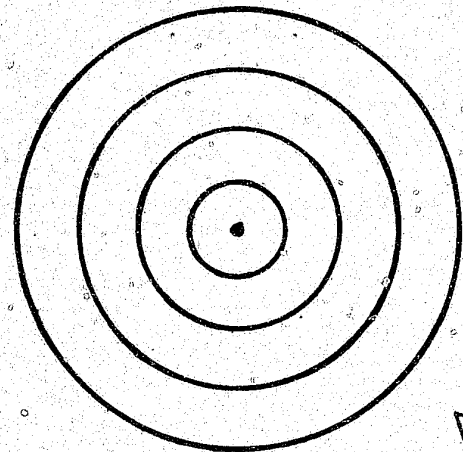
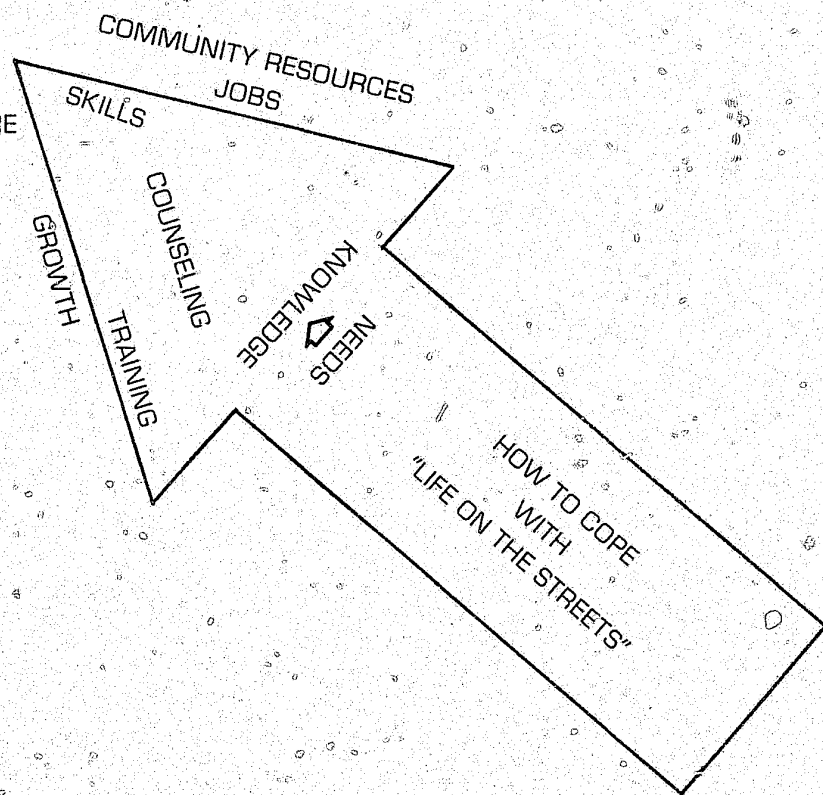


# PRE-RELEASE PROGRAM

## MANUAL



AIMING TO IMPROVE YOUR FUTURE

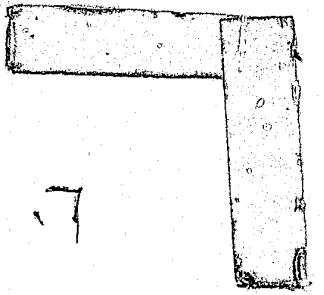


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NEW HAMPSHIRE STATE PRISON  
CONCORD, NH 03301

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9-30-82



THE STATE OF NEW HAMPSHIRE

HUGH J. GALLEN  
GOVERNOR

EVERETT I. PERRIN, JR.  
WARDEN

PRE-RELEASE MANUAL

WRITTEN AND COMPILED BY  
JOHN BROWN  
COORDINATOR, PRE-RELEASE PROGRAM

PUBLISHED BY  
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REVISED 1981

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## TABLE OF CONTENTS

INTRODUCTION  
PROGRESS RECORD  
PRE-RELEASE ORIENTATION  
LEGAL RIGHTS OF EX-OFFENDERS  
PAROLE ORIENTATION  
MOTOR VEHICLE OPERATION  
LIABILITY INSURANCE  
INFORMATION AND REFERRAL  
C.E.T.A. - COMPREHENSIVE EMPLOYMENT AND TRAINING ACT  
COMMUNITY ACTION  
DEPARTMENT OF EMPLOYMENT SECURITY  
SOCIAL SECURITY  
STATE WELFARE  
PROJECT SECOND START  
SALVATION ARMY  
CHURCHES  
AVOIDING PROBLEMS WITH THE LAW  
ACHIEVING YOUR POTENTIAL  
MENTAL HEALTH SERVICES  
OFFICE ON DRUG ABUSE PREVENTION  
FINANCIAL COUNSELING  
JOB PREPARATION AND JOB SEEKING CLASSES  
NEW HAMPSHIRE VOCATIONAL TECHNICAL COLLEGES  
VOCATIONAL REHABILITATION  
VETERAN'S ADMINISTRATION  
ALCOHOLICS ANONYMOUS  
EASTER SEAL/GOODWILL INDUSTRIES  
FAMILY OUTREACH SERVICES  
JOB INTERVIEW FORMS  
PRE-EMPLOYMENT CHECKLIST  
PRE-RELEASE ADDRESS  
NOTES

## 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 re-entry 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 is the assistance given to men who are within six months of their early release date, and who desire help with their release plans. An institutionally-based pre-release staff is available to help these inmates develop realistic release plans. There is also a 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 staff will work as a team to provide a release situation best utilizing existing resources on 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: \_\_\_\_\_

MONTH ONE - PRE-RELEASE 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. A series of individual planning meetings will follow the orientation session.

Individual planning meetings to consider the following items:

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

MONTHS TWO AND THREE - SOCIAL AWARENESS CLASSES

1st Week, Module #1: Parole Orientation, Institutional Parole Officer, Legal Rights of Ex-Offenders, Inmate Attorney

Module #2: Department of Motor Vehicles (Procedures for applying for a New Hampshire driver's license and other)

2nd Week, Module #3: Concentrated Employment and Training Act (CETA) Community Action Program (CAP)

Module #4: Department of Employment Security (DES) U.S. Department of Social Security

3rd Week, Module #5: State Welfare Department Project Second Start

Module #6: Salvation Army Representative from a Local Clergy

4th Week, Module #7: Social Awareness Instruction Seminar Representative from the N.H. State Police Achieving Your Potential How to do Life on the Streets

Module #8: Central New Hampshire Community Mental Health Services The World of Work Job Preparation and Job Seeking Skills

5th Week, Module #9: Family Financial Counseling Services

MONTHS FOUR, FIVE AND SIX

At this point, the inmate is within three months of his minimum release date (MRD). He will, at the end of the fourth month, appear before the Parole Board, he will attend individual planning meetings in order to firm-up his parole plan. The final parole plan will be coordinated by the local Parole Office.

