

REENTRY RESOURCE MANUAL

ODRC OFFICE OF OFFENDER REENTRY

2014



A resource manual to assist reentry service providers with accessing information about services available across Ohio for people returning home from a period of incarceration

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Points of view or opinions in this document are those of the author and do not represent the official position or policies of the ODPS Office of Criminal Justice Services or the United States Department of Justice.

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MANUAL OVERVIEW

Development of Manual and Purpose

This manual was initially developed to support the expansion of case management and reentry services across rural Ohio through the Ohio Rural Recidivism Reduction Project (OR3). The purpose of this manual is to offer fact sheets about the most commonly-sought social, employment and educational services that are available to people returning from a period of incarceration in a prison or a community-based correctional facility to communities across the state of Ohio. Most of the fact sheets contain information pulled directly from the relevant agency's website, based on the knowledge that it is important for service providers and case managers to access direct-from-the-source information whenever possible. All information not taken directly from agency websites was reviewed for accuracy in the Fall of 2014 by a representative of the agency responsible for providing the service outlined in the fact sheet.

Target Audience

While the larger manual is intended for case managers and other service providers working with the reentry population, the fact sheets are designed so that they can be individually printed for distribution to people who are seeking information about how to access specific social services. If, for example, an offender would like more information about how to get a copy of their birth certificate, a print-out of the birth certificate fact sheet will likely provide much of the information necessary for that person to pursue getting a birth certificate on their own.

Content

The manual is organized by service category, with the following categories represented:

1. Identification Documents
2. Benefits Assistance
3. Employment and Education
4. Special Populations
5. Miscellaneous Services
6. Criminal Justice Services

OFFICIAL WEBSITES OF ORGANIZATIONS AND AGENCIES CITED IN MANUAL

Federal Student Aid	https://fafsa.ed.gov/
Ohio Bureau of Motor Vehicles	http://bmv.ohio.gov/
Ohio Department of Aging	http://www.aging.ohio.gov/
Ohio Department of Education	http://education.ohio.gov/
Ohio Department of Job and Family Services	http://jfs.ohio.gov/
Ohio Department of Medicaid	http://www.medicaid.ohio.gov/
Ohio Department of Rehabilitation and Correction	http://www.drc.ohio.gov/
Ohio Department of Veterans Services	http://dvs.ohio.gov/
Ohio Benefit Bank	http://www.ohiobenefits.org/
Ohio Development Services Agency	http://development.ohio.gov/
Ohio Means Jobs	https://ohiomeansjobs.com/
Ohio Secretary of State	http://www.sos.state.oh.us/
Safelink Wireless	https://www.safelinkwireless.com/
Social Security Administration	http://www.ssa.gov/

Offender Release Card



FACTS ABOUT THE OFFENDER RELEASE CARD:

The offender release card is a non-replaceable DRC identification card issued to eligible inmates at no charge at the time of their release from a DRC institution/facility. This includes inmates released through expiration of sentence, parole, judicial release or other approved release statuses.

Where possible, the card will be made 14 – 30 calendar days before the scheduled release of the offender and held by the Cashier's office staff until the day of release.

If an inmate leaves the institution for a court appearance that may result in an unscheduled release such as judicial release or sentence modification, the offender release card will be provided to the escorting law enforcement officer(s) at the time the inmate is transported to the court appearance. If the inmate isn't released, the ID will be destroyed upon the inmate's return to the institution.

Relevant ODRC Policy: http://www.drc.ohio.gov/web/drc_policies/documents/78-REL-02.pdf

THE OFFENDER RELEASE CARD CONTAINS THE FOLLOWING INFORMATION:

- Agency (Ohio Department of Rehabilitation and Correction);
- Card Type (Offender Release Card);
- Name;
- Date of Birth;
- Social Security Number;
- Two Digitized Photos of the offender, using a bright orange backdrop;
- Digitized Signature;
- Issue Date;
- Card Number (Inmate Number);
- Agency Seal;
- Offender release date.

EXCHANGING THE OFFENDER RELEASE CARD:

Upon release, the offender may present his/her DRC offender release card to the BMV as sufficient documentation for the purpose of obtaining an Ohio identification card (state ID) and any other license or permit for which the BMV considers it sufficient.

If any of the required information is incorrect or is missing from the offender release card, the card will not be accepted by the BMV.

When the BMV issues the Ohio ID card, permit or license, it will destroy the DRC offender release card.



State ID

FACTS ABOUT THE STATE ID:

- Ohio Identification Cards (State IDs) are used for identification only; they do not offer the holder driving privileges.
- In Ohio, you cannot hold an Ohio driver license and State ID at the same time.
- Ohio's State IDs are valid for four (4) years, expiring on the applicant's birthday.
- There is no minimum age for obtaining a State ID.

COST OF STATE ID: New or Renewal: \$8.50, Duplicate or Replacement: \$7.50

WHERE TO GET A STATE ID: You may apply for an Ohio Identification Card at any local Deputy Registrar License Agency (BMV).

TO OBTAIN A STATE ID, YOU MUST PROVIDE ORIGINALS OR CERTIFIED COPIES OF DOCUMENTS THAT CONTAIN THE FOLLOWING INFORMATION:

- Full legal name
- Date of birth
- Social Security number (if one has ever been assigned)
- Legal presence (U.S. Birth Certificate, valid U.S. Passport/Passport Card)
- Residency.

MORE INFORMATION ON STATE IDs HERE:

http://bmv.ohio.gov/state_id_card.stm

PRIMARY ACCEPTABLE DOCUMENTS (MUST INCLUDE DOB)*:

Birth Certificate
 Certified Copy of Court Order (containing full name and DOB)
 Military Identification
 Offender Release Card
 Driver License or Learner's Permit (current or not expired more than 6 months)
 Valid Passport

SECONDARY ACCEPTABLE DOCUMENTS (MUST INCLUDE SSN IF NOT ON PRIMARY DOCUMENT)*:

Employer ID w/Photo
 Certified Copy of Court Order (with or w/out DOB)
 Health Insurance Card (current and valid)
 IRS or State Tax Form issued within last 3 years
 Marriage Certificate or License
 Medical Records
 Public Assistance Benefit Card

*For a complete list, visit: <http://publicsafety.ohio.gov/links/bmv2424.pdf>



Birth Certificate

INFORMATION REQUIRED IN ORDER TO OBTAIN A BIRTH CERTIFICATE:

- Complete legal name of person on birth certificate
- Place of birth (city/county)
- Date of birth
- Full name of mother (maiden name prior to first marriage)
- Full name of father (not always required)

COST OF BIRTH CERTIFICATE: Generally \$21.50—\$25.00

METHODS FOR OBTAINING AN OHIO BIRTH CERTIFICATE:

1. Visit your local Vital Statistics Office (generally located at the health department)

You can obtain your birth certificate from the city or county health department where you were born, or from any other Ohio city or county health department regardless of where the birth occurred in Ohio.

2. Online Ordering

Birth certificate orders can be placed online with no additional fees. They may require a processing time of up to three weeks. For faster service, contact an Ohio city or county health department. Order online here: <https://odhgateway.odh.ohio.gov/OrderBirthCertificates/>

3. By Mail

This may require at least three weeks. Faster service can be obtained from a city or county health department in Ohio. For a record from the state Office of Vital Statistics, mail a check or money order for \$21.50 for each certified record along with a completed [Application for Certified Copies](#).

More info on various request mechanisms here: <http://www.odh.ohio.gov/vitalstatistics/vitalmisc/vitalstats.aspx>

ADDITIONAL INFORMATION ABOUT BIRTH CERTIFICATES:

Is it possible to obtain a birth certificate for someone else?

Yes. In Ohio, it is possible to pick up a birth certificate for someone else at a local health department as long as you provide some basic information about yourself, possess all of the information required to obtain the birth certificate, and sign the certificate application.

How do I get a copy of my birth certificate if I wasn't born in Ohio?

