

STEP Guide

**Strategies for Transitioning
Ex-Offenders Program**



**A Handbook to help you prepare for your
release in Maricopa County**

The Arizona Coalition to
End Homelessness

Strategies for Transitioning

The Basic Strategies

Plan for your transition on day one of incarceration or soon thereafter. Often, securing housing and other services is a long process of letter writing back and forth to obtain admittance/space into programs. Below is a loose strategy for how to structure your time and the goals to set pre-release. Keep in mind that goals are different for everyone, and you must make plans based on your needs.

2 years pre-release:

Diagnose your educational and vocational skills and experience. Enroll in programs that can help lead you to the path to employment.

6 months pre-release:

Attend job/life skills training classes and any other classes that can help you prepare for employment post-incarceration. If you are enrolled in any substance abuse programs, begin to find the programs that match your needs the best. Based on this information, look for housing that will support sobriety and provide the necessary financial support, i.e. emergency shelter, transitional shelter, permanent housing.

5 months pre-release:

Write to the programs you are interested in and ask for further eligibility requirements and processes to get into their program.

3 months pre-release:

Start making decisions about which services to pursue, and get on waiting lists.

1 month pre-release:

Finalize where you will live.

15 days pre-release:

Arrange for transportation from jail/prison to your new home. Also identify emergency resources: food, clothing, healthcare, etc.

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About the Guide...

This guide is intended to help you begin the process of re-entering the community. It is a guide to some steps you can take before your release. One thing you can do is to explore programs offered by social service organizations. It is best to write to them before your release to find out their requirements since most agencies have criteria and it's not advisable to just show up on their doorsteps. A sample letter can be found at the back of the guide.

Many of the agencies listed in this guide have waiting lists, so they may not be able to guarantee you a bed in their program on the day you get out. However, even if one agency can't help you, they may be able to refer you to another one that can.

Besides shelter information, other information included in this guide will also help you after you are released. Helpful sections include where to find meals, transportation, medical/dental needs, and employment opportunities.

Don't be discouraged if some of the information listed in the guide has changed, keep trying to get the help and information you need (see p. 32).

Hints and Tips on Services

- Locate services as close to you as possible to avoid long transportation trips
- Call ahead of time to each service to determine if you are eligible for the desired services and when those services are offered
- Always try to set up an appointment
- If you are traveling by car, plan to arrive 15 minutes early
- If you are traveling by bus, plan to arrive 30 minutes early

Helpful websites

Arizona Coalition to End Homelessness

www.azceh.org

Find updated STEP guides on our website.

Arizona Self Help

www.arizonaselfhelp.org

Prescreens eligibility and provides information on Food Stamps and other programs such as: Food and Nutrition, Housing and Utilities, Financial Benefits, Health Care, and Children Resources.

Community Information and Referral

www.cir.org

English/Spanish bilingual Information & Referral Specialists are ready to help you 24 hours a day to assist you in finding the help you need. We are central and northern Arizona's *First Call for Help*.

Emergency Shelters

Shelter	Services
<p>CASS 230 S. 12th Ave. Phoenix, AZ 85007 602-256-6945</p>	<p>Shelter, case management, employment services, medical, dental, veterans, childcare.</p>
<p>Church on the Street 4006 W. Van Buren St. Phoenix, AZ 85009 602-447-0259</p>	<p>Shelter, discipleship program.</p>
<p>East Valley Men's Center 2345 N. Country Club Mesa, AZ 85201 480-610-6722x100</p>	<p>Shelter, job assistance, life skills program, AA, NA.</p>
<p>Phoenix Rescue Mission 1801 S. 35th Ave. Phoenix, AZ 85005 602-346-3360</p>	<p>Shelter, case management, job assistance, chapel services, meals, showers, food boxes, drug rehab program.</p>
<p>Spirit of God Ministries 1236 S. 12th Ave. Phoenix, AZ 85007 602-272-3662</p>	<p>Shelter, food boxes.</p>
<p>UMOM 3320 E. Van Buren St. Phoenix, AZ 85008 602-275-7852</p>	<p>Shelter, case management, crisis counseling, life skills, educational and vocational services; childcare.</p>

