of October 1, 1976, has established a Department of Employment and Training to serve the needs of the unemployed and economically disadvantaged heads of household and youth within its jurisdiction. This Department is funded through the Comprehensive Employment and Training Act of 1973 (CETA). There are no other grants presently funded through Merrimack County.

The main office is located at 15 Green Street, Concord, New Hampshire 03301 - telephone 225-5452 and 225-5424. The County also maintains local intake and assessment offices (IAU's) at three other locations throughout the county. The department is headed by Daniel J. Seibert, Administrator.

Concord office serving Concord, Hopkinton,
15 Green Street Boscawen, Bow, Canterbury,
Concord, NH 03301 Loudon, Hennike', Webster,
Tel. 225-5452 & 225-5424 Dunbarton and Chichester

Franklin Office serving Franklin, Northfield
Proulx Recreation Center Salisbury, Wilmot,
Franklin, NH 03235 Hill and Danbury
Tel. 934-3444

Suncook office serving Hooksett, Epsom,
One Church Street Pembroke, Pittsfield,
Suncook, NH 03275 and Allenstown
Tel. 485-7824

Warner Office serving Warner, Bradford,
Old Warner School, Main St. Sutton, Newbury,
Warner, NH 03278 and New London
Tel. 456-2207

These offices are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. It is helpful that individuals seeking an interview call or write for an appointment so adequate time will be afforded you and waiting will be kept to a minimum. It is also helpful if individuals call the office in their area for service; e.g. a resident of Boscawen should contact the Concord office rather than the office in Franklin.

CETA and the Balance of the State

Under Title I of the Comprehensive Employment and Training Act of 1973 (CETA), the federal government makes grants to local governments or combinations of local governments to enable them to provide locally planned and administered employment and training services to eligible clients within the local area.

Governor Thomson, with his philosophy of local rule in government, expressed the wish that the Balance of the State be further broken down into sub-grantee areas. Hence, several counties have joined together to form non-profit corporations, or county departments, to receive the funds for their areas and to operate their own programs.

Merrimack is a department under the jurisdiction of the Board of Commissioners: Peter J. Spaulding, Albert M. Ayotte, and Edna McKenna, county commissioners.

The Merrimack County Department of Employment and Training is just one of four (4) such agencies which comprise the Balance of the State, which is under subcontractual agreements with the prime sponsor for the Balance of the State, the N.H. Office of Manpower Affairs.

The others are: the Belknap County Employment and Training Administration; the Office of Manpower Affairs, Berlin field office, which covers Grafton, Coos and Carroll Counties; and the Southwest Employment and Training Administration, which covers Sullivan and Cheshire Counties.

The basic design of the system and the services offered are the result of a long and complex planning process undertaken each year. All major decisions on services, funding levels, priority groups and delivery agencies must go through the Merrimack County Department of Employment and Training Advisory Board, the Board of County Commissioners, the Balance of the State Advisory Council and State Manpower Services Council.

Each subgrantee has its own area employment and training Advisory Board. In Merrimack County, two basic policy decisions were made: (1) To provide a single system of comprehensive services instead of continuing categorical programs which existed

before CETA; and (2) To administer and operate programs and to provide services to clients directly through staff hired by the Department of Employment and Training.

Local CETA System (MCDET)

The result of the basic policy decision is that a group of local agencies, which had been providing fragmented services, are now involved in a cooperative Intake and Assessment Unit for the purpose of performing services as part of a comprehensive employment and training system. This enables each agency to take advantage of the services offered by other agencies within the system.

It also requires careful cooperation and coordination among the agencies, the development of cooperative agreements, and the adherence to system-wide procedures which still need to be reinforced. The comprehensive employment and training system has three main goals which are:

1. To place economically disadvantaged unemployed family heads and youth in good jobs with adequate pay to support themselves and their families at an income above poverty level and to help them retain those jobs.

2. To place some clients in other positive situations which will benefit the individuals concerned. These positive situations include returning to school or other part-time training, entering the military, obtaining CETA Title II or Title VI positions, and others.

3. To provide economically disadvantaged, drop-outs and potential dropouts, 16-21 year old youth, with training and other services which will prepare them for entering the world of work.

The priority groups which have been established by the Merrimack County Department of Employment and Training indicate that we are attempting to serve the lower 3% of the labor force: those who would tend to remain unemployed even if our economy were at full employment. We feel that the chronically unemployed, which we are trying to serve, suffer multiple barriers to employment, including: lack of education; lack of financial

resources; family responsibilities; racial and sex discrimination; and other barriers including lack of understanding of the world of work and lack of a stable work record.