You can visit <http://www.cdc.gov/nchs/w2w.htm> for the national directory of state health departments.



Social Security Card

FACTS ABOUT THE SOCIAL SECURITY CARD:

Social Security cards can be replaced for free if lost or stolen. Individuals are limited to three replacement cards in a year and ten during their lifetime. Legal name changes and other exceptions do not count toward these limits. Also, individuals may not be affected by these limits if they can prove they need the card to prevent a significant hardship.

COST OF CARD: Free

WHERE TO GET A SOCIAL SECURITY CARD: Your local social security office. Locate the closest office here: <https://secure.ssa.gov/ICON/main.jsp> Once the application has been received, you can generally expect to receive the card in the mail within 14 days.

TO OBTAIN A SOCIAL SECURITY CARD, YOU MUST PROVIDE DOCUMENTS THAT PROVE THE FOLLOWING:

1. Citizenship—This will generally be a birth certificate or U.S. Passport.
2. Identity—This must be an official document that is current and shows the applicant's name, birth date or age, and physical information (preferably a recent photograph). This could include a driver's license, a state ID, or a passport.

If you do not have one of the above documents and cannot easily obtain it, you may be allowed to use an employee ID, a school ID, a health insurance card, or a US military card. *To apply for an original social security card, you must provide at least two separate identification documents. To apply for a replacement card, you may be able to provide only one identifying document if it contains proof of both citizenship and identity (such as a State ID or driver license).

Once these documents are ready, download and fill out the SS-5 application form (available here: <http://www.socialsecurity.gov/forms/ss-5.pdf>) and take it to your nearest social security office.

ADDITIONAL INFORMATION ABOUT APPLYING FOR A SOCIAL SECURITY CARD:

All documents must be either originals or copies certified by the issuing agency. Photocopies or notarized copies of documents are not acceptable.

Your card will be mailed as soon as the correct documentation and the completed application have been submitted and verified.

Your replacement card will have the same name and number as your previous card.

*There are additional requirements for people who have never had a social security card (meaning that they are requesting an original rather than a replacement). More information is available here: <http://www.ssa.gov/ssnumber/>

Driver License Reinstatement

STEPS FOR RENEWING A LICENSE THAT IS MORE THAN 6 MONTHS EXPIRED OR OBTAINING A LICENSE FOR THE FIRST TIME:

1. Go to a Driver Examination Station with the necessary forms of identification. Applicants must present documents to prove all of the following five elements: (1) Full legal name consisting of current first (given) name, middle name, and last name (surname) without the use of initials or nicknames; (2) Date of birth; (3) Social Security Number (SSN), if ever assigned; (4) U.S. citizenship OR U.S. legal presence; and (5) Residential street address in Ohio.

An Ohio TIPIC (Temporary Instruction Permit Identification Card), driver license, CDL, ID card, motorcycle or moped license either current or expired for less than six months is sufficient proof of all elements for any BMV transaction. Alternatively, a list of acceptable documents can be found here: http://www.bmv.ohio.gov/acceptable_id_documents.stm

2. Take a vision test and written examination.

Study materials for the examination can be found here: <http://publicsafety.ohio.gov/links/hsy7607.pdf>

3. Pay \$22-25 to obtain the Ohio Temporary Instruction Permit Card (TIPIC).
4. After you've practiced your road skills, schedule a time to take the driving examination. For this test, you must provide your own car and it must be in good condition. There are two parts to the test – driving and maneuverability.
5. After you pass the driving test, you can visit a local deputy registrar's office to get your driver's license. This costs \$23 if it is your first license or \$25.75 if it's a renewal.

REMEDIAL DRIVING INSTRUCTION COURSE

Some people who lose their license due to court suspensions, DUIs, 12 point suspensions, etc are required to take a remedial driving course before their license can be reinstated. Various public and private organizations across the state offer this 8 hour course, and the cost varies significantly (generally between \$50—\$100). At least 25% of the course time is devoted to driver attitude. Other minimum subject requirements include: accidents – “preventable and not”; defensive driving; how to avoid common types of collisions such as collisions with vehicles behind you, oncoming vehicles, and vehicles at intersections; and the art of passing and being passed.

Find a list of BMV-approved remedial driving schools here: <https://www.dps.ohio.gov/drivingschools/reports.aspx>

COMMON REASONS FOR LICENSE SUSPENSION AND HOLDS

Common reasons include: accumulation of 12 points or more on a driving record within two years; a DUI; a child support suspension; a court suspension; habitual use of alcohol/drugs (convicted three or more times within the preceding three years); non-compliance (failure to show proof of insurance at time of crash); and warrant blocks.



LICENSE REINSTATEMENT PAYMENT PLAN

The Ohio BMV offers a driver license reinstatement fee installment plan to those people who have met all their reinstatement requirements except for paying reinstatement fees. The plan allows individuals owing \$150 or more in fees to become valid or eligible to retest for a driver license by paying only \$50.00 or more every 30 days for as long as it takes to pay their reinstatement fees.

Eligibility requirements for reinstatement plan:

- Must owe at least \$150 in fees
- Must have met all other reinstatement requirements except for paying reinstatement fees
- Must show proof of insurance
- Must not have any pending suspensions
- Must not currently be on a court-ordered fee payment plan

How do you enroll in a reinstatement payment plan?

Once you have verified that you meet all the eligibility requirements, you must submit proof of valid insurance, an initial \$50.00 payment (which will be applied to the reinstatement fees you owe), and a signed copy of BMV Form 1152, Application for BMV Fee Installment Plan. These items can be submitted by mail or in person at any Regional Reinstatement Office, Deputy Registrar Office (additional \$10 charge), or by mail to: Ohio BMV, Rev. Mgmt. / Points, P.O. Box 16521, Columbus, OH 43216. Eligibility for the fee installment plan will be determined by the BMV once your application has been received. If it is denied, the \$50.00 application payment will be applied to any outstanding reinstatement fees owed. No refund will be processed.

Fee Installment Plan Rules

If you meet the eligibility requirements, your license status will be valid, expired, or eligible to retest as long as you continue to make your minimum \$50 payment every 30 days. The payment rules are as follows:

1. You may make payments as frequently as you like. However your next payment will be due within 30 days of your last payment regardless of the frequency.
2. The Ohio BMV will not send any bills or payment reminders. However, you will be sent a payment coupon upon receipt of a payment.
3. Payments made by mail will be considered to have been paid on the date the payment is received.

Reinstatement Payment Plan payment options include paying the \$50 (1) via electronic check at www.OPlates.com, (2) via electronic check by calling 1-866-OPLATES (675-2837); (3) in person at any Regional Reinstatement Office by check, cash, or money order; (4) in person at any participating Deputy Registrar Agencies by check, cash, or money order. An additional \$10.00 service fee will be charged; or (5) by mailing a check or money order to Ohio BMV, Re: fees, P.O. Box 16520, Columbus, OH 43216.

HELPFUL LINKS

List of Regional Reinstatement and Deputy Registrar Offices: http://bmv.ohio.gov/county_lst.stm
General reinstatement information: http://bmv.ohio.gov/dl_reinstatement_gen_info.stm

Food Assistance

WHAT IS THE OHIO FOOD ASSISTANCE PROGRAM?

From the Federal SNAP website (2014): The Ohio Food Assistance Program (federally known as Supplemental Nutrition Assistance Program, SNAP) is designed to raise nutritional levels, to expand buying power, and to safeguard the health and well being of individuals in low-income households in Ohio. A household may consist of an individual or a group of individuals who live together and usually purchase, prepare, and eat their food together. Items that can be cooked and refrigerated are considered eligible foods. Items such as alcoholic beverages, medicines, and cigarettes are considered ineligible.

Each month the household's benefit is credited to the household's Electronic Benefits Transfer (EBT) card, which is similar to a debit card. The benefit can be used at any retail store authorized by the USDA. In 2013, the average monthly SNAP payment per recipient was \$132.00.