CONTACTS Shelter Hotline
602-263-8900

Eligibility	Requirements
Men: Yes Women: Yes Felons: Yes Sex Offenders: Yes	None.
Men: Yes Women: No Felons: Yes Sex Offenders: No	Must have a photo ID for a 15 day stay. Without an ID only a 3 day stay is available.
Men: Yes Women: No Felons: Yes Sex Offenders: Yes	Must have some form of ID and be working.
Men: Yes Women: No Felons: Yes Sex Offenders: Yes	Must have a photo ID and be involved in case management.
Men: Yes Women: No Felons: Yes Sex Offenders: No	None.
Men: No Women: Yes Felons: No Sex Offenders: No	Picture ID and birth certificate.

Transitional Housing

Housing Program	Services
Alternative Living 344 N. Date St. Mesa, AZ 85201 602-339-2087	Halfway house for women recovering from addictions.
Andre House 213 S. 11th Ave. Phoenix, AZ 85007 602-252-9023	Shelter, meals, clothing, laundry, showers.
East Valley Men's Center 2345 N. Country Club Mesa, AZ 85201 480-610-6722	Shelter, job assistance, life skills, AA, NA.
Gift of Mary 1406 S. 17th Ave. Phoenix, AZ 85007 602-254-8424	Shelter, meals.
House of Compassion 1745 W. Las Palmaritas Phoenix, AZ 85021 602-316-5644	Shelter, counseling, faith-based program.
House of Refuge East 6935 E. Williams Field Rd. Mesa, AZ 85212 480-988-9242	Shelter, case management, various classes.

Eligibility	Requirements
Men: No Women: Yes Felons: Yes Sex Offenders: No	Must attend counseling and NA/AA meetings. \$120/week rent.
Men: Yes Women: Yes Felons: Yes Sex Offenders: No	Free housing for individuals that are working and sober.
Men: Yes Women: No Felons: Yes Sex Offenders: Yes	Must have ID and be working. This is a 4 month program.
Men: Elderly only Women: Yes Felons: Yes Sex Offenders: No	Must have ID or birth certificate. Also must have a social security number.
Men: No Women: Yes Felons: Depends on situation Sex Offenders: No	Since this is a faith-based program, participants must attend a church. Write/call to request an interview.
Men: Yes Women: Yes Felons: Depends on situation Sex Offenders: No	Must have an ID, social security card and some form of income.

Transitional Housing

Housing Program	Services
House of Refuge Sunnyslope 9835 N. 7th St. Phoenix, AZ 85020 602-678-0223	Shelter, meals, Bible study.
Streets of Joy 3535 E. McDowell Phoenix, AZ 85008 602-285-9382	Shelter, transportation, hygiene products, Bible studies.
U.S. VETS—Phoenix 804 E. Jones Ave. Phoenix, AZ 85040 602-305-8585	Shelter, employment, job assistance, case management.
Valley of the Sun YMCA 350 N. 1st Ave. Phoenix, AZ 85003 602-257-5120	Shelter, showers.

Eligibility	Requirements
Men: Yes Women: No Felons: Yes Sex Offenders: No	Must have a photo ID and be working. Bible studies are mandatory.
Men: Yes Women: No Felons: Yes Sex Offenders: Yes	Christian discipleship program emphasizing daily Bible study. No fee for first 30 days, then \$135/week.
Men: Yes Women: Yes Felons: Most accepted Sex Offenders: No	Must be a U.S. Veteran. If a photo ID is not available, U.S. VETS will help the client get one.
Men: Yes Women: Yes Felons: Depends on situation Sex Offenders: No	Must have a state ID. Rent starts at \$105/week.