To accomplish the primary goal of unsubsidized job placement and retention for the economically disadvantaged, we need to provide services which will eliminate these barriers. The CETA System is designed to provide the flexible and comprehensive services which a participant would need to eliminate the employment barriers.

Eligibility for CETA

An individual must be unemployed at least thirty days prior to intake. *Confinement counts as unemployment.*

and economically disadvantaged by Department of Labor poverty guidelines.

and registered with the Department of Employment Security office actively seeking employment.

and part of a priority group as established by the State Prime Sponsor.

and motivated and have potential ability to benefit from receiving CETA training and services.

CETA Classroom Training

This component provides formal classroom-type training to participants by individual referral to an institution or group setting such as Project Second Start. Classroom Training is designed to promote the employability of participants by instruction in a variety of courses which are determined by:

- (1) Participant's ability.
- (2) Length and cost of course.
- (3) Employability prospects after completion of the course(s).

On-the Job Training

On-the Job Training (OJT) is designed to provide training to CETA eligible participants in both the public and private sector.

OJT is the only CETA program that addresses the needs of the private sector. MCDET is allowed to pay up to one-half the starting wage of the participant based on the extraordinary training costs involved in the training. This amount of reimbursement and the length of each contract is negotiated with the individual needs and abilities of the participants in mind. The employer has the responsibility for continuing the employment of the individual after satisfactory completion of the contract. However, most contracts are on a hire first/train later basis so that employers may evaluate each trainee. Participants are also carefully screened to fulfill their portion of the contract.

MCDET also has a pilot program where potential OJT participants are referred directly to specific employers for an interview and have been counselled in negotiating their own OJT contract. This contract proposal is then forwarded to MCDET for final approval. This office began this project to (1) bring the participant and the employer together on an initial contract/interview basis; (2) have the participant negotiate the training contract on their behalf, designed to their skills and abilities, and; (3) provide the employer with an opportunity to assess the participant before agreeing to contract with MCDET.

There is also an OJT component for public and non-profit employers. It is designed to train and employ participants in these areas where positions are either budgeted or non-budgeted. By utilizing this component, government, non-profit agencies and schools may receive up to half the starting wage for new positions or for positions that have become vacant for some reason. It will conserve public funds by MCDET matching up to half the starting salary.

Work Experience Program (WEP)

The Work Experience Program component is designed to orient individuals to the world of work. Participants can be placed in public, non-profit agencies or schools. WEP is not allowable in the private sector. Participants can remain on WEP

for a maximum of thirteen (13) weeks. At that time, they must be placed in unsubsidized employment, returned to full-time school or transferred to another CETA component such as Classroom Training, OJT, or Public Service Employment.

Work Experience may also be coupled with Classroom Training, that is a participant may attend school for twenty hours a week and Work Experience for twenty hours a week, or a combination of school and WEP to complete a full week of training.

Public Service Employment (PSE)

Public Service employment is designed to provide for unmet needs of the community and provide those services that would not be readily available without CETA funds. All positions funded under PSE must be **unbudgeted**. PSE is structured to serve various sectors of the economy including government, non-profit agencies and schools.

Participant eligibility is similar to those set forth in Title I. PSE, however, is funded under Titles II and VI. Title II is designed for areas of high unemployment. Therefore, eligibility for Title II funds varies from year to year based on unemployment data provided by the N.H. Department of Employment Security. Title VI is funded during periods of high unemployment and is universal: that is, all CETA agencies receive a proportionate amount based on unemployment statistics.

It is also imperative that positions funded under Title II and VI receive consideration for permanent, unsubsidized funding within a reasonable amount of time. A reasonable time is usually based on the period of funding, the agency's new fiscal year and the degree of public service provided. However, no position is funded for more than a year, because PSE dollars are available on a year-to-year allocation.

In PSE, MCDET funds the entire wage and all applicable fringe benefits normally paid by the agency under a contract. The contract is negotiated on an agreed upon time of funding and a projected date of absorption into the agency's regular unsubsidized budget.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a division of the Department of Education. The purpose of Vocational Rehabilitation is to assist individuals who have a handicap to employment in order to develop a job goal, a career choice, to provide some services and to do some things with that individual in order to help him achieve that particular job goal.