At the end of the fourth month, the inmate will know whether or not he has gained parole. If, for some reason, the inmate is denied parole, or is not heard by the Board, planning and assistance will continue until parole is granted.

The fourth, fifth and sixth months will include:

1. Parole Board
2. Individual planning and job development
  - a. Housing
  - b. Referral Agencies

#### Parole Board

The three-member State Board of Parole meets monthly at the New Hampshire State Prison, usually on the last Thursday or Friday of the month. Most candidates who appear before the Board are, as a rule, within sixty days of their minimum release date.

#### Job Development and Individual Planning

Individual planning is primarily a period of preparation, during which the inmate and his Pre-Release counselor review and finalize his parole plan. Since the Parole Board requires each parolee to have an acceptable job upon his release from the Prison, each Pre-Release member is assisting in finding a suitable job according to policy.

The Pre-Release unit also works very closely with Vocational Rehabilitation and CETA, through which various kinds of OJT (On-the-job training) programs, and other vocational training are offered.

Housing: Each parolee must have adequate housing when he is released from the Prison. The Parole Department will assist the parolee in finding adequate housing for parolees who:

1. Do not plan to return to the home of his parents or parent;
2. Where there is no wife and/or family to which he may return.

#### 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 - are 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 ex-offenders during the class sessions, as segments of each session will be reserved for open dialogue.

#### PAROLE ORIENTATION

The classes on parole orientation deal largely with the rules and regulations governing parole policy and the terms and conditions of parole to which the the parolee must agree.

On or before his date of release, each parolee is required to sign a Certificate of Parole. The State of New Hampshire Board of Parole book on Rules and Procedures states: "Conditions may be drawn with specificity to meet the particular individual's needs; however, the following standard conditions are those incorporated on the attached certificate."

On the following page is a sample of the Certificate of Parole.

The State of New Hampshire

BOARD OF PAROLE

CONCORD, NEW HAMPSHIRE

Certificate of Parole

NO. ....

Handwritten 'E' in the number field.

..... is held in the New Hampshire State Prison in Concord upon a sentence of not more than ..... nor less than ..... Now, therefore, the State Board of Parole by virtue of the authority conferred upon them by the Statutes of said State, do issue to ..... this permit to be at liberty during the remainder of said maximum term of imprisonment which terminates on ....., unless before its expiration said permit shall be revoked or become void. The person to whom this permit is issued shall observe the terms and conditions set forth on the reverse side of this certificate.

The violation of any of these terms or conditions shall make void this permit.

In accordance with Chapter 651 of the Revised Statutes Annotated.

Dated at Concord this ..... day of ..... 19.....

..... Chairman, State Board of Parole

..... Secretary, State Board of Parole

TERMS AND CONDITIONS GOVERNING PAROLE AGREEMENT

I, ....., in accepting my parole promise, on my honor and with full knowledge that failure to keep such promise may result in revocation of my parole by the Board of Parole, that I will faithfully keep all conditions specified on this sheet and all other conditions and instructions given to me by the Board of Parole or the State Parole Officer.

- 1. I understand that I shall continue to be legally in the custody of the State Board of Parole until released therefrom as provided by law.
2. Upon my release, I shall proceed directly to the place to which I was paroled and within 24 hours make an arrival report as directed by the State Parole Officer.
3. I will not leave the State of New Hampshire without the permission of the State Parole Officer or his authorized agent.
4. I shall report in writing once each month to the State Parole Officer as to my whereabouts, conduct, employment and such other information as the State Parole Officer may require.
5. I will conduct myself as a good citizen. I understand this to mean that I must not associate with individuals having a criminal record or anyone whom I have been advised by my Parole Officer not to associate with; that I must avoid licensed beer and liquor establishments including barrooms and so-called social clubs where liquor is dispensed, that I must obey the law, lead an honest, upright and industrious life, support my dependents, if any, and assume toward them all legal and moral obligations, and that my behavior and conduct must not be a menace or harmful to my family or to any individual or group of individuals.
6. I understand that any reports, either verbal or written, made to or submitted by me to the Parole Department which are subsequently found to be false, will be rejected by the Board of Parole and may be considered a violation of my parole.
7. As directed herein, I shall either: (check one) (a) Abstain wholly from the use of intoxicating liquors or alcoholic beverages and the use or sale of narcotic or controlled drugs in any form; (b) Not indulge in the excessive use of intoxicating liquors or alcoholic beverages and totally abstain from the use or sale of narcotic or controlled drugs in any form.
8. I will not marry nor apply for a divorce without consulting and obtaining permission from my Parole Officer.
9. Before making applications for a license to hunt or drive a motor vehicle or purchase or register a car, I will secure the approval of my Parole Officer. I shall carry liability and property damage insurance at all times if I operate a motor vehicle.
10. I shall not own or have in my possession a firearm of any type.
11. I agree that I will be at home at a reasonable hour at night as determined by my supervising Parole Officer.
12. I will seek the advice of my Parole Officer before borrowing any money, signing any written contract, or making any purchase on credit.
13. Should I be arrested in another state during the period of my parole, I agree to waive extradition and not resist being returned by the Board of Parole to the State of New Hampshire.
14. Special conditions.

AGREEMENT BY PAROLEE

I HEREBY CERTIFY that I fully understand the above conditions under which I am being released and agree to faithfully observe the same.

WITNESS,

..... Signature of Parolee

..... Dated ..... 19.....

..... Official Title

## 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 Vehicle.

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 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 (costs around \$35). Permission is usually routinely granted.

Then, with the Court's permission, the individual must make application to the Department of Motor Vehicle. The application will be evaluated by DMV 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:

1. You must be over age 16;
2. You must be a legal resident of New Hampshire;
3. You must surrender all valid driver's licenses issued by other states;
4. You must furnish some acceptable form of personal identification;
5. You must pass a driver's license examination.

The examination is in five parts:

1. You will have to take an eye test to make sure you can see well enough to drive;
2. 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;
3. You must be able to identify certain highway signs and signals by their shape, color or the symbol appearing on them;
4. You will be required to take a written examination to test your knowledge of New Hampshire traffic laws;

5. 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 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 programs.

The Safety Responsibility Law: New Hampshire has a financial responsibility law which gives the Director of Motor Vehicle 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 Vehicle 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 Vehicle.

#### 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:

1. If any person is injured or killed; or
2. If damage to property is in excess of one hundred dollars; or,
3. 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 claims office to report the accident.

#### NEED HELP WITH A PROBLEM??? INFORMATION AND REFERRAL CAN HELP...

#### Information and Referral in New Hampshire

Have you ever wondered where to turn for help with a problem? There are many social services available to the citizens of New Hampshire, services such as legal aid, transportation and health care. But finding the right one to solve a particular problem can be confusing.

Information and referral is the name given to the service that helps individuals and agencies find the right service or agency to solve their particular problem.

In New Hampshire there are nine local Information and Referral Centers.

The local centers work closely with the statewide Information and Referral Center

called Info-line, which is staffed 24 hours a day, every day of the year. Info-Line has a toll-free number (1-800-852-3311) which can be used anywhere in New Hampshire.