Low Income Housing

Housing Program	Services
Native American Connections— Stepping Stone Housing 1325 N. 14th St. Phoenix, AZ 85006 602-252-2865	Rental housing based on income, case management.
Native American Connections— Sunrise Circle Housing 2922 N. 39th St. Phoenix, AZ 85018 602-252-2865	Rental housing based on income, case management.
New Arizona Family, Inc.— Pinchot Gardens Community Undisclosed location Phoenix, AZ 602-553-7300	Housing and substance abuse recovery for women and their children, nursery service, case management, referrals, life skills, education, legal assistance.
New Arizona Family, Inc.—SMI and Dual Diagnosis 3222 N. 37th St. Phoenix, AZ 85018 619 W. Southern Mesa, AZ 85210 602-553-7300	Housing and substance abuse recovery treatment, education, life skills.

Eligibility	Requirements
Men: Yes Women: Yes Felons: Depends on situation Sex Offenders: No	Must have a photo ID, social security card, proof of homelessness. Must pass Section 8 background and income requirements.
Men: Yes Women: Yes Felons: Depends on situation Sex Offenders: No	Must have a photo ID, social security card, proof of homelessness.
Men: No Women: Yes Felons: Yes Sex Offenders: No	Must have photo ID. If entering with children, records of immunization are required. Fees are sliding scale.
Men: Yes Women: Yes Felons: Yes Sex Offenders: Yes	Current TB test and physical exam required within 7 days. Current medication sheet. Must be referred by Magellan case manager. Fees are based on a sliding scale.

Low Income Housing

Housing Program	Services
New Arizona Family – Sober Homes Program 2615 S. Canton Mesa, AZ 85202 602-553-7300	Housing for SMI with substance abuse problems, educational assistance, job assistance, counseling, substance abuse treatment.
UMOM– Single Room Occupancy Units Office: 3320 E. Van Buren Phoenix, AZ 85008 602-694-0734	Permanent housing, case management, budgeting assistance, information on educational/vocational activities, exit planning, bus tickets.
UMOM– Lamplighter Apartments Office: 3320 E. Van Buren Phoenix, AZ 85008 602-275-7852	Permanent housing, case management, budgeting assistance, information on educational/vocational activities, exit planning, bus tickets.

Eligibility	Requirements
Men: Yes Women: Yes Felons: Yes Sex Offenders: Yes	Must have SMI form, New Arizona Family SMI general assessment. Must be referred by Magellan case manager. Housing is 30% of income.
Men: Yes Women: Yes Felons: No Sex Offenders: No	Must be 55+ or have a disability. Need to have a social security card and photo ID. Must be homeless.
Men: Yes Women: Yes Felons: Yes Sex Offenders: Yes	Need a social security card and photo ID. Must be homeless. Rent for non-SMI clients ranges from \$175-325/month.

Medical, Dental, Mental Health

Agency	Services
Advocates for the Disabled 4520 N. Central Phoenix, AZ 85012 602-212-2800	Assists with complaints under the Americans with Disabilities Act.
CASS Dental Clinic 230 S. 12th Ave. Phoenix, AZ 85007 602-256-6945x3125	Comprehensive dental care for homeless individuals and families.
Healthcare for the Homeless 220 S. 12th Ave. Phoenix, AZ 85007 602-372-2100	Primary medical care, behavioral health care, substance abuse treatment, and case management
Lions Vision Center 1016 N. 32nd St. Phoenix, AZ 85008 602-267-7573	Affordable eye exams and eye glasses (\$60-\$70 for frame, lens, and exam).
Magellan (Regional Behavioral Health Authority) 4129 E. Van Buren, Ste. 150 Phoenix, AZ 85008 1-800-327-3566	Broad range of services for individuals with serious mental illness.
Southwest Behavioral Health 3450 N. 3rd St. Phoenix, AZ 85012 602-265-8338	Many services including mental health, substance abuse, community integration, and crisis recovery.



Eligibility/Requirements
None.
Must be homeless.
Must be homeless.
Must have some form of ID and have fixed, low, or no income.
Must complete AHCCCS screening. Sliding scale costs for services. Must live in Maricopa County.
Must have birth certificate, AHCCCS card, ID. Must be AHCCCS eligible or private pay.