Some goals of the program include: (a) a person being employed in competitive work that is within his interests and abilities, that gains for him greater self-confidence, and earns money for him according to his production; (b) a person being more independent in establishing and attaining his vocational choice and other functions of daily living; and (c) a person being more aware of his capabilities that bear upon his work.

Several methods used in the program to accomplish the goals include counseling; medical examinations (general and special); evaluative written, oral and "hands on" demonstration tests; reviews of work, education, job training, medical histories, pre-vocational training; vocational training, academic education; tools and textbooks; correspondence courses; and arrangement of job interview.

Steps in the Vocational Rehabilitation process to accomplish goals include the following: (1) person applies or is referred to Vocational Rehabilitation for enrollment in the program; (2) A Rehabilitation Counselor is assigned to work with the applicant and applicant signs a release of information permit; (3) applicant and counselor develop an evaluation plan — it may include a variety of methods: always a general medical examination and usually psychological evaluation; (4) upon completion of the evaluation an interpretation of the findings occurs between the applicant and counselor; (5) at this point, if the applicant is accepted for services, a rehabilitation plan is written between the client and counselor; (6) possibly other concerned parties are identified to provide other services required to accomplish the goals — if so, approximate costs, duration of program and person or agency to provide the service are indicated; (7) the plan is affected and continues until completion or modification.

Handicaps to Employment

Motivational Problems Problems with Authority
Wheelchairs Alcoholism..... Crutches

Three Main Vocational Rehabilitation Services

Restoration	Training	Counseling
Dental Work	On-the-Job Training	Job Goal Development
Eye Doctor	Schooling	Future Plans
Specialist Exams	Tools	Individual Needs

Vocational Rehabilitation Process

Referral

Screening

Initial Interview

Physical and Psychological

Medical Consultant

Acceptance!!!!

Every evaluation and rehabilitation plan is individualized between the applicant and his counselor. *Please apply at least twelve months before your early release date.* However, if you have less than twelve months before your release date, please apply immediately. Acceptance can take three or four months and developing a Vocational Rehabilitation Plan will take some time after that. If you wait until the last minute to apply, your plan may not be ready by the time you leave the prison.

Personal Notes for Voc Rehab Application

VETERAN'S ADMINISTRATION

The Veteran's Administration provides a wide range of programs and benefits for qualified ex-servicemen and their families. Perhaps you qualify! Please see the Benefits Timetable listed below.

BENEFITS:	YOU HAVE After separation from the service	APPLY AT
GI Education: The VA will pay you while you complete high school or go to college, learn a trade, either on the job or in an apprentice-program.	10 Years	Any VA Office
GI Loans: The VA will guarantee your loan for the purchase of a home, mobile home, or condominium.	No Time Limit	Any VA Office
Disability Compensation: The VA pays compensation for disabilities incurred or aggravated by military service. Payments are made from date of separation if claim is filed within one year from separation.	No Time Limit	Any VA Office
Medical Care: The VA provides hospital care covering the full range of medical services. Outpatient treatment is available for all service connected conditions or non-service connected conditions in certain cases. Drug treatment is available for veterans in need of help for drug dependency.	No Time Limit	Any VA Office or VA hospital
Dental treatment: The VA provides dental care. The time limit does not apply for veterans with dental disabilities resulting from combat wounds or service injuries.	1 Year	Any VA office or VA hospital
GI Insurance: Low cost life insurance (up to \$10,000) is available for veterans with service connected disabilities. Veterans who are totally disabled may apply for a waiver of premiums on these policies. SGLI may be converted to a 5 year non-renewable term policy. At the end of the 5 year term, VGLI may be converted to an individual policy with a participating insurance company.	1 year from date of notice of VA disability rating,	Any VA office
Employment: Assistance is available in finding employment in private industry, federal service,, and local government.	No Time Limit	DES (Pg. 26) U S Civil Service Any VA office

VA Eligibility

Type of Discharge: All VA benefits (with the exception of insurance and certain medical benefits) payable to veterans or their dependents, require that the particular period of service upon which entitlement is based be terminated under conditions other than dishonorable. *Honorable and General Discharges qualify the veteran as eligible for benefits.* Undesirable and Bad Conduct Discharges require a special determination by the VA as to whether the veteran was separated from the service under "other than dishonorable conditions" or "dishonorable conditions". *Dishonorable Discharges and discharges under dishonorable conditions are a bar to VA benefits.*

Prisoners and Parolees: Veterans in prison and parolees may still be entitled to certain VA benefits. For further information write the nearest VA office listed in the phone book. Prisoners may also get information from prison officials or the VA representative who visits their institution.