The Information and Referral workers at both the local centers and Info-Line are trained to help people solve problems. They have information about over 4,000 different services available to the people of New Hampshire. All conversations are kept confidential and individuals do not have to give their names. There is no charge for this service.

If you, or someone you know, has a problem or needs a service, and you don't know where to turn; remember Information and Referral.

INFO-LINE  
Box 1255  
20 South Main Street  
Concord, New Hampshire 03301  
Telephone 1-800-852-3311

See the next page for Information and Referral Centers throughout New Hampshire.



Information and Referral - Continued

INFORMATION AND REFERRAL CENTERS

BELKNAP COUNTY

Lakes Region Information & Referral  
Belknap Mill, Laconia, N. H.  
524-8811 (9 a.m. - 5 p.m.)

CARROLL COUNTY

Call Info-Line 1-800-852-3311  
(24 hrs. - 7 days)

CHESHIRE COUNTY

Monadnock Health & Welfare Council  
331 Main St., Keene, N. H.  
352-1999 (24 hrs. - 7 days)

COOS COUNTY

Call Info-Line 1-800-852-3311  
(24 hrs. - 7 days)

GRAFTON COUNTY - SOUTHERN

Headrest  
P. O. Box 221, Lebanon, N. H.  
448-4400 (24 hrs. - 7 days)

GRAFTON COUNTY - NORTHERN

Call Info-Line 1-800-852-3311  
(24 hrs. - 7 days)

HILLSBOROUGH COUNTY

\*Info-Bank-Greater Manchester  
24 Pleasant St., Manchester, N. H.  
668-8600 (9 a.m. - 5 p.m.)  
\*Greater Nashua Human Services Council  
8 Prospect St., Nashua, N. H.  
889-6156 (9 a.m. - 5 p.m.)

HILLSBOROUGH COUNTY - WESTERN

Monadnock Health & Welfare Council  
331 Main St., Keene, N. H.  
352-1999 (24 hrs. - 7 days)

MERRIMACK COUNTY

Information Outlet  
13 So. State St., Concord, N. H.  
225-9000 (9 a.m. - 5 p.m.)

ROCKINGHAM COUNTY

Info-Center  
Newmarket Health Center  
Newmarket, N. H.  
1-800-582-7214

SULLIVAN COUNTY

Helping Services Council  
94 Sullivan St.  
Claremont, N. H.  
542-7110 (24 hrs. - 7 days)

STRAFFORD COUNTY

Information & Referral  
Waldron Towers, Green St.  
Dover, N. H. (8 a.m. - 6 p.m.)  
742-8078; 1-800-582-7183

CETA

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 households and youth within its jurisdictions. 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 8 Loudon Road, 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 through the county. The Department is headed by Russ Robinson, Administrator.

Concord Office-----serving Concord, Hopkinton, Boscawen, Bow,  
8 Loudon Road Canterbury, Loudon, Henniker, Webster, Dunbarton,  
Concord, New Hampshire 03301 & Chichester  
Tel. 225-5452 & 225-5424

Franklin Office-----serving Franklin, Northfield, Salisbury,  
Proulx Recreation Center Wilmot, Hill & Danbury  
Franklin, New Hampshire 03235  
Tel. 934-3444

Suncook Office-----serving Hooksett, Epsom, Pembroke, Pittsfield  
1 Church Street & Allenstown  
Suncook, New Hampshire 03275  
Tel. 485-7824

Warner Office-----serving Warner, Bradford, Sutton, Newbury  
Old Warner School & New London  
Main Street  
Warner, New Hampshire 03278  
Tel. 456-2207

These offices are open from 8:30 a.m. to 5 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; for example, 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, 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 areas.

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 such agencies which comprise the balance of the state, which is under subcontractual agreements with the prime sponsor for the balance of the state being the New Hampshire 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.

Each subgrantee has its own area employment and training Advisory Board. In Merrimack County, two basic policy decisions are made:

1. To provide a single system of comprehensive services instead of continuing categorical programs which existed before CETA;
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 full time training, entering the military, obtaining CETA Title II or Title VI positions and others.
3. To provide economically disadvantaged, drop-outs and potential drop-outs, 16 to 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 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 30 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 compact 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 of 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 counseled 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.

### 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 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 20 hours a week and work experience for 20 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.

Participants 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 New Hampshire 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 Titles 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, MCDDET 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.

### 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.

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.

Unity Assistance: Assistance to low-income consumers with utility problems. Intervention to prevent utility shut-offs. Representation, when necessary, before the New Hampshire Public Utilities Commission on appeal of reconnection provisions. Counseling on utility budgeting.

Project HELP: 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 of health-related counseling, including application for reduced cost care under the Hill-Burton Act.

Mental Health/Resocialization: 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, consult the CAP in your area.

### 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 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 interview:

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/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 clothing!
4. Report for your interview promptly, and alone. Don't bring along a friend, 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 why you should be hired above all other applicants. Don't hesitate to "interview" the employer and ask questions of him.
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 State-wide 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

## SOCIAL SECURITY

Today, social security is the Nation's best 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 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 two 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, 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.

## 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.

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 AFDC, ANB, APTD, and 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 17, or if between 18-21 is enrolled in, and regularly attending, school. If there are 16 and 17 years 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, step-father, step-mother, step-brother or step-sister;
  - 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 of 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 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 sickroom 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 visit per year).

19. Christian Science practitioners and sanatoria.
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.

### 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 full-time 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 abuse or neglect 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 full-time 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 Care (AS, CFS) - Caring for children's and adult's 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.

#### Food Stamp Program

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

#### IN ORDER TO RECEIVE YOUR FOOD STAMPS

You must (1) file an application form.

The food stamp office will give you an application form on the same day you ask for one. You can ask for it in person, over the phone or by mail, or someone else may get one for you. The office will accept the form on the same day you turn it in, even if they cannot interview you on that day. Fill in your name, address, telephone number and signature on the form and as much other information as you can. Give or send the form to the office as soon as possible. A food stamp worker can help you complete the form later during your interview.

If you qualify for food stamps, you will get the stamps no later than 30 days from the date the office got your application. If your household has little or no money and needs help right away, let the food stamp office know, because you may be able to get food stamps within a few days. Fill in all of the first page of the application, so a worker can see if you qualify for faster service. If you are applying for public assistance, you can apply for food stamps at the same time, in the welfare office.

(2) Have an interview with a food stamp worker.

After you have turned in your application a worker will hold a confidential interview with you or another member of your household. At the interview, the worker will explain the program rules and go over the information on your application. The worker will help you complete any parts of the form you have not filled out. Ask the worker to explain anything that you do not understand. It's important that you understand the rules. Most interviews are held at the food stamp office. If no one in your household can go to the office for an interview, an adult friend or relative who knows your circumstances may go to be interviewed for you. If you are 65 or older or disabled and you cannot go to the food stamp office and no one can go for you, let the office know. A worker will arrange to interview you at home or by telephone. Other people who cannot get to the office and who have no one to go for them may qualify for a home or telephone interview, too.