Meals and Food Boxes

Agency	Services
Andre House 213 S. 11th Ave Phoenix, AZ 85007 602-255-0580	Evening Meals 5:30–6:30 p.m. except Fridays
Care Partnership 466 S. Bellview Mesa, AZ 85240 480-833-8987	Food Boxes available M-F from 8:00 a.m.–5:00 p.m. Call first.
Interfaith Cooperative Ministries 501 S. 9th Ave. Phoenix, AZ 85007 602-254-7450	Food Boxes available from 9:00–11:00 a.m. Bring a photo ID and proof of residence.
Phoenix Rescue Mission 1801 S. 35th Ave Phoenix, AZ 8500 602-346-3360	Serve three meals a day to anyone, even non-residents of Phoenix Rescue Mission
Salvation Army 635 E. Broadway Rd Mesa, AZ 85204 480-833-8322	Food Boxes available from 8:00 a.m.–3:00 p.m. Must have an ID for first visit.
Salvation Army 85 E. Saragosa Sr. Chandler, AZ 85225 480-963-2041	Food Boxes Tu-F from 8:30 a.m.–12:00 p.m. & 1:00–3:00 p.m.

Dial 1-800-445-1914 for the Food Bank Nearest You
 Or www.azfoodbanks.org for complete listing

Agency	Services
Salvation Army 6010 W. Northern Ave Glendale, AZ 85301 623-934-0469	Food Boxes M-F 12:00-1:00 p.m. for Glendale residents or homeless individuals/families. A photo ID must be provided by the person picking up food.
St. Mary's Food Bank 2831 N. 31st Ave Phoenix, AZ 85009 602-352-3640	Food Boxes
St. Vincent de Paul 1075 W. Jackson St. Phoenix, AZ 85007 602-340-5983	Serve breakfast M-F from 7:00 -8:00 and lunch daily from 11:00 a.m.—12:45 p.m.
United Food Bank 258 E. Javelina Ave. Mesa, AZ 85210 480-926-4897	Receive \$26-\$30 worth of food for \$15 in cash or food stamps. Open to the general public Fridays only from 8:00 a.m.—2:00 p.m.
Westside Food Bank 13050 W. Elm St Surprise, AZ 85374 602-242-3663	Emergency food boxes, discount food packages (\$13-35)

Chemical Dependency Programs

Agency	Services
Alcoholics Anonymous Hotline 602-264-1341	
Cocaine Anonymous Hotline 602-279-3838	
Alternative Living 344 N. Date St. Mesa, AZ 85201 602-339-2087	4 month residential recovery program.
Native American Connections Indian Rehab 636 N. 3rd Ave. Phoenix, AZ 85003 602-495-3085	16 bed residential substance abuse facility for individuals with a primary substance abuse disorder and a co-occurring psychiatric disorder.
Narcotics Anonymous Hotline 480-897-4636	
Phoenix Rescue Mission 1801 S. 35th Ave Phoenix, AZ 602-233-3000	12 month residential drug treatment program.
SW Behavioral Health Services - 7th Ave. Clinic 1424 S. 7th Ave Phoenix, AZ 85007 602-258-3600 Ext. 0	Substance Abuse Treatment Methadone Maintenance Treatment Outpatient services only. No out of pocket costs to clients. Length of treatment is determined during initial assessment.

Eligibility	Requirements
Men: No Women: Yes Felons: Yes Sex Offenders: Yes	Must have a desire to stay clean and sober. Provide a picture ID and social security card. Phone interview to determine appropriate placement. Fee is \$120/week.
Men: Yes Women: No Felons: Yes Sex Offenders: Yes	Length of stay is 30-40 days.
Men: Yes Women: Yes, outpatient only Felons: Yes Sex Offenders: Yes	ID is needed after 2nd day. All services are free.
No sex offenders Call for a telephone screening from 8 am –3 pm Monday through Saturday. This is followed by a 2 hour intake/ assessment and first service.	Generally, must be AHCCCS eligible. Must provide a picture I.D.