Personal Notes on Military Service

Date of Entry:

Date of Release:

Length of Service:

Service Number:

Type of Discharge:

Benefits Desired:

PROJECT SECOND START

Project Second Start in Concord, New Hampshire serves primarily low-income, under-educated adults, 16 years of age and older, who desire to improve their academic skills, gain clear direction in their lives, and increase their employability. A fundamental belief in helping people learn to help themselves underlies the entire program at Project Second Start. We offer adults a place to start: a place where, with the support of staff and peers, they can gain a measure of self-confidence and self-reliance. We believe that the terrible waste of human potential stems from a combination of lack of skills and poor self-image.

Our purpose is to speak to these concerns through skills development, where small classes and follow-up in the tutoring situation of the learning Center are the mode; through the career education and counseling services, where a student's goals can be clarified and explored within a small group and/or individually; and by providing access to other agency resources through cooperation and sharing of services to the overall benefit of the client.

Project Second Start is the only daytime adult education program in Concord offering free academic preparation, career education and occupation skills training programs, day care and transportation. It appeals to a particular segment of the population: people who want to continue their education in these areas, who cannot afford to pay fees, and who can only attend school in the daytime.

History of the project: Project Second Start began in the winter of 1970 when two women, Nancy Callahan and Ruth Hooke, decided to devote their energy to founding of the project as the only daytime school for adults in Merrimack County. They enlisted the assistance of the community through the formation of a Board of Directors, leading to the incorporation of Project Second Start in 1971. The Project would provide assistance to adults wishing to earn the high school equivalency certificate, to those working toward improvement in reading, and English as a second language. The first class was held in the First

Congregational Church in Concord in February 1971. Since that time, Project Second Start has served over 500 residents of Concord and Merrimack County.

The Career Education Model. The introduction of an 18 month grant from the Department of Health, Education and Welfare in 1974 called for development of a career education program for *educationally disadvantaged adults*. The main thrust of the program was the stimulation of *career awareness* among people who traditionally have limited knowledge of the world outside their immediate experience.

The primary goal of Project Second Start has always been to remedy educational disadvantages by offering low-income adults a place to improve their their academic skills, and for many, the chance to complete their high school equivalency. The attainment of a high school equivalency has given these adults a better chance for success in the world of work: both from the point of view of *paper* qualifications; and through increased self-confidence at having achieved their goal.

The addition of career education sought to enhance a program that gives educationally disadvantaged adults a second start. Adults come here for academic improvement and, in the process they become more receptive to the ideas, materials and activities of career education. Because most educationally disadvantaged adults have a long way to go before choosing and successfully pursuing a career plan, the focus of the demonstration model has been on the process of making a career choice rather than actual placement in a job. Improving academic skills, discovering interests and aptitudes, learning to clarify and distill ideas, setting goals and taking steps toward achieving those goals, all introduce adults to activities that must precede a mature career choice.

This focus reflects our most basic concern: to show people that they can function independently; that they do not need to be entirely dependent upon other individuals or agencies for help; that given the tools for survival, they can survive and prosper by their own initiative.

The three main goals of the career education model are . . . (1) to increase educationally disadvantaged adults' awareness of their interests and aptitudes (2) to introduce educationally disadvantaged adults to vocational and career opportunities within Concord and throughout the State of New Hampshire. (3) to enlist the participation of area businesses, industries, schools and human services agencies in such a program.

The program equips adults to make mature choices after they leave the program, by providing information, skills and support through a three-part career education program:

Individual Career Counseling

Theme-Centered Group Experiences

Career Exploration

We have chosen to focus this discussion on the use of theme-centered group experiences in adult career education, for the simple reason that it is the most innovative part of our model. We have designed the program specifically for a population of educationally disadvantaged adults within the context of an adult education program, but the programs serving a different population will be able to adapt the model to meet their needs.

COMMUNITY ACTION PROGRAM

At Belknap-Merrimack Counties Community Action, we make sure that there's almost no time day or night, season to season, when someone in the communities we serve isn't benefiting from our activity. The very young — even those as yet unborn — the children in school, their parents, working people throughout the counties, the retired and the very old CAP is here to help those who need assistance. Yes, the many programs and projects of CAP are specifically directed to satisfying your needs as well as the recognized needs of your friends and neighbors who, at one time or another in their lives, may need a helping hand. Our round-the-clock activity provides a comprehensive service responding to community needs.