ELIGIBILITY REQUIREMENTS

Households (also known as "assistance groups", or people who purchase and prepare meals together) qualify if their gross monthly income is at or under 130 percent of the Federal poverty guidelines. Exceptions:

- College students (even part-time) are eligible only if they are: working, in a work study program, have a dependent, cannot work, or are assigned to a school as part of a special program.
- Individuals 21 years and younger who live with their parents must receive Food Assistance with their parents.
- Some households may qualify if they have income over the limit if someone in the household is elderly or disabled.

Household Size	Maximum Income Level (Per Year)
1	\$15,171
2	\$20,449
3	\$25,727
4	\$31,005
5	\$36,283
6	\$41,561
7	\$46,839
8	\$52,117

HOW TO APPLY

To apply for cash assistance, individuals must fill out and submit a food assistance application (JFS 7200) to their county's Department of Job and Family Services. Upon review of the application, an interview will be scheduled, at which point the person must answer some basic questions about their income and expenses and bring (1) documents to verify their social security number and identity, (2) documents to prove income, child/dependent care costs, child support, and housing and utility costs, and (3) for people with disabilities or for people who are over age 60, proof of medical costs (including prescriptions).

CALCULATION OF MONTHLY BENEFIT AMOUNT

Once it has been determined that the household's income is under the limit, or the limit does not apply, household expenses are reviewed to determine the benefit amount. The expenses reviewed include: rent or mortgage costs, utilities (gas, electric, water, sewer), phone, medical expenses, and payments for child support and child care. In special situations, resources such as cash, savings and stocks also are considered when determining whether a person is eligible.



HELPFUL LINKS

General information: <http://jfs.ohio.gov/ofam/foodstamps.stm>

Verification of eligibility: <http://www.snap-step1.usda.gov/fns/>

Calculation of monthly payments: <http://www.fns.usda.gov/snap/eligibility#Resources>

EXPEDITED FOOD ASSISTANCE

Normally the County Department of Job and Family Services has 30 days to respond to a Food Assistance application. However, in an emergency situation, an individual or assistance group can receive food assistance within seven to ten days. To be eligible, the assistance group must meet any of the following criteria:

- Migrant or seasonal farm workers
- Monthly gross income is less than \$150
- Monthly gross income is less than monthly shelter expenses (rent, mortgage, utilities)

PURCHASES WITH SNAP BENEFITS

Households CAN use SNAP Benefits to buy food to eat:

- Breads and cereals
- Fruits and vegetables
- Meats, fish and poultry
- Dairy products
- Seeds and plants which produce food to eat

The following are food items and are therefore eligible:

- Soft drinks, candy, cookies, snack crackers
- Bakery cakes, ice cream
- In some areas, restaurants can be authorized to accept SNAP benefits from qualified homeless, elderly, or disabled people in exchange for low-cost meals.

Households CANNOT use SNAP Benefits to purchase:

- Beer, wine, liquor
- Cigarettes or tobacco
- Vitamins and medicines
- Food that will be eaten at the store
- Hot foods

Any non-food items such as:

- Pet food
- Soap
- Paper products
- Household supplies

WORK REQUIREMENTS

All food assistance recipients who do not live in a county with a waiver and who meet the definition of an Able-Bodied Adult without Dependents (ABAWD) must meet work requirements in order to continue to receive food assistance. An ABAWD is anyone who is between 18—50 years old, able-bodied, not pregnant, not enrolled at least half time in school or a higher education program, and not responsible for a minor child as part of an assistance group.

The counties for which the work requirement is waived are: Adams, Ashtabula, Clinton, Coshocton, Highland, Huron, Jackson, Jefferson, Meigs, Monroe, Morgan, Muskingum, Noble, Ottawa, Perry, Pike and Scioto counties.

To calculate how many hours a recipient must work in order to receive food assistance, divide the amount the person receives in food assistance by minimum wage.

The resulting number of hours can be spent participating in the following activities that meet the work requirement:

- Paid or subsidized employment
- Participating in a job search program
- Attending job readiness programming
- Volunteering in a work experience program (WEP)

Home Energy Assistance Program (HEAP)

FACTS ABOUT HOME ENERGY ASSISTANCE PROGRAM (HEAP)

The Home Energy Assistance Program (HEAP) is designed to help eligible low-income individuals meet the high costs of home heating. If eligible for assistance, a one-time HEAP benefit will be based on federal funding levels, how many people live with you, total household income, and the primary fuel used to heat the home. In most cases, the one-time benefit will be a credit applied to the energy bill by the utility company (or fuel vendor).

ELIGIBILITY REQUIREMENTS

Applicants for HEAP must be at or below 175 percent of the Fiscal Year 2014 federal poverty guidelines. (See table). A household must report total gross household income for the past 12 months for all members, except wage or salary income earned by dependent minors under 18 years old.

Both homeowners and renters are eligible for assistance.

Families who live in federally subsidized housing where the heat is included in the rent are not eligible for HEAP.

Size of Household	Total Household Income
1	Up to \$20,422.50
2	\$27,527.50
3	\$34,632.50
4	\$41,737.50
5	\$48,824.50
6	\$55,947.50
7	\$63,052.50
8	\$70,157.50

HOW TO APPLY

The HEAP application is the same Energy Assistance Programs application found at: <http://development.ohio.gov/files/is/HEAPApp.pdf> These applications are mailed to households that were found eligible for assistance the previous winter heating season. Applications are also available at:

- By calling HEAP toll-free at (800)-282-0880
- Local Community Action Agencies
- Local libraries
- County Departments of Job and Family Services
- Area Agencies on Aging
- Local Utility Offices

Documents that must be mailed with completed and signed application:

- Proof of income for the past 12 months
- Proof of citizenship
- A copy of a recent fuel/utility bill
- Signed application
- Proof of disability

Once completed and signed, mail the application and required documents to:

HEAP, P.O. Box 1240, Columbus, Ohio 43216

INCOME THAT COUNTS TOWARD TOTAL HOUSEHOLD INCOME FOR HEAP

Active Military Pay (Basic Pay)
 Adoption Assistance
 Annuity
 Black Lung
 Capital Gains – Proceeds from sale of property, home and stock
 Cash withdraws from Individual Retirement Accounts
 Child Support received
 Company Disability and Black Lung
 Disability Assistance (DA)
 Estate and Trust Settlements – minus attorney fee
 Farm Income
 Garnisheed Wages, including Bankruptcy/Chapter 13
 Monetary Assistance
 Grants/Training Stipends – living expenses only
 Immigration Relocation Allowance
 Interest earned from Savings Accounts
 Lump Sum Distribution
 Odd jobs
 Pensions – Government/Veterans/Private Industry
 Rental income
 Self-Employment
 Social Security, Supplemental Security Income (SSI)
 Social Security Disability (SSDI)
 Strike Benefits
 Temporary Assistance to Needy Families (TANF)
 Unearned income paid to or on the behalf of minors
 Unemployment Benefits
 Utility Allowances (as discretionary income)
 Wages/Tips
 Workers' Compensation

INCOME THAT DOES NOT COUNT TOWARD HOUSEHOLD INCOME FOR HEAP

Agent Orange Compensation/Benefit
 Assets from bank withdrawals
 Attorney's fees for Estate & Trust Settlements
 Child Support Paid*
 FEMA Cash Payments
 Food Stamps/Cash Payment for food stamps
 Funds/training stipends designated for specific purposes (i.e., educational grants/stipends for tuition and/or books only)*
 Handicapped Income - self-sufficiency programs (example: work expenses for the blind)
 Health Insurance Premiums (dental, vision, health and supplemental insurance)*
 Income earned by dependent minors less than 18 years of age
 Loans from individuals or institutions requiring repayment*
 Medicare Payments
 Military Allowances for Subsistence, Housing, etc.*
 Prevention, Retention, & Contingency (PRC) - assistance to attempt to divert families from long term financial dependency
 Stipend for Foster Care
 Tax refunds and rebates
 Title III Disaster Relief Emergency Assistance Program (DREAP)
 Title V Wages/Senior Community Employment Programs (SCEP) - Older Americans' Act (Public Law 100-175) Experience Works (formerly Green Thumb), Foster Grandparents Program, Mature Services
 Transportation Allowances (i.e., Workforce Investment Act (WIA), Job Training Partnership Act (JTPA), Workfare
 Work Allowances (i.e., Learning Earning and Parenting [LEAP])
 Volunteers in Service to America (VISTA) or other AmeriCorps Stipends
 * These exclusions require documentation.