Job Services

Agency	Services
AWEE 640 N. 1st Ave. Phoenix, AZ 85003 602-223-4333	Workforce development, job coaching, peer support groups, case management for unemployed and underemployed individuals.
City of Phoenix Workforce Connection Program 200 W. Washington, 19th Fl. Phoenix, AZ 85003 602-262-6776	Career advisement, resume preparation, job readiness workshops, transportation allowance, daycare assistance, resource room with copier, fax machines, and computers.
Family Service Agency 2400 N. Central Ave., Ste. 400 Phoenix, AZ 85004 602-264-9891	Career exploration, goal setting, resume writing, interview skills, job search skills, assertiveness training.
Maximus 9633 S. 48th St., Ste. 100 Phoenix, AZ 85044 480-505-1800	Jobs Program, case management, and community coordination.
St. Joseph the Worker 1125 W. Jackson St. Phoenix, AZ 85007 602-417-9854	Job skills course including communication and workplace etiquette, mock interviews, bus tickets to and from work, resume development, and extra services for formerly incarcerated individuals.

For Maricopa County One Stop employment centers, visit
www.arizonaworkforceconnection.com

Eligibility	Requirements
Men: Yes Women: Yes Felons: Yes Sex Offenders: No	Must have a photo ID.
Men: Yes Women: Yes Felons: Yes Sex Offenders: Yes	Must have a photo ID, social security card and resume. A resume template is available.
Men: Yes Women: Yes Felons: Yes Sex Offenders: No	Must have photo ID and social security card to receive services. Job training classes cost \$45.
Men: Yes Women: Yes Felons: If referred by FAA Sex Offenders: If referred by FAA	Must be referred from Family Assistance Administration and receive cash assistance. Must take a job readiness class.
Men: Yes Women: Yes Felons: Yes Sex Offenders: Yes	Must have social security card and photo ID. Must also be clean and sober for 30 days. To enter program go to office and complete paperwork M-Th 7:30–11:00 am. or 1:00–3:00 p.m.

ACEH

Job Services

Agency	Services
Tetra Services P.O. Box 45442 Phoenix, AZ 85064 602-685-9703	Vocational services including job development, job coaching, and training that supports self-sufficiency and independence.
U.S. Vets 804 East Jones Ave. Phoenix, AZ 85040 602-305-8585	Career counseling, job development, case management, resource referral, and street outreach.
Vocational Rehabilitation 3221 N. 16th St., Ste. 200 Phoenix, AZ 85016 602-266-6752	The vocation rehabilitation program helps people with disabilities become or remain economically independent through work.

DOC Job Developer Locations

Central Phoenix Parole Office
5062 North 19th Avenue # 100
Phoenix, Arizona 85015
(602) 841-6019

Southwestern Maricopa Parole
7345 West Indian School road
Phoenix, Arizona 85033
(602) 255-3476

602-340-9393



Eligibility	Requirements
Men: Yes Women: Yes Felons: Yes Sex Offenders: No	Documentation of disability, photo ID, and Social Security Card.
Men: Yes Women: Yes Felons: Most Sex Offenders: No	Must provide a copy of your DD-214 (they can help order replacement copies), and a photo ID. Must be a homeless veteran.
Men: Yes Women: Yes Felons: Yes Sex Offenders: Yes	Proof of disability and photo ID required. Must attend an orientation after which you are assigned a counselor and an intake appointment. Services are free.



Miscellaneous Services

Agency	Services
<p>André House 213 S. 11th Ave Phoenix, AZ 85007 602-252-9023</p>	<p>Evening meals except Fridays, showers, clothing, laundry.</p>
<p>City of Mesa Housing Services 415 N Pasadena Mesa, AZ 85201 480-644-3536</p>	<p>Section 8 Housing Choice Vouchers, owner-occupied and rental rehabilitation services.</p>
<p>Community Information & Referral 2200 N. Central Ave., Ste. 601 Phoenix, AZ 85004 602-263-8856 Help Hotline 602-263-8900 CONTACTS</p>	<p>24 hour help hotline, CONTACTS shelter hotline, community voicemail.</p>
<p>Community Legal Services 305 S. 2nd Ave. Phoenix, AZ 85003 602-258-3434</p>	<p>Legal assistance for low-income individuals regarding housing rights, domestic relations, and accessing government benefits.</p>
<p>Federal Bonding Program UI Special Programs 918B-3 PO.. Box 6666 Phoenix, AZ 85005 602-495-1861 x1002</p>	<p>The Federal Bonding Program provides bonding up to \$5000 for 6 months at no cost to employer or employee. Being backed by a bond can be a great asset in finding employment.</p>