At CAP we are deeply pleased that so many people have supported our activity through their votes at Town Meeting and through their enthusiastic volunteer service. We find satisfaction in knowing that we are able to assist so many people through the efforts of CAP's hard-working professional staff. We believe that this kind of cooperative activity — with townspeople, volunteers and professionals working together — spreads the available dollars as far as possible in an efficient and economical pattern of service in the towns of Belknap and Merrimack Counties.

The geographic area of program coverage is the City of Concord and the contiguous towns of Hopkinton, Bow, Loudon, Chichester, Dunbarton, Canterbury and Boscawen.

CAP's Direct Services

Welfare Assistance: Advocacy for persons seeking aid at the local, county or state level. Assistance with problems involving Social Security and state categorical aid.

Utility Assistance: Assistance to low-income consumers with utility problems. Intervention to prevent utility shut-offs. Representation, when necessary, before the N.H. Public Utilities Commission on appeal of re-connection provisions. Counseling on utility budgeting.

Project H.E.L.P.: Project HELP is an emergency intervention program to prevent hardship or danger to health due to utility shut-off or lack of fuel. Interest-free loans are granted to eligible households (CSA Poverty Guidelines - income by family size) after access to direct assistance through other supportive service networks has been denied and credit cannot be obtained from the utility or fuel dealer.

Community Food Project: Storage and distribution of donated food in emergency situations caused by food stamp delays, unemployment or difficulty in obtaining immediate welfare assistance. Coordination with local contributors, churches and community groups, as well as referring agencies, to identify families with acute nutrition problems and provide for their short-term needs.

Food Stamp Assistance: Food stamp budget counseling. Distribution of food stamp information. Assistance in providing verification of expenses and certification. Direct assistance to obtain funds for food stamp purchase.

Health Assistance: Assistance in obtaining free or low-cost health care or health-related counseling, including application for reduced cost care under the Hill-Burton Act.

Mental Health/Re-socialization: Referrals for outpatient mental health services. Advocacy for special needs adults. Skills training. Liaison with institutional staff.

Transportation Assistance: Transportation provided to services, including: medical treatment, outpatient mental health, and food stamp certification.

Operation Green Thumb: A gardening and nutrition project to enable low-income households to grow a significant portion of their own food. The program provides seeds, plants, fertilizer, lime, soil testing, plowing, roto-tilling and cultivating, and preservation information for both home and community gardens.

These and other services are provided by your local Community Action Program. For further information, please consult the Community Action Program in your area.

THE SALVATION ARMY

What is the history of the Salvation Army? In 1865, William Booth left the Methodist Church to preach in the slums of London's East End as an independent evangelist. He made many converts but they did not feel *at home* in churches, so Booth set up Christian Mission Centers.

In 1878, adopted the name "**The Salvation Army**" for his organization. Missions became *corps*; members - *soldiers*; ministers - *officers*; and Booth himself - *General*. This *Army* was furnished with uniforms, flag, brass band and martial music. It met in tents, theaters, dance halls, and in the open air.

At first the *Army* was persecuted: by church people because it was so unconventional; and by gangs of toughs because it interfered with their traffic in misery. But the *Army* successfully attacked social ills of hunger, homelessness and poverty. Booth wrote a book called "*In Darkest England and the Way Out*", which set a pattern for modern social welfare.

In 1880, Commissioner George Scott Railton and seven young women began to work in New York City: helping the poor by combining Gospel preaching with social work. *Army* work also began to spread rapidly worldwide, including: India, Pakistan, Australia, South America, and many European countries. By the early 1900's **The Salvation Army** had thousands of officers and soldiers in 36 countries. Many special services emerged, such as women's social work (1884), first food depot (1888), first day nursery (1890), first *Army* missionary hospital (1901). During World War II, **The Salvation Army** operated 3,000 of its own units of service to the armed forces — and led the formation of the USO. Since the war, the *Army* has continued its worldwide program.

Today, under its present international leader, **The Salvation Army** serves 82 countries, preaches in 109 languages and maintains 19,709 religious/charitable centers and 28 schools for officer training.

The Salvation Army is an international religious and charitable organization based on Love for God and Love for Man.