(3) Meet eligibility rules and provide proof that you are eligible.

You will have to give the worker certain documents and information to prove that you are eligible. If you have trouble getting documents or information you need, the worker will help you. If the documents are not available, you may give the name of someone, such as your employer, who can confirm your statements. Listed below are some of the basic eligibility rules and the kinds of proof you may be asked for.

Citizenship: U.S. citizens, legally permanent aliens, and certain other legal aliens may qualify. If members of your household are not U.S. citizens, you will have to provide proof of their status from the Immigration and Naturalization Service.

Even if some members of your household do not meet this requirement, the members of your household who do may qualify for food stamps.

#### PRE-CERTIFICATION FOOD STAMPS PROGRAM

The food stamp division of the Department of Welfare has authorized the New Hampshire State Prison Pre-Release counselor to pre-certify those inmates who meet its eligibility requirements. An inmate may receive a 30-day supply of food stamps immediately following his release from prison if he applies at least a month in advance of his date of release. If after 30 days further assistance is needed, you will be re-evaluated, and if you still meet the eligibility requirements, you may again apply for an additional 30 days supply of food stamps.

The purpose for the pre-certification program is to help the inmate augment his gate money during the transitional period between his first pay check and his separation from the prison.

How to apply for your food stamps? Write to Pre-Release, c/o Pre-Release Counselor.

#### PROJECT SECOND START

Project Second Start is a community of persons who view learning as a life long process and who are dedicated to the development of each individual's academic, vocational and personal potential. The primary emphasis is on providing an atmosphere in which the individuals of that community can operate with a sense of responsibility toward themselves and others.

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. 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.

Project Second Start is located at 17 South Fruit Street in Concord and 450 North State Street in Concord.

#### SALVATION ARMY

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 in need, 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 words 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 you live 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 counselor will help you regain contact with a church or establish one for the first time.

#### AVOIDING PROBLEMS WITH THE LAW

A better understanding of the law enforcement officer's job and its relationship to the ex-offender must be seriously addressed as success on the streets depends a great deal on attitude and a willingness to define oneself within the context of the system as a whole. If the ex-offender refuses to place himself within the sphere and context of that system, he must then be confronted by that system. The same logic, however, applies to anyone in authority, i.e., a dispute with the landlord or foreman at the job may stir up feelings of resentment for that "authority figure" which could possibly lead to an ugly

confrontation or an altercation, which at the bottom of the line, could subsequently lead to being dismissed or another prison term.

#### ACHIEVING YOUR POTENTIAL

These goal oriented sessions deal largely with the problems and anxieties attendant to the "pre-release jitters" of "just not knowing how things will go on the streets" or "will I be able to successfully cope with life on the streets?" How to do life on the streets is basically a self-image psychology model whose objective is to help a client: (1) move away from the effects of a controlled environment; and (2) help a client realistically move away from where he is now to where he wants to be in the future.

#### 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 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. There is emergency service, 24 hours a day, 7 days a week. There is also 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

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

#### STATEWIDE DIRECTORY OF MENTAL HEALTH SERVICES

Carroll County ..... P.O. Box 484, North Conway, N.H. 03860  
Tel. 356-5457 or 356-5458

Huggins Hospital..... Wolfboro, N.H. 03894  
Tel. 569-1884 or 569-2150 ext. 238

Dartmouth-Hitchcock Mental Health Center ..... 9 Maynard Street, Hanover, N.H. 03755  
Tel. 643-4000 Ext. 3678

Wiscoma Outreach Project American Legion Building, Box 16, Caanan, N.H. 04371

Greater Salem Mental Health 312 Main Street, Salem, N.H. 03079  
Tel. 893-3548

Halfway House ..... 298 Main Street, Salem, N.H. 03079  
Tel. 898-9740

Lakes Region General .... Laconia, N.H. 02346  
Hospital Mental Health Tel. 542-1853

Plymouth Branch Office.... 71 Main Street, 2nd floor, Plymouth, N.H. 03264  
Tel. 536-1118

Monadnock Family & ..... 331 Main Street, Keene, N.H. 03431  
Mental Health Tel. 357-4400

Peterborough ..... Town Building, 7 Main St. Peterborough, N.H. 03458  
Tel. 924-6880

Nashua Community Council . 7 Prospect Street, Nashua, N.H. 03060  
Tel. 889-6147

North County Community ... 330 School Street, Berlin, N.H. 03530  
Services Tel. 752-7404

Upper Connecticut Valley .. 141 Main St., Box 84, Colebrook, N.H. 03576  
Mental Health Tel. 237-4955

Northern N.H. Mental..... Box 1000, Washington St. Conway, N.H. 03818  
Health System Tel. 447-3347

Sea Coast Regional ..... 100 Junkins Avenue, Portsmouth, N.H. 03801  
Counseling Center Tel. 431-6703

Strafford Guidance Center. Administrative office, 576 Central Avenue  
Dover, N.H. 03820  
Tel. 749-4040

Counseling Center of ..... Box 1219, 18 Bailey Avenue, Claremont, N.H. 03743  
Sullivan County Tel. 542-2578

Newport Hospital ..... 167 Summer St., Newport, N.H. 03773  
Tel. 863-1123

Exeter Office ..... 24 Front St. Exeter, N.H. 03833  
Tel. 772-2710

White Mountain ..... 111 Cottage St., Littleton, N.H. 03561  
Community Service Tel. 444-5358

OFFICE ON DRUG ABUSE PREVENTION

The New Hampshire Office on Drug Abuse Prevention (ODAP) 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 Office on Drug Abuse Prevention 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 upon request:

Consultation Services:

For business and industry, professional groups; public and private organizations; education; law enforcement personnel; and service groups.

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.

ALCOHOL AND DRUG ABUSE CLINICS

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

DERRY 03038 Alexander Eastman Hospital, 44 Birch St. Tel. 889-6091 or 6095  
Cynthia Borofsky, MSW - Psychiatric Social Worker  
Tuesdays - 1:00 - 5:00

DOVER 03820 Wentworth-Douglas Hospital, 789 Central Avenue Tel. 742-5252  
MSW - Sr. Psychiatric Social Worker  
Monday - Friday 8:30 - 5:00

EXETER 03833 Exeter Hospital, Prospect Hill, Tel. 778-7311 ext. 297  
Walker Wheeler, MSW - Sr. Psychiatric Social Worker  
Nancy B. Miller, B.S. - Social Worker  
Monday - Friday 8:30 - 5:00

FRANKLIN 03235 Franklin Hospital, Aiken Avenue, Tel. 934-3400  
Sandra Bishop, MSW - Psychiatric Social Worker  
Thursdays 8:30 - 5:00

KEENE 03431 Health & Welfare Building, 113 Key Rd. Tel. 357-3007  
Sonja Pick, MSW - Psychiatric Social Worker  
Monday, Wednesday, Friday 8:30 - 5:00