HELPFUL LINKS

Overview of HEAP: http://development.ohio.gov/is/is_heap.htm

HEAP Application: http://development.ohio.gov/files/is/HEAP_2013_14_Web.pdf

Toll-free number for HEAP info: 1-800-282-0880

Medicaid

MEDICAID IN OHIO

Medicaid is a federal program allowing eligible Ohioans with low incomes to receive needed health services. Services available for payment by Medicaid are unique to each state and are approved under what is called a State Plan. Ohio's State Plan covers services such as hospital stays, check-ups for children and for pregnant women, nursing services, medication coverage, and other services for people who are Medicaid eligible. Medicaid does not pay money to you; instead, it pays a provider that delivers healthcare services to you.

WHO QUALIFIES FOR COVERAGE?

The following individuals may qualify for Medicaid coverage in Ohio:

Children, Families and Adults:

- Children up to 19 years old
- Parents or caretaker relatives of children up to 19 years old
- Some 19 and 20 year olds
- Adults up to age 64 living at or below 138% FPL

Women:

- Pregnant women
- Some women with breast and/or cervical cancer

Older Adults and Individuals with Disabilities:

- Adults aged 65 and older
- People with disabilities, including blindness as determined under the Social Security rules

Refugees and Immigrants:

- Some immigrants may be eligible for Medicaid

Individuals can get a preliminary determination of their eligibility here: <https://benefits.ohio.gov/>

Household Size	138% of FPL
1	\$15,856
2	\$21,406
3	\$26,952
4	\$32,499
5	\$38,047
6	\$43,594
7	\$49,142
8	\$54,689
For each additional individual in the household add \$5,347.	

ELIGIBILITY FOR COVERAGE REQUIRES:

1. US Citizenship
2. A social security card
3. Ohio residency
4. Financial documentation demonstrating eligibility based on income

WHERE TO APPLY

Individuals can apply online at <https://benefits.ohio.gov/> or visit a local Job and Family Services office.

WHAT DOES MEDICAID COVER?

Alcohol and Drug Addiction, including:

- Alcohol/Drug Screening/Lab Urinalysis (no co-pay)
- Assessments (no co-pay)

Case Management up to 30 hours per week when combined with counseling and medical somatic (no co-pay)

Individual or group counseling

Dental, including:

- Braces
- Checkups and Cleaning (every 365 days, \$3 co-pay)
- Dentures (\$3 co-pay)
- Fillings, Extractions, and Crowns (\$3 co-pay)
- Medical & Surgical Dental Services
- Root Canals (\$3 co-pay)

Emergency Room Visits

Family Planning

Inpatient and Outpatient Hospital Services

Medical Equipment - Your health care provider must fill out a prior authorization form before you can get the equipment. Quantity limits and prior authorization requirements are specific. Medical equipment is also known as durable medical equipment; examples include bedside commodes, canes, crutches, diabetic supplies, hospital beds, incontinence garments, lactation pumps, lifts, and orthotics, ostomy or oxygen supplies, prosthetics, speech generating devices, walkers, and wheelchairs.

Mental Health (no co-pays), including:

- Community Psychiatric Supportive Treatment (104 hours/year, more with prior authorization)
- Individual or Group Counseling (MHA certified providers) (52 hours per year)
- Individual or Group Counseling (non-MHA certified providers) (25 visits per year)

Mental Health Assessment (4 hours per year)

Pharmacological Management (24 hours per year)

Psychiatric Diagnostic Interview (2 hours per year)

Psychological testing (8 hours per year)

Pregnancy (no co-pay, all pregnancy services covered)

Prescription Drugs

Who is Eligible? All Medicaid beneficiaries except those who are eligible to enroll in Medicare Part D; Part D-eligible beneficiaries can only receive Medicaid coverage for medications that are excluded from Medicare Part D coverage

How often? Less than a 34 day supply dispensed at a time for drugs to treat acute conditions. Less than a 120 day supply dispensed at a time for drugs to treat chronic conditions.

Info: Prior authorization required for name-brand prescription drugs when generic ones are available.

Copay: \$3 for prescription drugs requiring prior authorization (non-pregnant and non-institutionalized individuals over age 21); \$2 copay for most name-brand drugs (non-pregnant and non-institutionalized individuals over age 21); \$0 copay for hospice consumers and medications for emergency services and family planning services.

Preventive Health (no co-pays)

Immunizations (all vaccines recommended by the Centers for Disease Control, annual flu shots, pneumonia shots, etc)

Mammography

Physical Exam (once per year)

Preventive exams and screenings

Professional Medical services (audiology, chiropractor services, lab and x-ray services, occupational therapy, physical therapy, podiatrist services, etc)

Transportation - Non-emergency transportation to and from Medicaid-covered services through ODJFS (When medically necessary and patient cannot be transported by any other type of transportation.)

Vision (all medical and surgical vision services based on medical necessity, one exam and eye glasses every 24 months for people under age 60 (\$2 for exam, \$1 for eyeglasses)

Supplemental Security Income (SSI)

There are two types of social security benefits: (1) Social Security Disability Insurance (SSDI) for insured workers, their disabled surviving spouses, and children, and (2) Supplemental Security Income (SSI) for people with little or no income and resources. This fact sheet focuses on SSI.

ELIGIBILITY CRITERIA FOR SSI:

- You must be 65 years old or older OR meet a strict definition of disability such that: you are blind, or, if you are age 18 or older you may be considered “disabled” if you have a medically determinable physical or mental impairment which:
 - Results in the inability to do any substantial gainful; and can be expected to result in death; or
 - has lasted or can be expected to last for a continuous period of not less than 12 months.
- You must have limited income. For the purposes of SSI, income includes money you earn from work, money you receive from other sources (such as Social Security benefits, workers compensation, unemployment benefits, the Department of Veterans Affairs, friends or relatives), and free food or shelter. Money you earn from work (substantial gainful activity) must total less than \$1,070 for you to be considered disabled.
- You must have limited resources. For the purposes of SSI, resources are things you own such as: cash; bank accounts, stocks, U.S. savings bonds; land; vehicles; personal property; life insurance; and anything else you own that could be converted to cash and used for food or shelter. The total of these things cannot equal more than \$2,000 for an individual/child or \$3,000 for a couple. Resources that do NOT count for SSI include: the home you live in and the land it is on; household goods and personal effects; burial funds for you and your spouse; and one vehicle, regardless of value, if it is used for transportation.
- You are not currently incarcerated and you are not currently in jail, a community-based correctional facility, or a halfway house (individuals can begin an application while incarcerated but cannot submit it until they are released).

Eligibility screening tool: www.benefits.gov/ssa

WHERE TO APPLY:

You can visit your closest local social security office or you can call 1-800-772-1213 and make an appointment to apply. Make sure to specify that you are applying for SSI as opposed to SSDI.

There are not SSI applications available online. Most of the forms to apply for SSI are not designed for self-completion.

SSI MATERIALS AND RESOURCES:

What prisoners need to know (SSI informational pamphlet): <http://www.socialsecurity.gov/pubs/EN-05-10133.pdf>

Understanding SSI Homepage: <http://www.ssa.gov/ssi/text-understanding-ssi.htm>



WHAT IS THE SSI OHIO PROJECT? CAN IT SPEED UP MY APPLICATION PROCESS?