There are more than 36,000 people who are serving in Service Units to raise funds, do welfare work, and refer needy cases to regional Salvation Army Units. **The Salvation Army** is actively involved in employment services; dispensaries and clinics; and services in correctional institutions which include education and other services to men and women in prison, and their families. **The Salvation Army** can also be helpful in providing housing for those who need it; emergency lodges; and Skid Row Centers.

For further information, you may inquire at your local **Salvation Army** headquarters.

CHURCHES

The local church is primarily a spiritual entity intended to propagate the faith. However, according to Judeo-Christian tradition, *faith without works is dead*. It is for this reason that many local churches throughout the state are actively involved in social concerns programs as well. The local church could play an important role in your life right here — in the here and now — as it addresses itself to the gut-level issues around which your life revolves.

Spiritual counseling, family counseling, social contacts with your peer group, and other relevant resources are available through your local church. If you think a church connection can help you *make it on the street*, the pre-release counselors will help you regain contact with a church or establish one for the first time.

An increasing number of church groups are becoming aware of the needs of ex-offenders. In May 1978, one hundred church leaders, clergy and lay people, participated in a **Day of Awareness** at New Hampshire State Prison. These church people are spreading the word to thousands of church members throughout the state. There is tangible evidence that church people are concerned and want to help ex-offenders rejoin the community as responsible members of society.

EASTER SEAL / GOODWILL INDUSTRIES

New Hampshire Easter Seal Industries (E.S.I.) is a work oriented rehabilitation training facility. It is a controlled work environment that provides work training/experience and adjustment services. E.S.I. assists persons to develop normal living and work skills. The facility is approved by the New Hampshire Division of Vocational Rehabilitation and is certified by the U.S. Department of Labor. It is the only New Hampshire facility of its type accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Program Description

Easter Seal Industries offers an industrial setting with production space, lighting, ventilation, and other physical and operational factors found in any production industry. The factors of high quality and realistic productivity are stressed. The types of work employed as training tools include, but are no limited to, offset printing, inventory control, bench work and assembly, business machine operation and associated clerical duties. The client will be placed in this setting under supervision (with goals and objectives for his advancement contracted by the client). A program monitored daily by production records and staff observations will provide input into training and adjustment. Monthly progress reports objectively focus on client growth and the progress of his individual rehabilitation plan. Easter Seal Industries will retain a client only as long as the experience constitutes a service to that client. Custom programs for work tolerance upgrading, work place redesign and vocational exploration are offered to all referral sources.

Services Provided

E.S.I. provides skill training and personal counseling as needed. Vocational counseling services are provided on an individual and group basis as the rehabilitation plan prescribes. Additional services offered by the New Hampshire Easter Seal Society are readily available, if needed, on a referral basis.. Services such as diagnostic and medical evaluations, medical examination,

physical therapy, occupational therapy, speech therapy, audiological services, deaf interpreter services, and psychological services are a partial list of what the Society has to offer.

Disabilities Served

N.H. Easter Seal Industries serve a variety of clients, some of whom are severely disabled. These include the physically and/or mentally handicapped, developmentally disabled, emotionally disabled, hearing impaired and persons with alcohol or drug abuse problems. E.S.I. offers its Training and Adjustment Program to all public sponsored agencies serving non-disabled persons as well: CETA, CEP, VA, etc.

Criteria for Admission

1. Persons must be 16 years of age or older.
2. Persons with a physical and/or emotional disability must have appropriate documentation on record.
3. The person should have potential to function with at least the average range of intelligence.
4. The person should have the capacity for independent mobility.
5. Pertinent background information about the client must be on file. This includes the following:
 - a. Current medical report
 - b. Vocational evaluation, pre-vocational screening or GATB
 - c. Current psychological and/or psychiatric report, if mentally or emotionally disabled.
 - d. Social, educational and work history
 - e. The Individual Written Rehabilitation Plan (IWRP), if referred by Division of Vocational Rehabilitation.

Clients will be accepted and retained in the program only because they require the benefits of a paid work experience in conjunction with the training program and are unable to meet the competitive requirements of industry at the present time.

Method of Referral

A person may be referred to the program by physicians, insurance carriers, individuals, or any public or private health related agency. Referrals should be made to the Vocational Services Department for presentation to the Easter Seal Industries Screening Committee, on an E.S.I. "Request for Services" form 3007-76.