LACONIA 03246 Lakes Region General Hospital, Elliott Street Tel. 524-3211  
Daniel H. Weinland, B.S. - Social Worker (ext. 307)  
David Parisi, MSW - Social Worker III  
Monday - Friday 8:30 - 5:00

LANCASTER 03584 B.D. Weeks Memorial Hospital, Middle St. Tel. 444-5663 Mon.-Fri.  
Denise Devlin, B.A. - Social Worker  
Thursdays 8:30 - 1:00

LINCOLN 03251 Lin-Wood Medical Center, Rte. 112 Tel. 444-5663 Mon. - Fri.  
Denise Devlin, B.A. - Social Worker  
Thursdays 1:00 - 5:00

LITTLETON 03561 All Saints Episcopal Parish House, 16 School St. tel. 444-5663  
Denise Devlin, B.A. - Social Worker  
Monday - Friday 8:30 - 5:00

MANCHESTER 03101 48 Hanover St. Floor 2 Tel. 669-2881 & 669-2888  
James W. Burke, MSW - Psychiatric Social Worker  
Kathleen M. Cullen, MSW - Psychiatric Social Worker  
A. Reed Carver, MSW - Psychiatric Social Worker (C&F svcs.668-1920)  
Sophie Brosnick - Secretary  
Monday - Friday 8:30 - 5:00 Mondays & Thursdays until 9:00

NASHUA 03060 City Public Health Bldg. 18 Mulberry St. Tel. 889-6091 or 95  
Cynthia Borofsky, MSW - Psychiatric Social Worker  
Joseph P. Naff, MSW - Psychiatric Social Worker  
Laurette Hamm - Secretary  
Monday - Friday 8:30 - 5:00 Thursdays until 9:00

NEW LONDON 03257 New London Hospital, County Rd. Tel 526-2911 Ext. 233  
Call 542-8750 Monday - Friday for appointment  
Sonja L. Pick, MSW - Psychiatric Social Worker  
Tuesdays 8:30 - 5:00

NORTH CONWAY 03860 Mt. Washington Calley Med. Ctr. Intervale Road Tel. 356-5262  
David VanHemert, MSW - Psychiatric Social Worker  
Monday - Friday 8:30 - 5:00

PLYMOUTH 03264 Sceva Speare Memorial Hosp. Hospital Rd. Tel 444-5663 for appt.  
Denise Devlin, B.A. - Social Worker  
Fridays 1:00 - 5:00

PORTSMOUTH 03801 84 Congress St. Tel. 431-8305  
Peter Mason, MSW - Psychiatric Social Worker  
John Davis - Social Worker I  
Nancy Rinderknecht, Secretary  
Monday - Friday 8:30 - 5:00

ROCHESTER 03867 Frisbie Memorial Hospital, Whitehall Rd. Tel. 332-5211  
Call 742-5252 Monday - Friday for appointment  
MSW - Sr. Psychiatric Social Worker  
Thursdays 8:30 - 5:00

WOLFEBORO 03894 Huggins Hospital, South Main St. Tel. 569-2150  
Call 356-5262 Monday - Friday for appointment  
David VanHemert, MSW - Psychiatric Social Worker  
Fridays 1:00-5:00

WOODSVILLE 03785 District Welfare Office 45 Central St. Tel. 444-5663 Mon-Fri  
Denise Devlin, B.A. - Social Worker  
Fridays 8:30 - 1:00

TIRRELL HOUSE 15-17 Brook St. Manchester Tel. 668-2971  
Catherine Boisvert, Director

OFFICE OF ALCOHOL AND DRUG ABUSE PREVENTION (basically administrative)

Health & Welfare Building  
Hazen Drive  
Concord, New Hampshire 03301 tel. 271-4627

Director - Joseph Diament  
Deputy Director for Drug Abuse Services - Barry Rhodes  
Deputy Director for Alcohol Services - Clarence Jeffrey

Chief of Prevention & Education Services - vacant  
Chief of Treatment Programs - James "Bill" Burke

Planning Coordinator - Donna Clarke  
Program Evaluation Specialist - Frank Novak  
Training Coordinator - David Wilson

Business Administrator - Anthony Demetracopoulos  
Administrative Assistant - Maureen Menard

Regional Coordinators - as noted on map

Counselors - Sandra Bishop and Santina Merwin can be contacted  
through this office.  
(Located in the Walker Building at the State Hospital)

#### 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; re-organize 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 debtor's 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 St.	(603) 224-6593
Manchester, NH	30 Amherst St.	(603) 669-2229
Keene, NH		1-800-562-1170
Peterborough, NH	" " "	" " "
Nashua, NH	" " "	" " "
Laconia, NH	" " "	" " "
Brattleboro, Vermont	Call Collect	(603) 224-6593
Bennington, Vermont	Call Collect	(603) 224-6593

Administrative Office:

10 Fayette St.  
Concord, NH 03301  
Pat Muzzey, Executive Director

### JOB PREPARATION AND JOB SEEKING CLASSES

These classes consist of eight video taped modules. Each module is a progression of vocationally relevant topics which have to do with the how-to's of finding and keeping a job.

The modules will be presented in the following order:

- #1: "Effective Job Behavior"  
"Values and Goals"
- #2: "Responsibilities on the Job"
- #3: "Looking for a Job"
- #4: "Employment Agencies and Services"
- #5: "The Job Interview"
- #6: "Job Opportunities"
- #7: "Equal Opportunity"
- #8: "Job Discrimination"

Once the client has finished all eight modules, he should have at his disposal:  
(1) a better working knowledge of what is going on in the world of work;  
(2) what he can expect; and, (3) what is expected of him.

### NEW HAMPSHIRE VOCATIONAL TECHNICAL COLLEGE - VA

The New Hampshire Technical Institute and the Vocational-Technical Colleges offer collegiate education, preparing women and men for direct employment in business, industry, health and service-related fields. Classroom instruction is supplemented with laboratory, shop, and clinical experiences. Instruction includes English, math, science and social science. Emphasis at the Technical Institute is placed on higher math, physical sciences, technical subjects, and laboratory techniques. At the Vocational-Technical Colleges the emphasis is on planned practical experience with equipment used in business, industry and the health fields.

Depending upon program, Associate Degrees, Diplomas or Certificates are awarded to graduates of the Colleges and Institutes.

For catalogs and information contact:

CONCORD  
Dean of Students  
N.H. Technical Institute  
Fan Road  
Concord, New Hampshire 03301

MANCHESTER  
Dean of Students  
NH Vocational-Technical College  
1066 Front Street  
Manchester, New Hampshire 03102

BERLIN  
Dean of Students  
N.H. Vocational-Technical College  
Milan Road  
Berlin, New Hampshire 03570

CLAREMONT  
Dean of Students  
N.H. Vocational-Technical College  
Hanover Street Extension  
Claremont, New Hampshire 03743

LACONIA  
Dean of Students  
N.H. Vocational-Technical College  
Prescott Hill  
Laconia, New Hampshire 03246

NASHUA  
Dean of Students  
N.H. Vocational-Technical College  
505 Amherst Street  
Nashua, New Hampshire 03060

PORTSMOUTH  
Dean of Students  
N.H. Vocational-Technical College  
105 Greenleaf Avenue  
Portsmouth, New Hampshire 03801

The pre-release unit can assist its clients in securing various grants and scholarships for college degree work. The Unit also maintains a catalog library of other two and four year colleges operating in New Hampshire. On an individualized basis admission interviews can be arranged prior to release to facilitate a client's higher education.