The first initiative of its kind in the United States, the SSI Ohio Project was developed by the Ohio Interagency Council on Homelessness and Affordable Housing and is administered by the Coalition on Homelessness and Housing in Ohio (COHHIO). The overall goal of the SSI Ohio Project is to expedite SSI/SSDI applications for disabled individuals who are homeless, at risk of becoming homeless and/or preparing to exit a prison, hospital, or other institution. If an individual meets one of these criteria and lives in one of the 40 participating Ohio counties, an SSI Ohio Specialist can meet with them to verify that they meet the project criteria and, if they do, the Specialist can assist them with the SSI/SSDI application process from start to finish. The SSI Ohio Specialist may also provide additional information and referrals to ensure clients' stability.

The SSI Ohio Project can help eligible individuals:

- Gain approval for disability benefits on the initial application
- Be awarded SSI & SSDI in months, not years
- Avoid lengthy appeals and hearings
- Gain steady income and medical coverage
- Achieve stability in shorter time frames

To locate an SSI Ohio Specialist or learn more about the Project, visit: www.cohhio.org/programs/ssi_2011 or call 614-280-1984 x28

IF NOT APPLYING THROUGH THE SSI OHIO PROJECT, FOLLOW THESE STEPS TO APPLY:

1. Call the national SSI administration at 1-800-772-1213 to schedule an appointment.
2. File an application.
3. If you meet the income and resource criteria and other eligibility requirements, you will be asked for documentation of work history and your disability. List of documents you may need to provide here: <http://www.ssa.gov/ssi/text-documents-ussi.htm>
4. Wait to hear back on the status of your application. This could take 3-5 months. If you have a condition severe enough to be considered for "Compassionate Allowances", your application may be fast-tracked.

OTHER KEY INFORMATION ABOUT SSI:

- It usually takes at least 3-5 months to get a decision back on SSI.
- Maximum monthly SSI benefit you can get from the federal government through SSI (Ohio may supplement this) as of August 2014:
 - If you're living alone or paying your share of food/housing costs: \$721
 - If you're living in the household of another: \$480.67
- If your incarceration lasts for 12 consecutive months or longer, your eligibility for SSI benefits will terminate and you must file a new application for benefits.
- You can receive SSI while living in a public shelter for the homeless for up to 6 months out of any 9 month period. You do not need an address to get SSI!
- There is no charge to apply for SSI (there is also no charge for the medical exam that may be required if you are applying based on a disability).
- There are work incentives offered as part of SSI. They allow you to go to work by minimizing the risk of losing your SSI or Medicaid benefits. In other words, your benefits will not necessarily stop because of work.

Safelink Phone

FACTS ABOUT SAFELINK

SafeLink is a Lifeline supported service that is part of a government benefit program developed to help low-income consumers afford phone service. Through Safelink Wireless' Lifeline, individuals can receive a free Safelink Wireless phone and choose from three different plans with free monthly minutes. Individuals will never get a bill or contract. The program is available to qualifying income-eligible individuals. Lifeline service is non-transferable and limited to one per household. Documentation of income or program participation may be required for enrollment.

ELIGIBILITY

To qualify in Ohio, subscribers must either have an income that is at or below 150% of the Federal Poverty Guidelines, or participate in one of the following assistance programs:

- Medicaid
- Supplemental Nutrition Assistance Program (Food Stamps or SNAP)
- Temporary Assistance to Needy Families (TANF)
- Supplemental Security Income (SSI)
- The National School Lunch Program's Free Lunch Program
- Low-Income Home Energy Assistance Program (LHEAP)
- Federal Public Housing Assistance (Section 8)

A signed application must be completed along with a copy of a document that proves your total household income or a copy of a document that proves your program participation.

DOCUMENTS REQUIRED FOR APPLICATION

Qualifying based on program participation requires copies of:

- Medicaid or Food Stamp Card; or
- Letter from SSA or state agency stating that you receive the benefit; or
- Similar document for other assistance programs.

Qualifying based on income requires copies of:

- Last year's Federal or State Income Tax return
- Social Security statement of benefit
- Letter from your employer, pay stubs from 3 consecutive months
- Unemployment or Workmen's Compensation statement of benefits
- Retirement/Pension statement of benefits
- Divorce decree
- Child support award
- Other official document containing income information

** Legal name and address on the documents must match the applicant.

HOW TO APPLY

Electronically: Online applications can be found at: <https://www.safelinkwireless.com/Enrollment/Safelink/en/Public/NewHome.html>

Documents proving program or income eligibility should be submitted here: https://www.safelinkwireless.com/Safelink/service_support/submitdocumentation

Paper Form: Call 1-800-Safelink, Monday through Saturday 8:00 am – 10:00 pm and Sunday 8:00 am – 7:00 pm, Eastern Standard Time, to have an application sent to you via fax or mail.

Return completed and signed application and copies of documents proving eligibility via fax at 1-866-902-5756 or by mail to PO Box 220009, Milwaukie, OR 97269. Include enrollment ID on your proof, if available.

HELPFUL LINKS

Safelink FAQ for Ohio: https://www.safelinkwireless.com/Safelink/program_info/faq/ohio

Child Care Assistance

The Ohio Department of Job and Family Services (ODJFS) offers financial assistance to help eligible parents pay for child care while they engage in work or training efforts. To be eligible, a family's income must be below 125 percent of the federal poverty guidelines. After that, families may remain eligible unless their income becomes greater than 200 percent of the federal poverty guidelines. The county departments of job and family services review cases every 12 months to decide whether income or other changes affect eligibility.

HOW TO APPLY

Call your local Job and Family Services office to see if you are eligible and to pick up an application. New applications are processed within 30 days of receipt. You will be mailed a verification checklist for required verification documents. All verification documents must be received within 30 days of the date of your application. Eligibility for a new application is determined at the 125% Federal Poverty Level.

The income eligibility standards (based on the 2014 federal poverty level) are as follows:

Family Size	2014 Federal Poverty Level (100%)	Max Income Limit for Initial Eligibility (125% FPL)
1	\$1,311	\$1,639
2	\$1,649	\$2,061
3	\$1,988	\$2,485
4	\$2,326	\$2,908
5	\$2,664	\$3,330
6	\$3,003	\$3,754
7	\$3,341	\$4,176
8	\$3,679	\$4,599
9	\$4,018	\$5,023
10	\$4,356	\$5,445
11	\$4,694	\$5,868

The following information is necessary to process your application:

- Copies of your children's birth certificates and Social Security cards*
- Copy of your driver license or state identification
- Copies of recent pay stubs and/or a letter from your employer (if applicable, for income verification)
- Copy of your training schedule from school (if applicable, for educational enrollment verification)

*Copies of children's birth certificates and Social Security Cards are not necessary if you are currently receiving Ohio Works First (OWF) cash assistance.

HOW IS CHILD CARE ASSISTANCE PAID?

Ohio uses a swipe card system called the Electronic Child Care System (Ohio ECC) to record the time and attendance of children receiving publicly funded child care. Parents or guardians simply swipe the Ohio ECC card when dropping off their children and swipe it again when picking them up. ODJFS then issues direct deposit payments to providers to reimburse them for the time they spend caring for children in the program. The card is easy to use, reduces fraud and greatly increases payment accuracy.

HOW CAN A FAMILY FIND CHILD CARE?

Families searching for child care in Ohio should visit <http://jfs.ohio.gov/CDC/childcare.stm>. This website allows families to search for child care by county, city, zip code, program type and Step Up To Quality rating. Families also can search for specific providers and view their past inspection reports.

ODJFS Child Care Assistance Fact Sheet: <http://jfs.ohio.gov/factsheets/ChildCareAssistance.stm>

Information about the Step Up To Quality Rating System: <http://jfs.ohio.gov/cdc/stepUpQuality.stm>

Ohio Benefit Bank

FACTS ABOUT THE OHIO BENEFIT BANK

The Ohio Benefit Bank is an Internet-based, counselor assisted service that connects low- and moderate-income individuals to programs and resources that can stabilize them and their households and benefit the community as a whole. Assistance comes in the form of food, medical, heating, job, youth & family, and senior help, free tax filing, student aid, voter registration, and veteran’s services.