Eligibility/Requirements
All services require some form of ID, except for meals and showers. Services are free.
Photo ID, proof of citizenship and social security number are required.
No eligibility restrictions.
Must meet federal poverty guidelines and be a U.S. citizen.
Anyone who is not eligible for commercial bonding.

Miscellaneous Services

Agency	Services
Housing Authority of Maricopa County 2024 N. 7th St., Ste. 101 Phoenix, AZ 85006 602-744-4500	Public housing information, Section 8 assistance.
Interfaith Cooperative Ministries 501 S. 9th Ave. Phoenix, AZ 85007 602-254-7450	Food boxes, clothing, rental/utility assistance. Services are free.
St. Vincent de Paul 420 W. Watkins St.—Physical P.O. Box 13600—Mailing Phoenix, AZ 85003 602-254-3338	Ministry to the homeless and incarcerated, hot meals, eviction prevention, thrift stores, assistance in finding housing and employment, and more.



Eligibility/Requirements
Depends on the program. Call for information.
Photo ID or Release/Parole documents.
Eligibility depends on the service. Call for information.



Rebuilding a Life After Prison

The transition to life after prison is a big challenge, and this brochure is designed to help you through this exciting but often difficult time. If you take to heart the following four suggestions we think these resources can help you to be successful with rebuilding.

Do your homework. Make as many arrangements for yourself as you can before you get out. Use this brochure to write to agencies for help.

Give yourself time to adjust. Don't try to accomplish everything right away. Take time alone or with family and close friends only. Be patient with yourself and know it might take you a while to reach your goals. You may feel depressed or overwhelmed. This is normal - just take some time to heal.

Ask for help. There is an answer to every question you have. All you need to do is ask. This does not make you weak, it makes you smart. Call the agencies in this pamphlet. If they can't help you, ask them who can. Keep asking until you get the right answer.

Tips for Housing Applications

Most places ask you to complete an application and, perhaps, to have an interview. You will probably be asked for certain background information, including a question about felony convictions. You can prepare for the application and interview process by doing the following:

- Bring along your parole officer's contact information
- Bring proof of current employment
- Arrange for 2 - 3 people to be your personal references. These should be people who know you and who can speak well of you. You may need to provide their contact information to the apartment manager. Speak to these people in advance so that they are prepared to receive a call about you.
- Make a good impression on the person you speak with by having a presentable appearance - clean clothes and good hygiene are important.
- Check to see whether or not you have good credit.

Many property managers told us that they like to have tenants who are quiet and respectful of their neighbors, so if this fits your personality and lifestyle it would be an effective point to make during an interview. Many apartment managers will claim that they do not house offenders. However, proper attitude and presentation may open the door. Sometimes the nature of the offense makes a difference, for example, they are willing to make an exception if it was a minor, non-violent offense.

We recommend attaching a letter to your housing application that explains your conviction and gives more information about the nature of your offense, your efforts to rehabilitate, and what would make you a good tenant. Please see the **sample letter on page 36** of this handbook for ideas.

Tips for Finding a Job

Resources for the Job Search

Former prisoners who work hard on their skills and the job search are successful at finding work, and many Phoenix employers are willing to hire you. However, it may take longer than you expect to find a job. Don't give up—put out as many applications as you possibly can.

The Application Process

For many jobs, the application form is the most important part of the process. Often, it is how you make your first impression on an employer. It is a very good idea to be honest about your conviction when completing employment applications, so provide this information if it is requested.