### 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 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; a person being more independent in establishing and attaining his vocational choice and other functions of daily living; and 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 testbooks; correspondence courses and arrangement of job interviews.

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 applicants 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 effected 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	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 12 months before your early release date. However, if you have less than 12 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.

### VETERAN'S ADMINISTRATION

If you are in prison, on probation or on parole, you may still be entitled to certain federal benefits provided by the VA. The Pre-Release Unit keeps abreast of new VA developments and schedules prison visits of VA counselors.

Incarceration itself does not deny you eligibility for VA benefits. If you have an Honorable or General Discharge, you are eligible for VA benefits. If you received an Undesirable or a Bad Conduct Discharge, you may request determination of eligibility by the VA on the facts of your case. Dishonorable discharges are a bar to VA benefits.

A summary of major VA benefits follows. If you want more detailed information, ask your Pre-Release VA counselor.

### To Apply for any VA Benefit

If you have the VA application form, complete and sign the application and mail it to the nearest VA regional office. If you do not have the VA application form, write or telephone toll free to the nearest VA regional office and tell them what benefit or assistance you want. VA will take it from there. A supply of VA application forms may be provided free to a prison official or to a veteran's self-help group in most institutions. If you have never applied for a VA benefit before, you will need to send the VA a copy of your discharge paper (DD-214) with your application. If you have lost your discharge papers the VA can help you with that, too. Just write to us for Standard Form 180, "Request Pertaining to Military Records".

How do you find the address of the nearest VA regional office? Check your local telephone directory under the "U.S. Government" listing. VA addresses and telephone numbers are listed in the VA 1S-1 Fact Sheet, "Federal Benefits for Veterans and Dependents".

### Medical Care

Hospital care cannot be offered by the VA to otherwise eligible veterans who are in prison if the VA is to be responsible for custody of the veterans or obligated to return the veteran to civil authorities. Out-patient treatment will not be provided by the VA at a penal institution; however, special arrangements can be made, with permission of prison officials, for special medical examinations for VA benefits.

### Home Loan Guaranty

Eligible veterans, who obtain loans through normal lending channels, may have their loans guaranteed by the VA. On home loans the maximum amount of the guaranty is \$25,000 and on mobile homes \$17,500. There is no expiration date for loan entitlement. You and your spouse must meet normal income and credit requirements. Income must have a proper relationship to the terms of repaying the loan and other expenses. You must also be able to certify that the property will be occupied as a personal residence.

### Vocational Rehabilitation

If you have a service-connected disability, rated 10 percent or more disabling, you may be eligible for vocational rehabilitation if the VA determines there is a need for training to overcome the handicap of such disability.

Costs of tuition, books and supplies will be paid by the VA.

### Educational Assistance (GI Bill)

You may be able to complete high school, college, learn a trade either on the job or in an apprenticeship program under the GI Bill. Eligibility generally ends 10 years after date of release from active duty, or from effective date of an upgraded discharge, but not later than December 31, 1989. Courses must be approved by the State Approving Agency. Prison education offices can provide information on programs available through your institution.

### Pension

War-time veterans may be eligible for non-service-connected disability pension. Annual income and number of dependents are among factors considered in determining the amount of monthly payments. Veterans in receipt of VA pension will have payments terminated 61 days after imprisonment for a felony or misdemeanor. Payments may be resumed upon release from prison if the veteran again meets VA eligibility requirements. The VA may apportion and pay to a spouse or children the pension which the imprisoned veteran would receive.

### Compensation for Disability

The VA can pay you compensation if you were disabled by injury or disease incurred in or aggravated by active duty service in line of duty.

If you already have a service-connected disability rated by the VA you may wish to re-open a claim if your disability has become worse over the years.

### Burial Benefits

The VA is authorized to furnish an American flag to drape the casket of a veteran whose military service was other than dishonorable. An allowance, not to exceed \$300 may be paid toward burial and funeral expenses of a war-time veteran. A plot or interment allowance, not exceeding \$150, also may be paid if the war-time veteran is not buried in a national cemetery.

Where the death is service connected, burial allowances up to \$1,100 are payable in lieu of the basic burial and plot interment allowances.

### Review of Discharges

Each military service maintains a Discharge Review Board with authority to make changes in discharges that were not awarded by a general court-martial or for medical reasons. The VA will provide you general advice and application forms if you wish to seek an upgrade in your military discharge.

### Employment Assistance

If you apply for a US Federal Service employment you may be eligible for five-point preference on initial applications. Disabled veterans may be granted 10-point preference. State employment service offices also provide priority assistance. VA regional offices offer job training programs, specialized assistance for service-disabled veterans and career development counseling.

### Insurance

Incarceration in itself does not deprive you of VA insurance benefits. If you had National Service Life Insurance coverage and it has lapsed, you may be able to reinstate it provided you meet the necessary requirements.

Veterans Group Life Insurance may be available to you provided you had Servicemen's Group Life Insurance at the time you were released from active duty. You must apply for it within 120 days from date of release from active duty (if totally disabled, ask VA counselor) and meet necessary requirements. If you had VGLI and it has lapsed, you may be able to reinstate it, provided you meet necessary requirements. For complete information on VA insurance benefits, write to the Veterans Administration Center, Post Office Box 8079, Philadelphia, Pennsylvania 19101.

### Personal Notes on Military Service

Date of Entry:	Date of Release:
Length of Service:	Service Number:
Type of Discharge:	Benefits Desired:

### ALCOHOLICS ANONYMOUS

Only you can determine whether the AA recovery program works 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 problems, for example, 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, strengths and hopes with each other so they can solve their common problems 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.

### EASTER SEAL/GOODWILL INDUSTRIES

New Hampshire Easter Seal Industries (ESI) is a work oriented rehabilitation training facility. It is a controlled work environment that provides work training/experience and adjustment services. ESI 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 US Department of Labor. It is the only New Hampshire facility of its type accredited by the Commission of 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 not 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 person. Custom programs for work tolerance upgrading, work place redesign and vocational exploration are offered to all referral sources.



### Services Provided

ESI 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 examinations, 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. ESI offers its training and adjustment program to all public sponsored agencies serving non-disabled persons as well: CETA, CAP, 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 for 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.

### 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 ESI "Request for Services" form 3007-76.

### FAMILY OUTREACH SERVICES

The Pre-Release Unit offers its clients a family-outreach counseling program. We in Pre-Release recognize that many pressures appear during the last six months prior to release. In order to allay many fears and misapprehensions the Unit is prepared to offer family counseling and referral services to spouses and/or relatives of Pre-Release clients.