The Ohio Benefit Bank (OBB) is supported through a public-private partnership between the State of Ohio, the Ohio Association of Foodbanks, four federal agencies, eight state agencies, and over 1,300 faith-based, nonprofit, governmental and private partners.

ELIGIBILITY

With the Ohio Benefit Bank, individuals can apply for support from several programs through one simple process. Most programs have specific income guidelines and other eligibility requirements so each agency that administers the different programs is responsible for verifying whether an applicant may be eligible to participate.

PROGRAMS SUPPORTED THROUGH THE OHIO BENEFIT BANK:

Food and Nutrition Programs

- Food Assistance
- Women Infants and Children
- USDA Child Nutrition Programs

Healthcare Assistance Programs

- Health Care Programs for Families and Children
- Medicaid for the Aged, Blind, and Disabled
- Medicare Premium Assistance
- Child and Family Health Services (CFHS)
- Bureau for Children with Medical Handicaps (BCMH)
- Extra Help for Medicare Part D
- Ohio’s Best Rx

Taxes and Student Aid Programs

- File Federal and State Tax Returns
- Earned Income Tax Credit
- Free Application for Federal Student Aid
- Veterans Education Awards and Military Records Request

Other Programs

- Home Energy Assistance Program (HEAP)
- Child Care Assistance
- Ohio Works First Cash Assistance (OWF)
- Golden Buckeye Program
- Senior Community Service Employment Program (SCSEP)
- Big Brothers/Big Sisters “Amachi” Youth Mentoring Program
- Voter Registration



HOW TO APPLY FOR BENEFIT BANK-SUPPORTED PROGRAMS

1. Self-Serve

If the individual has access to a computer with internet and an active e-mail account they can apply on-line, for free.

Complete a QuickCheck (https://secure.thebenefitbank.org/ums?task=quick_check), a screening tool that estimates eligibility for benefits.

If the results on the QuickCheck suggest eligibility for one or more programs, create an account with the Ohio Benefit Bank and begin the application: <https://selfserve.thebenefitbank.org/ums?task=login&nav=home&location=oh>

The online service will guide individuals through application(s) step-by-Step. Pay attention to follow-up instructions after completing each application, because every program works differently. In most cases, individuals will electronically submit their applications, but a few programs will need the completed application to be printed and mailed.

Complete any follow-up steps needed with the state or local agencies that will determine eligibility for each program. Open any mail received after submitting application because it may contain important information that is needed to complete the application process.

If individuals have any trouble or questions they can call the Ohio Benefit Bank hotline, Monday through Friday from 8:00 a.m. – 5:00 p.m., at 1-800-648-1176.

2. Counselor-Assisted Application Completion

A trained counselor is available to guide applicants through the process. Find a community organization that can help by calling the hotline at 1-800-648-1176 or visiting the site locator to search nearby locations at: <https://secure.thebenefitbank.org/ums?task=locator>.

3. Traditional Application Process

Apply directly through the state or local agency that determines eligibility for the program(s) applicants are interested in. Some programs are operated by the Ohio Department of Job and Family Services, and county offices can be found here: http://jfs.ohio.gov/County/County_Directory.pdf Some programs are operated through other agencies; a full list is available at <http://ohiobenefits.org/helpfullinks.php>

REQUIRED DOCUMENTS

When applying for assistance for many of the programs supported by the Ohio Benefit Bank, original verification is needed. The following is a list of types of documents that may be needed when completing an application:

Proof of income (current pay stub or wage receipt, dated and signed letter from employer verifying rate of pay and hours worked, proof of self-employment, etc)

Proof of recent expenses (utility bills, current lease agreement or rent receipt, etc)

Proof of identification (driver's license, state ID, work ID badge, picture ID, library card, etc)

Proof of citizenship (original birth certificate, green card, marriage certificate, etc)

Proof of Social Security Number (social security card, printout from Social Security Administration, etc)

Miscellaneous verification (school attendance records, adoption of custody paperwork, letter from doctor, etc)

Ohio Means Jobs

Ohio Means Jobs is branch of Ohio’s Office of Workforce Development (OWD) that provides information and tools to Ohio’s workforce system. It exists in the form of both physical OhioMeansJobs centers spread out across the state and also as an online job matching system, OhioMeansJobs.com, that serves job seekers and employers.

OHIO MEANS JOBS CENTERS

OhioMeansJobs Centers are operated by Ohio’s Workforce Investment Boards with the support of the Office of Workforce Development. They offer clients a single location to access employment and supportive services from federal, state, and local partners. OhioMeansJobs Centers assist job seekers, employers and youth with job search assistance, employee recruitment, job training, and more. The following offers a sample of the services available at OhioMeansJobs Centers for both individuals and employers:

Individual Services	Employer Services
Training and Talent Development (May require proof of eligibility)	Employee Training and Talent Development
<ul style="list-style-type: none"> • Ability testing, work readiness assessments, skill and aptitude tests • Job readiness development (communication skills, punctuality) • Career counseling, job coaching and on-going support 	<ul style="list-style-type: none"> • Referrals to local employee training providers • Computer training labs and conference rooms • Assistance with establishing apprenticeship programs
Job Search Support	Employee Selection Support
<ul style="list-style-type: none"> • Job matching • Access to Internet computers and office equipment • Workshops on job search techniques, interviewing and resume writing 	<ul style="list-style-type: none"> • Screening of qualified applicants • Skill assessment, job readiness, and aptitude testing • Support for hiring special populations (older workers, veterans, workers with disabilities, youth)
Career Planning and Support	Employee Recruitment
<ul style="list-style-type: none"> • Interest inventories and career exploration • Labor market information (demand jobs, average wages, required skills and education) • Follow-up services to ensure success 	<ul style="list-style-type: none"> • Posting and filling of job openings • Job fairs and mass recruitments • Sample job applications and want ads
Youth Development and Placement	Human Resource Planning and Management Support
<ul style="list-style-type: none"> • Assistance in academic or occupational learning • Development of leadership skills • Preparation for further education, additional training, and employment. 	<ul style="list-style-type: none"> • Business and human resource workshops • Resources for small businesses and entrepreneurs • Retention and supportive services for employees



OHIO MEANS JOBS WEBSITE

In addition to offering an online job matching system that brings together employers and job seekers, the OhioMeansJobs website also houses the Assessment and Training Center, which offers assessments and tutorials that can be used to improve job skills (<http://www.learningexpresshub.com/ohio-means-jobs>). These are the same assessment and tutorials that are required by the state of Ohio for individuals interested in or receiving state benefits or assistance.

Services available on the website include:

- OMJ Core Assessments
Job skill assessment resources used to measure real-world skills
- Master Core Business Skills
Assess core business skills: reading, writing, mathematics, and public speaking. Improve skills using the OMJ dynamic tutorials, easy-to-use practice tests, and eBooks.
- Improve your computer skills
Easy to use video tutorials will teach the most essential software tools, including Word and Excel. They'll also show the basics on how to use computers and the Internet.
- Prepare for GED test
Preparations resources to help GED test scores
- College Test Preparation
Practice tests and complete preparation tutorials for college preparation and credit exams
- Career Test Prep
Practice sample certification tests, diagnose strengths and weaknesses, review complete answer explanations, and see what it takes to get licensed or certified in chosen career.
- Adult learning resources
Instantly scored practice sets, helpful tutorials, and engaging eBooks to improve basic skills, become a U.S. citizen, and more
- School center
Assists elementary, middle, and high school students prepare for important tests, get extra help with assignments, and boost skills in important subjects

Helpful Links

Online Assessment and Training Center: <http://www.learningexpresshub.com/ohio-means-jobs>

Map of OhioMeansJobs Centers: <http://jfs.ohio.gov/owd/wia/wiamap.stm>

Region-specific OMJ Information: <https://jobseeker.ohiomeansjobs.monster.com/MSARegions/Regioncontent.aspx>

OhioMeansJobs Home: <https://jobseeker.ohiomeansjobs.monster.com/>

Job Tips for Ex-Offenders

Finding employment post-incarceration isn't easy but it can be an important first step in community reintegration. Planning ahead for how to address your felony on a job application and in job interviews can make a big difference in a potential employer's perception of you as a job candidate. The following recommendations, taken directly from the Wisconsin Job Center's [Ex-Offender Tool Kit](#) (which also offers a number of other helpful resources), provide a basic guide of the "do's" and "don'ts" for addressing your record during the job search process.