Lying about a conviction on a job application could get you fired later. We recommend that you write a letter in advance explaining the conviction and the circumstances of that time. For example, if you think your age and lifestyle were a factor in the crime, then discuss this honestly. If your lifestyle was different then compared to now, explain these changes. Note: Avoid excuses about your crime. Take ownership for it. Some of the activities from prison could be mentioned in this letter, if you feel like it could make a good impression on employers. For example, if you have:

- a secure living environment
- learned job-related skills before, during, or after your incarceration
- received any positive work evaluations
- completed any educational activities
- participated in other rehabilitation activities that would impress an employer (religious activities, NA, AA, drug counseling, etc)
- letters of reference.

Tips for Finding a Job

Then discuss your present situation and your plans for the future. On the application, on the line where it asks about convictions, write exact class felony. Then attach a cover letter and resume to the application and make sure the person who takes the applications knows you are attaching it.

You should also prepare in advance for the information that will be requested on application forms. For example, you will need to know the address and phone number of the different places you have worked, as well as the dates you worked there. This can be hard to remember, so contact a social security office for a printout (for minimal cost). Spend some time filling out a generic application and then take that application with you as you apply for employment. You can use the sample application as a guideline to fill out the new application.

Application Don'ts	Application Dos
<ul style="list-style-type: none"> Rushing through the application Sloppy penmanship Employment gaps - blanks from the time you were in prison Appearing desperate, for example, "Position Desired: Anything" Brief descriptions of job duties Leaving blanks on the form 	<ul style="list-style-type: none"> Read the application completely before starting Take time to print neatly and clearly Show the work experience from when you were incarcerated Use a specific job goal, for example, "Position Desired: A full-time, permanent position where I may use my skills in adapting and repairing tools, machinery and equipment." Be descriptive when writing about your job duties Complete all spaces where information is requested of you Put date you can start (not next day)

Sample Letters

Pre-Release

Your Name
Your Address
City, State, Zip Code

Today's Date

Agency's Name
Agency's Address
City, State, Zip Code

Dear Sir or Madam:

My name is _____ and I am currently finishing my prison sentence at _____. My release date is _____, and I will have no place to go when I am released.

I am asking that you work with me in advance of my release, so I can have a place to stay and a program to follow instead of becoming homeless. Please send me any necessary paperwork and a list of requirements to qualify for your program, so I may collect all that information ahead of time.

I appreciate your assistance, and I eagerly await your reply.

Sincerely,
Your Signature

Job Application

Name of Employer/Company
Employer/Company Address
City, State, Zip Code

Today's Date

Your Name
Your Address
City, State, Zip Code

Dear Sir or Madam:

I am forwarding my resume in response to your advertisement for (position). As detailed below, my experience qualifies me for the position.

You require:

- Skills
- Skills

I offer:

- Experience
- Skills
- Abilities

As you can see from my application, in (year of conviction), I was convicted of a felony offense. Since then, I have completed drug rehabilitation, and I am ready to prove my abilities as a courteous, reliable, and hardworking employee.

The enclosed resume is a brief summary of my qualifications, but I feel strongly that during a personal interview my potential to be of service to your organization would be more fully demonstrated. I will follow up with a phone call on (date) to confirm receipt of my resume.

Sincerely,
Your Name
Your Signature

Housing Application

Name of Rental Property
Property Manager
Property Address
City, State, Zip Code

Today's Date

Your Name
Your Address
City, State, Zip Code
Phone Number

Dear Property Manager/Landlord:

My name is _____ and I am providing this letter to let you know that in _____ (year of conviction) I was convicted of _____, a felony offense. At the time of the crime I was _____ years old. I haven't been in trouble with the law since then.

My decision to _____ was a terrible mistake and it has cost me dearly. Several years of my life have been lost in prison paying for this crime and I am committed to living differently now that I have completed my sentence.

I have completed drug rehabilitation, and I am living clean and working full time at _____. I am a clean, quiet, and responsible tenant.

If you have any questions, please contact me at (phone number).

Sincerely,
Your Name
Your Signature

Notes

Notes

Arizona Coalition to End Homelessness

Please Feel Free To Copy This Guide

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**Arizona Coalition to End
Homelessness**

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www.azceh.org**