The scope of services that are available are outlined in the previous sections of this handbook. Of special importance to families being reunited are the following services:

Housing: Pre-Release can act as a referral source for family housing needs through such agencies as New Hampshire Welfare, the New Hampshire Housing Commission, local Housing authorities, and specified low-moderate income housing projects. Pre-Release can act as an advocate and guide for securing housing, but cannot spend field time doing the actual contacts and/or housing searches. //

Relocation Counseling and Assistance: The Pre-Release Unit will assist families in determining appropriate areas of residence. Often families seeking new areas to settle in to facilitate a "fresh start" or to avoid unnecessary hassles in their original area of residence. Pre-Release can offer counseling to assess the pros and cons of relocation. If relocation becomes a positive effort, Pre-Release may be able to assist in securing moving assistance from the New Hampshire Department of Welfare.

Welfare: Pre-Release can provide spouses or relatives awaiting a client's release on their new status with welfare. Oftentimes if the family is already receiving food stamps the allotment can be increased on the offender's release. (Any increase would cease after 30 days gainful employment by the offender.)

Family Counseling: On an individualized basis Pre-Release can assist the family in understanding and coping with many of the anxiety raising problems of reunification. In today's society making ends meet becomes harder and harder and short-term counseling sessions prior to release can help alleviate some of the interpersonal problems that may occur.

### JOB INTERVIEW FORMS

The Pre-Release unit uses many forms in the process of assisting its clients in their job search. The Unit has adapted the use of the Department of Employment Security Form 11. This form will be completed by the client some time during the six months pre-release training. All items on the form will be filled out as completely as possible, where the check mark appears. Remember, give as complete information as possible. If additional information is to be submitted, use a blank sheet of paper.

Pre-Release Questionnaire is to be completed and sent to the Corrections Counselor/Case Manager. This small form is a vital part of the job search. Five questions are being asked, but these can determine where you will work, other skills that you may not have mentioned on the Form 11, questions regarding detainers that could hold up your release, your expected salary needs and lastly your ability to survive on the monies that you do have when you leave this institution. If you need assistance on any or all of these forms, seek assistance from the Pre-Release Unit. Sometimes the smallest question can be the most important that you will ever ask prior to your release. See the Sample forms for assistance and guidance.

# INSTRUCTIONS

FOR THE COMPLETION OF THE DEPARTMENT OF  
EMPLOYMENT SECURITY FORM 511

ALWAYS USE A BLACK BALL POINT OR A BLACK FELT TIP MARKER. PRINT ALL ENTIRES. PRINT AS NEATLY AS POSSIBLE. BE PRECISE IN ALL YOUR ENTRIES. REMEMBER: THIS COULD BE THE FORM THAT WILL ASSIST US IN GETTING YOU A JOB THAT WILL GET YOU OUT OF HERE ON PAROLE.

- ITEM 1: ENTER YOUR SOCIAL SECURITY NUMBER IN THE BLOCKS PROVIDED.
  - ITEM 4: PRINT YOUR LAST NAME, SPACE, FIRST NAME, SPACE AND MIDDLE INITIAL.
  - ITEM 5: ENTER YOUR ADDRESS THAT YOU HOPEFULLY WILL BE LIVING AT WHEN YOU ARE RELEASED FROM THIS INSTITUTION.
  - ITEM 6: TELEPHONE NUMBER WHERE YOU CAN ALWAYS BE REACHED AT (NOT THE PRISON TELEPHONE NUMBER)
  - ITEM 7: CITY AND COUNTY OF HOME ADDRESS, INCLUDING THE ZIP CODE.
  - ITEM 8: DATE OF BIRTH (ENTER MONTH, DAY AND YEAR)
  - ITEM 9: SEX
  - ITEM 10A: ONE OF THE MORE IMPORTANT ITEMS. BE SURE AND ENTER THE HIGHEST GRADE OF SCHOOLING COMPLETED. THIS COULD INCLUDE G.E.D. OR ANY EDUCATIONAL ACHIEVEMENTS THAT YOU HAVE DONE WHILE IN THIS PRISON.
  - ITEM 10B: IF YOU HAVE COMPLETED ANY VOCATIONAL TRAINING WHILE HERE IN THE PRISON, THIS IS WHERE IT WOULD BE ENTERED, SUCH AS AUTO MECHANICS, AUTO BODY, ETC.
  - ITEM 11A: YOUR HEIGHT.
  - ITEM 11B: YOUR WEIGHT.
  - ITEM 12: MARITAL STATUS.
  - ITEM 13: NUMBER IN FAMILY MEANS THE NUMBER THAT YOUR GOING TO BE RESPONSIBLE FOR FOR SUPPORT AFTER YOU LEAVE THE PRISON, (SUCH AS WIFE & CHILDREN, ETC)
  - ITEM 15: IF YOU SERVED IN THE MILITARY, THIS IS WHERE THE ENTRY MUST GO. IF YOU HAVE SERVED LESS THAN 180 DAYS, LEAVE THIS BLANK.
  - ITEM 16: ARE YOU A U.S. CITIZEN, YES OR NO.
- TURN THE FORM OVER
- ITEM 38: THE SINGLE MOST IMPORTANT ITEM. THIS SHOULD BE AS ACCURATE AS POSSIBLE. THINK BEFORE YOU MAKE ANY ENTRY HERE. TRY AND BE PRECISE AS POSSIBLE. ANSWER ALL QUESTIONS AS THOUGH YOUR NEXT JOB MIGHT DEPEND UPON THE ANSWER YOU GIVE HERE, BECAUSE IT COULD. START WITH THE JOB YOU HELD JUST PRIOR TO COMING TO PRISON AND THEN WORK YOU WAY BACKWARDS TO THE SECOND JOB AND FINALLY THE THIRD JOB YOU HAD PRIOR TO COMING TO PRISON. DO NOT INCLUDE PART TIME EMPLOYMENT. BE AS ACCURATE AS POSSIBLE WITH THIS ENTIRE ITEM. PRINT ALL ENTRIES, CHECK YOU SPELLING AND DATES.