TIPS FOR THE JOB APPLICATION

APPLICATION PROCESS BY QUESTION/TOPIC	DON'T	Do
Have you ever been convicted of a felony?	<p>DON'T simply say yes.</p> <p>DON'T lie and say that you haven't ever been convicted of a felony.</p> <p>DON'T leave blank.</p> <p>DON'T write a lengthy explanation of past convictions on the application.</p>	<p>DO write "Yes, will discuss in interview" or something similar.</p> <p>DO remember that honesty is important.</p>
What was your wage/salary at your job?	DON'T say the actual amount paid (\$0.20/hr [while incarcerated]).	DO write "minimum wage." After all, a dollar a day was the minimum wage!
What was your reason for leaving?	DON'T use negative words like "went to jail" or "paroled."	DO use terms like "relocated" or "contract ended." Both of these are true.
What experience do you have?	DON'T lie about your experience or qualifications. Even if it helps you get the job initially, you can be fired if and when the truth becomes known (and it usually does).	<p>DO be honest.</p> <p>DO "sell yourself." If you have the experience, let the employer know why you should be hired!</p>
Grooming	DON'T take this for granted!	DO look your best, even when going to fill out an application - this will be the employer's first impression of you. You might also be interviewed on the spot.
Follow-up	DON'T forget that you filled out an application.	DO call back within 5 - 7 days to check on the status of your application. This shows you are really interested in the job.

TIPS FOR THE JOB INTERVIEW

DON'T	DO
<p>DON'T be unprepared for questions about your criminal history.</p> <p>DON'T see yourself as an ex-convict unworthy of employment.</p>	<p>DO be prepared.</p> <p>DO decide whether you will tell an employer directly and explain what you have learned from the situation or if you will avoid giving any information unless you are specifically asked. Our suggestion is that "honesty is the best policy." How you communicate the information makes a difference.</p> <p>DO see yourself as worthwhile and a valuable asset who has the skills and abilities an employer needs. Have a positive self-image and confidence in your skills and abilities to "sell yourself" to an employer.</p>
<p>DON'T be lengthy in explaining things.</p>	<p>DO keep it short and discuss only necessary items.</p>
<p>When asked about your criminal conviction, DON'T say things like "The cops set me up" or "I didn't do anything wrong; it was my brother, Bob, who should have went to prison."</p>	<p>DO be honest.</p> <p>DO explain what you learned from your prison experience or how you want to better yourself after being in prison.</p> <p>DO take responsibility for the actions that led you to prison.</p>
<p>DON'T lie about your criminal background. Employers now have a way to review your criminal background on the Internet! If you are fired, it's not because you are a felon, but because you lied on your application!</p>	<p>DO stress that although you were incarcerated, you haven't been lazy; explain things you did to stay busy or improve yourself (worked, read, etc.)</p>
<p>DON'T stress out!</p>	<p>DO relax and be comfortable in explaining you're criminal conviction.</p> <p>DO practice ahead of time.</p> <p>DO maintain eye contact; this shows you have nothing to hide.</p> <p>DO believe in yourself - it will show.</p> <p>DO add something positive about your skills and abilities or positive information about the company.</p>

OTHER POSSIBLE WAYS TO IMPROVE EMPLOYMENT PROSPECTS

Certificate of Qualification for Employment (CQE): <http://www.drc.ohio.gov/web/cqe.htm>

Sealing a Criminal Record (Expungement): <http://www.reentrycoalition.ohio.gov/docs/expunge.pdf>



Federal Bonding

WHAT IS FEDERAL BONDING?

Individuals with criminal histories often find the reentry process challenging due to the employment barriers created by the criminal offense(s). Ex-offenders are routinely classified as “at risk” job applicants and routinely denied employment. Employers view these applicants as being potentially untrustworthy.

The U.S. Department of Labor (DOL) sought a means of eliminating bonding as a barrier to employment to ease employer concerns that “at risk” job applicants would be untrustworthy workers. In 1966, the DOL created a Federal Bonding Program that would cover anyone who was at risk and was formerly classified as NOT BONDABLE. Since 1998, the Ohio Department of Rehabilitation and Correction (DRC) has managed Ohio’s Federal Bonding Program.

For a bond to be processed and issued, the employer must make the applicant a job offer and set a date for the individual to begin work. Fidelity Bond Insurance is effective for six (months) with a coverage amount of \$5,000 free to the employer and expires six months later. After the six months, continued coverage will be made available if the worker has exhibited job honesty under the program’s bond.

OHIO’S ELIGIBILITY CRITERIA

- The ex-offender’s criminal history must be verifiable.
- The ex-offender is not self-employed or on a personal service contract.
- Employment must be full-time or part-time for which payroll taxes are deducted.
- The applicant must receive a job offer and the employer must schedule a start or hire date.

WHY IS FEDERAL BONDING HELPFUL?

The bond is given to the employer, free-of-charge, and serves as an incentive to the employer to hire the job applicant who has a “risk” factor in his or her personal background such as an ex-offender with a felony record. The employer is then able to get the worker’s skills without any risk of worker dishonesty on the job.

APPLICATION PROCESS

1. Job offer must exist with a start date.
2. Employer must provide on company letterhead that a job offer has been made to the ex-offender.
3. The employer must provide a company contact name and telephone number, the full name, date of birth and social security number of the ex-offender/job applicant and the date the job offer was made pending federal coverage.
4. Contact the DRC’s Ohio Central School System to initiate the bonding process by calling 740-845-3240 or emailing DRC.OCSS2Serve@odrc.state.oh.us

HELPFUL LINKS

ODRC Federal Bonding Webpage: http://www.drc.ohio.gov/web/OJL_bonding.htm

ODRC Federal Bonding Brochure: <http://www.drc.ohio.gov/OCSS/Federalbondingbrochure.pdf>

ODRC Email for Questions about Bonding: DRC.OCSS2Serve@odrc.state.oh.us



GED Testing

WHAT IS THE BEST WAY TO PREPARE FOR THE GED?

The computer-based GED test has four sections: (1) language arts (reading and writing), (2) math, (3) science, and (4) social studies. To prepare to pass the GED, you can visit your nearest GED practice center to either participate in GED programming or to get GED preparation materials. These same materials are available through many public libraries.

Once you begin to feel prepared for your GED, a practice test can verify that you're ready. Practice tests are available online for \$6 per section. Alternatively, it's likely that a local ABE program offers the practice test at a lower cost (or for free). Some programs require that individuals complete a certain number of hours of instruction before accessing a free practice test.

COST OF THE GED

The computer-based GED test costs \$120 total, or \$30 per section. Through the end of 2014, the state will offer \$80 vouchers to offset the cost for first-time computer-based GED test takers. These vouchers may be available in 2015 as well.

To receive the voucher, you must contact a Career-Technical Planning District to get career counseling information. The counselors cover topics including available adult education and post secondary courses, financial aid, and job search resources. Depending on the county, this information may be provided in person, via phone, or via email. After this contact has been made, you will receive a voucher number that can be used to access the \$80 discount for the test.

If you fail any portion of the computer-based GED test, you can pay \$10 to retake that section (up to 2 times).