Vocational Evaluation Unit

The Vocational Evaluation Unit sponsored by the New Hampshire Easter Seal Society offers a personalized program for any person, between the ages of 14 and 64, who needs assistance in vocational direction. The objectives of the program are to assess:

1. The client's ability to work
2. What kinds of work the client can do
3. Additional services needed by the client prior to placement.
4. The effects of disability on work potential

There are a variety of methods used to answer these questions: psychometric tests, work samples, situational assessment, medical examination, personal interview, and vocational counseling. Psychometrics include evaluation of aptitude, achievement, intelligence, personality, interest, learning ability, and dexterity.

Work samples are activities designed to clinically evaluate specific work skills. Examples of work samples include activities designed to evaluate abilities to use small tools, discriminate among various sizes, discriminate numerically, solve problems, measure, solder, inspect, and assemble small products.

Situational assessment is an on-the-job evaluation at Easter Seal Industries. On-the-job experiences used in this portion of the evaluation program are printing, electronics, clerical operations, inspecting, small assembly, building maintenance and others. Work samples and situational assessments in additional areas can be arranged as client needs arise.

Suggestions and recommendations are made in the final evaluation report to assist the client and referral source develop

realistic rehabilitation plans. The Easter Seal evaluation team provides witness testimony on referrals, should it be considered necessary in the management of the case. Staffings are always provided to referral sources at their request.

Process and Results

A comprehensive Vocational Evaluation can be completed in approximately two weeks or less. Client activities are coordinated to meet individual needs and abilities. Client information from this evaluation is compiled and analyzed in order to make recommendations of client potential in specific vocational areas, and of client needs prior to job placement: e.g. medical rehabilitation, career exploration, behavioral adjustment, vocational training. A report of the Evaluation Unit results is forwarded to each client's counselor/referring agent *no later than two weeks after* date of termination from this program.

For further information about fees, if any, starting date of various programs, appointments for interviews and other special arrangements, call or write:

Vocational Services Department
New Hampshire Easter Seal Society
80 Terrytown Road
Manchester, NH 03103
(603) 623-8863, Extension 35

ALCOHOLICS ANONYMOUS

Only you can determine whether the AA recovery program makes for you — whether it can help you. It is a decision you have to make for yourself. No one can make it for you.

We who are now members joined AA because we recognized that drinking had become a problem we could not control by ourselves. At first many of us shied away from admitting that we could no longer drink socially. But, when experienced members of AA told us that alcoholism was — *for them* — an illness that could be arrested, we began to look for the symptoms ourselves. We faced up to the facts of this particular illness just as we would if we faced any other serious health problem: e.g. diabetes. We gave honest answers to realistic questions about our drinking and its effect on our daily lives.

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other so they can solve their common problem and help others to recover from alcoholism. There are more than 450,000 members and 15,000 groups in more than 90 countries.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership: we are self supporting through our contributions. AA is not allied with any sect, denomination, political party, organization or institution. AA does not wish to engage in any controversy. AA neither endorses or opposes any causes. Our primary purpose is to stay sober and help other alcoholics achieve sobriety.

AA Meeting Schedule

Day:

Time:

Place:

PROGRAM ON ALCOHOL AND DRUG ABUSE

The New Hampshire Program on Alcohol and Drug Abuse is a division of Public Health services which was organized to provide for the scientific care, treatment and rehabilitation of alcohol and drug abusers; prevention and assistance in the control of alcohol and drug abuse through education and treatment; community organization; and research to formulate the basis for a viable program. The New Hampshire Program on Alcohol and Drug Abuse has five basic aims:

1. To prevent alcohol and drug abuse before it starts.
2. To accomplish early identification of those who are developing a dependency on alcohol or other drugs, and to intervene in the addictive process.
3. To enable those who have become dependent on alcohol or other drugs to receive treatment for their problems;
4. To help individuals who have become dependent on alcohol or other drugs to receive treatment for their problems;
5. To provide direction and leadership for those concerned with the problems of alcohol and drug abuse.

To accomplish the foregoing, the following services and/or programs are provided on request:

Consultation services: for business and industry; professional groups; public and private organizations; education; law enforcement personnel; and service groups.

A weekly in-service training program and clinical staff meetings.

Educational services: developing educational programs and teacher training.

Community services to alcohol and drug abuse committees; Head Start adult programs; church groups; Hot Line and Drop-In Center training; and industry.

Tirrell Halfway House Center: A halfway house for alcoholics and other drug dependent persons.