APPLICATION CARD										New Hampshire Department of Employment Security												
20. COUNTY CODE		21. RACE/ETHNIC			22. W/H FAMILY SIZE			23. SPW/MIGR.			24. VET NO - 0			25. OTHER VETS & ELIGIBLES			26. WELFARE					
1-3		1 W 4 AI 2 B 5 Asian 3 H 6 IMA			0 NA 5 1 6 2 7 3 8 4 9 More			0 No 1 Seasonal Farm Wkr. 2 Migrant Farm Wkr. 3 Migrant Food Proc.			1 Rec. Sep. 2 3			4 Rec. Sep. V. HAM 5 6			7 Other 8 Not. Dis. Disabl. Spec. Dis. 9			0 No WIN 1 Mand 2 Vol 3 Unemp Parent 4 Non WIN 5 Other		
27. CLAIMANT		28. HDCP.			29. FS Wk. Reg			30. EMPLY. STATUS			31. ECON. DISAD.			32. CETA Part.			33. OFFICE NO.			34. STATION DESK		
0 No 1 State 2 Other 3 4		0 No 1 Phy. 2 M. Pzd. 3 M. Rstd.			0 No 1 YES 2 Hd. Hshld 3 JSA-Hd. 4 JSA-Other			1 Part Time 2 Full Time 3 Not Working 4 Job Attachment			1 Yes 2 No			0 No 1 CETA			16-19			20-23		
29a. FS CASE NO.										36. If Alien Type of Visa-Proof												
35. SPECIAL INFORMATION										Form AR-3a <input type="checkbox"/> I-94 <input type="checkbox"/>												
Disabilities, Limitations, Leisure Time Activities										I-151 <input type="checkbox"/> I-551 <input type="checkbox"/>												
										37. If needed (or Work do you have)												
										<input type="checkbox"/> Tools <input type="checkbox"/> Operators License												
										<input type="checkbox"/> Auto <input type="checkbox"/> Trk. - Lt.												
										<input type="checkbox"/> Truck <input type="checkbox"/> Trk. - Hvy.												
										<input type="checkbox"/> Cycle <input type="checkbox"/> Trk. - TT.												
										<input type="checkbox"/> Cycle												
35a. SKILLS, KNOWLEDGE, ABILITIES										35b. TEST TYPE & DATE												
										Would you relocate? How far will you commute? yes <input type="checkbox"/> no <input type="checkbox"/>												
										ES-511 1-109 R-10/80												
1. SOCIAL SECURITY NO.										2. APPLICANT TYPE												
A B C D E F G H I J K L M N O P										1 Reg 2 Part Reg 3 Renewal (A) TC2												
24										33. <input type="checkbox"/>												
										3. SUMM. YOUTH												
										1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No												
										34. <input type="checkbox"/>												
										18. DUTY CODE												
										46												
4. LAST NAME										47. TITLE												
FIRST NAME										19. DATE												
MIDDLE INITIAL																						
5. ADDRESS										6. TELEPHONE NO.												
										68 73												
5a. MAILING ADDRESS - If other than above										CODE												
7. CITY or TOWN										7. STATE												
COUNTY										ZIP CODE												
8. BIRTH DATE										10a. CIRCLE HIGHEST GRADE OF SCHOOL COMPLETED												
MO. DAY YR.										Grade School High School - College BA MA Phd.												
61-62 63-64 65										0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 66-67												
11a. HEIGHT										10b. LIST VOCATIONAL OR COLLEGE TRAINING YOU HAVE TAKEN												
FL In.										(Including Military) School Course Length Date Ended Degree												
11b. WEIGHT																						
Pounds																						
12. MARITAL STATUS										13. NO. IN FAMILY												
1 <input type="checkbox"/> Never 2 <input type="checkbox"/> Married 3 <input type="checkbox"/> Widowed										4 <input type="checkbox"/> Divorced 5 <input type="checkbox"/> Separated												
										14. Family Income Annualized												
										<input type="checkbox"/> Farm <input type="checkbox"/> Non-Farm												
										16. U.S. CITIZEN Yes <input type="checkbox"/> No <input type="checkbox"/>												
										17. Federal Use												

**38. WORK HISTORY**  
Beginning with most recent, describe your jobs (Including Military Service)

Name of Company			Job Title—
Address			Responsibilities—
Type of Business			Tasks Performed—
Starting Date	Ending Date	Pay	Machines Operated—
Reason for Leaving Job			Tools Used—
Name of Company			Job Title—
Address			Responsibilities—
Type of Business			Tasks Performed—
Starting Date	Ending Date	Pay	Machines Operated—
Reason for Leaving Job			Tools Used—
Name of Company			Job Title—
Address			Responsibilities—
Type of Business			Tasks Performed—
Starting Date	Ending Date	Pay	Machines Operated—
Reason for Leaving Job			Tools Used—

DO NOT WRITE BELOW THIS LINE

If additional space is needed, see receptionist

**39. SUMMARY OF OTHER WORK EXPERIENCE**


40. 614  Counseling Dates

41. COMMENTS AND OCCUPATIONAL PREFERENCES


**42. RECORD OF SERVICE**

CALLED	DATE		EMPLOYER, AGENCY, OR TYPE OF SERVICE	JOB TITLE, PURPOSE, OR COMMENTS	REFERRAL ACTIVITY			Remarks
	REFERRED	OTHER			DUR.	PAY	RESULT	

**PRE-EMPLOYMENT CHECKLIST**

This checklist is intended as a guide for you to maximize your chances of getting the job you want. The employment market has become very competitive at all levels and the first impression you make on any prospective employer is the most lasting. If a man does not have enough self-respect to follow the pre-employment guidelines, then he most likely will not secure the job he desires. The items are simple in name, but very important for the interview session.

PERSONAL HYGIENE

- \_\_\_\_\_ SHOWER
- \_\_\_\_\_ SHAVE, AFTER SHAVE IF AVAILABLE
- \_\_\_\_\_ HAIR CLEAN, CUT TO TODAY'S STANDARDS IF POSSIBLE
- \_\_\_\_\_ DEODORANT
- \_\_\_\_\_ TEETH BRUSHED
- \_\_\_\_\_ NAILS TRIMMED AND CLEAN
- \_\_\_\_\_ NO EXCESSIVE CHAINS OR EARINGS

CLOTHING

- \_\_\_\_\_ SPORT SLACKS OR NEW JEANS, IF AVAILABLE
- \_\_\_\_\_ SPORT SHIRT OR PRESSED GREEN SHIRT (PROPERLY FITTED)
- \_\_\_\_\_ BELT (NO DRUG OR BIKER BUCKLES)
- \_\_\_\_\_ SHOES CLEANED
- \_\_\_\_\_ JACKET, IF APPLICABLE

MISCELLANEOUS

- \_\_\_\_\_ LETTERS OF RECOMMENDATION FROM FORMER EMPLOYERS
- \_\_\_\_\_ CERTIFICATES OF EDUCATION, TRAINING, ETC.
- \_\_\_\_\_ WORK REPORT SUMMARY, IF AVAILABLE

Each man who will appear for a job interview is normally limited to one day on the street. Time is very important to the whole job development process. Try to get a good night's sleep and mentally prepare for the interview. The best interview technique is to be honest and energetic. Avoid vulgarity and excessive talk. The interviewer will ask the questions and you should answer them fully and clearly.

If you have further questions, or desire assistance in interviewing techniques, please contact the Pre-Release Department.

Now that you have made parole, you are now preparing to "hit the streets". Last minute details such as gate money, tools from Vocational Rehabilitation, job confirmation, etc., will be taken care of by the prison staff and your counselor. However, you, the principal actor, must decide whether or not you will do "life on the installment plan". The valuable services we have provided are helpful tools with which you may personally begin to rebuild your life. These tools will serve you well if you have "got your act together" in terms of a new attitude and a deep, resolute change of heart. Without which, all the programs and helping agencies in the world will not keep you on the streets.

Where you go from here depends largely on where you WANT to go.

THAT, YOU MUST DECIDE.

NOTES

**END**