Research and Planning: current projects include the Alcohol Safety Action Project; the Occupational Programs Branch; the State Plan on Alcohol Abuse and Alcoholism; Model Uniform Alcohol Legislation; Emergency Medical Services for Alcoholics; Prevention Project; Services for Drinking Drivers.

Out-patient clinics staffed by psychiatric social workers employing individual and group therapy. The clinics providing treatment services are listed below. **By law, patient records are confidential.**

Communities Served

BERLIN

Gerald A. Zickler, B.A.
Androscoggin Valley Hospital
324 School Street
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 752-1010

North Conway Branch

Memorial Hospital
Intervale Road
By Appointment
Phone 356-5461

CLAREMONT

David Bryan, MSW
40 Tremont Square
Room 8 - 2nd Floor
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 542-8750

CONCORD

Robert J. Malikin, MSW
66 South Street
Public Health Building
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 271-3531

DERRY

Cynthia Borofsky, MSW
Alexander-Eastman Hospital
44 Birch Street
Tuesday, 1:00 p.m.-5:00 p.m.
Phone 432-2553

DOVER

Elizabeth Tobey, MSW
Wentworth-Douglas Hospital
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 742-5252

EXETER

Walker Wheeler, MSW
Exeter Hospital
Prospect Hill
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 772-5935, Ext. 297

FRANKLIN

Robert J. Malikin, MSW
Franklin Hospital
Aiken Avenue
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 934-3400

KEENE

Linda L. Dooley, MSW
Keene Clinic Building
331 Main Street
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 357-3007

LACONIA

Elizabeth S. Pingree, MS
Lakes Region General Hospital
Elliott Street
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 524-3211

LITTLETON

Norma McIntire, B.A.
All Saints Episcopal Parish House
16 School Street
Mon-Fri, 8:30 a.m.-5:00 p.m.
Phone 444-5663

MANCHESTER

Frances M. Atkins, MSW
Tirrell Halfway House Center
319 Pine Street
Mon-Fri, 8:30 a.m.-5:00 p.m.
Mon-Thur to 9:00 p.m.
Phone 669-2881 and 669-2888

NASHUA

James W. Burke, MSW
Cynthia Borofsky, MSW
City Public Health Building
18 Mulberry Street
Mon-Fri, 8:30 a.m.-5:00 p.m.
Thursday to 9:00 p.m.
Phone 889-6091 and 889-6095

ROCHESTER

Elizabeth Tobey, MSW
Frisbee Memorial Hospital
Tuesday, 8:30 a.m.-5:00 p.m.
Phone 332 5211

Additional Services

Tirrell Halfway House Center
319 Pine Street
Manchester, NH
Richard A. Nicolazzo, MSW
Director
Phone 668-2971

Alcohol Safety Action Project
Prescott Park - 105 Loudon Road
Concord, NH
John M. Muir
Project Director
Phone 271-3781 and 271-3782

Occupational Program Branch
66 South Street
Concord, NH
Wayne Frey, M.Div.
Project Director
Phone 217-3548 and 271-3558

Services for Drinking Drivers
64 South Street
Concord, NH
Lawrence C. Tice, MSW
Project Director
Phone 271-3781 and 271-3782

Headquarters
Division of Public Health Building
66 South Street
Concord, NH 03301
Clarence Jeffrey, M.Ed., *Acting Director*
Pamela A. Taylor, MSW, *Chief Clinical Social Worker*
Donna W. Clarke, *Coordinator, Research & Planning*

Applications and Resume Writing

These sessions will deal with the how-to's in filling out job applications, and resume writing. Knowing how to write a good resume can be a valuable tool in the hands of a job seeker.

NOTES

Simulated Job Interview and Feedback

This session will allow the inmate to participate in a simulated job interview. There will be some role-playing involved. The inmate will be observed and critiqued.

NOTES

Group Counseling Sessions

These sessions are designed to help the inmate deal with lingering fears, hang-ups and anxieties. The inmate will also see himself as an integral part of society into which he is preparing to enter.

NOTES

Avoiding Problems with the Law

These sessions will be devoted to bringing about a better understanding of the law enforcement officer's job, and it's relationship to ex-offenders.

NOTES

Individual Planning Sessions

Individual planning sessions is the time during which the inmate will reassess his parole plan. He may discuss any changes in his plans with his counselor.

NOTES

Job Prep and Job Seeking Skills

Job preparation and job seeking skills deals mainly with what the employer is looking for in an employee. And, how to prepare yourself for job interviews.

NOTES

END