REGISTRATION FOR THE GED

To find the testing schedule and register for the GED, you must complete the registration process on www.GED.com. This includes entering your email address. A guide to registering for the GED test can be found here:

<http://www.gedtestingservice.com/uploads/files/53ce363dfa27d3efab66a40c2c8a9d1e.pdf>

When you are ready to register to take the test, you will be asked for the voucher number that you received by attending a career counseling meeting (in-person or otherwise) with your local Career Technical Planning District. You do not need this voucher to take the test, but it drops the cost of the test from \$120 to \$40. All vouchers issued are currently set to expire on June 30, 2015.

HELPFUL LINKS:

List of GED practice centers: <http://education.ohio.gov/Topics/Testing/GED/GED-Practice-Center-Sites>

List of GED testing centers: <http://education.ohio.gov/Topics/Testing/GED/GED-Testing-Centers>

How to order a GED transcript: <http://education.ohio.gov/Topics/Testing/GED/Order-Official-GED-Transcripts-and-Diplomas>

Federal Student Aid

FACTS FOR STUDENTS WITH CRIMINAL CONVICTIONS

Post-incarceration, students with criminal convictions generally face relatively few limitations when applying for federal student aid. In fact, students may apply for aid before they are released so the aid is processed in time to start school. However, if the incarceration was for a drug-related offense or if the student is subject to involuntary civil commitment for a sexual offense, eligibility may be limited.

Even if the student is ineligible for federal aid, they should complete the *Free Application for Federal Student Aid (FAFSA)* because most schools and states use FAFSA information to award nonfederal aid, and they may be able to receive some of those funds.

FEDERAL STUDENT AID ELIGIBILITY WHILE UNDER SUPERVISION

Individuals on probation or parole or living in a halfway house may be eligible for federal student aid. However, if they were convicted of a drug-related offense or if they are subject to an involuntary civil commitment for a sexual offense, their eligibility may be limited.

DRUG CONVICTIONS AND FEDERAL STUDENT AID

A student's eligibility might be suspended if the offense occurred while that student was receiving federal student aid (grants, loans, or work-study). When they complete the FAFSA, they will be asked whether they had a drug conviction for an offense that occurred while they were receiving federal student aid. If the answer is yes, they will be provided a worksheet to help them determine whether the conviction affects their eligibility for federal student aid. The drug eligibility worksheet can be previewed at <https://studentaid.ed.gov/sites/default/files/2014-15-student-aid-eligibility-drug-worksheet.pdf>

Convictions for a Federal or State drug offense (either sale or possession) count against a student for Title IV aid eligibility purposes only if the convictions were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid. They do not count if the offense occurred during a period of enrollment when the student was *not* receiving Federal Student Aid. This law applies only if convicted of a drug-related offense.

If an individual is convicted of a drug-related offense *after* submitting the FAFSA, they may lose eligibility for federal student aid, and may be liable for returning any financial aid received during a period of ineligibility.

Find more information on this topic: <http://www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf>

HOW TO APPLY FOR FEDERAL STUDENT AID

To apply for federal student aid, and for most state and institutional aid, students must complete a FAFSA, either online at www.fafsa.gov or on paper. There is no cost to apply for federal student aid. The financial aid administrator at the school of interest can provide more information. It is important to note that even if someone is not eligible for federal student aid, they may still be eligible for aid from the state or school.



LENGTH OF INELIGIBILITY FOR FEDERAL STUDENT AID IF EARLY REINSTATEMENT OF ELIGIBILITY IS NOT PURSUED

The length of time someone is ineligible depends on the type and number of convictions they have had for drug-related offenses committed **while they were receiving aid**. The law recognizes two broad categories of drug offense: “possession of illegal drugs” and “sale of illegal drugs.” The table below lists the period of ineligibility by type and number of offenses.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

* Under the law, an indefinite period of ineligibility continues unless the conviction is overturned or otherwise rendered invalid, or an individual meets one of the two early reinstatement requirements specified above.

REGAINING ELIGIBILITY EARLY FOR FEDERAL STUDENT AID

If a student’s eligibility for federal student aid has been suspended due to a drug conviction, the student can regain eligibility early by successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If the student regains eligibility during the *award year*, they should notify their financial aid office immediately so they can get any aid they’re eligible for.

An acceptable drug rehabilitation program must include two unannounced drug tests AND meet **at least one** of the following requirements. The program must be:

- Qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- Qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company.
- Administered or recognized by a Federal, State, or local government agency or court.
- Administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

Note: Not all programs include unannounced drug testing as part of treatment. When contacting a program about possible admission, student should explain the drug testing requirement and ask if the program can provide the required unannounced tests.

The Substance Abuse and Mental Health Services Administration (SAMHSA) treatment locator lists treatment programs that receive Federal funds. Programs on this list are approved, provided they offer two unannounced drug tests: <http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jsp>

HELPFUL LINKS

FAFSA facts for drug-related convictions: <http://www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf>
 Incarcerated individuals and eligibility for federal student aid: <https://studentaid.ed.gov/sites/default/files/aid-info-for-incarcerated-individuals.pdf>

Veterans Services



WHAT IS THE DEPARTMENT OF VETERANS SERVICES?

Veterans in Ohio may be eligible for educational, employment, financial, health care, home loans, and other benefits. The Department of Veterans Services provides assistance for Veterans, their spouses and children, and surviving family members of deceased Veterans. Services are provided through local County Veterans Service Offices (CVSO) in each county. These offices help Veterans apply for all benefits earned by active military service. The benefits available include:

Federal	State	Local
Disability compensation	Education	Claim preparation & assistance
Pension	Employment	Financial assistance
Healthcare	Healthcare	Transportation to VA medical appointments
Education	Home loans	Indigent burials
Home loans	Ohio Veterans Homes	Education
Burial	Military injury relief fund	
Survival benefits	License plates	
Financial assistance	Legal	
	Ohio Veterans Bonus	
	Recreation benefits	
	Financial assistance	

REENTRY-SPECIFIC RESOURCES FOR VETERANS

In 2009, Ohio published a Resource Guide specifically for incarcerated veterans and their families. It contains detailed information about a variety of support services available to veterans during and after incarceration. The Guide can be accessed here: http://www.va.gov/HOMELESS/docs/Reentry/09_oh.pdf

Assistance for Veterans’ spouses and other survivors

Veterans’ spouses and other survivors may be eligible for federal and state benefits. CVSOs can provide information about these benefits and assist with the application process.

Short-term emergency assistance

Local CVSOs can assist Veterans, or their families, who experience financial emergencies in the form of short-term assistance. Assistance varies with the individual abilities of each county, but may include payment of rent/mortgage, food, utilities, car payment, or insurance. An application process is required in all counties.

Where to apply for veterans services?

To find a local office, call 877-OHIO-VET (644-6838) or visit www.ohiovet.gov

Helpful Link

Benefits Resource Guide offering more details of programs available and eligibility:

<http://dvs.ohio.gov/Portals/0/library/odvs/benefits/BenefitsGuide-2013.pdf>

Veterans Crisis Line: 800-273-TALK (8255)



Citizen Circle

WHAT ARE CITIZEN CIRCLES?

Citizen Circles are groups of community members committed to helping ex-offenders make the change from "offender" to "citizen". They only work with ex-offenders who are seeking involvement of their own free will. Citizen Circles help ex-offenders and their families develop relationships with members of the community and together develop a plan to help the offender become accepted as a productive citizen and community member. They help ex-offenders understand that being a positive community member demands certain responsibilities and obligations. By promoting accountability, modeling good behavior choices, and actively mentoring the participant, Citizen Circles create a path to success that benefits the community. Additional information is available in this Ohio-specific Citizen Circle Manual: <http://www.drc.state.oh.us/web/citizen/CitizenCircleManual.pdf>

HOW DO CITIZEN CIRCLES HELP?

Citizen Circles focus on eight dynamic domain areas:

1. Employment - Work and the role of work in the person's life, including education and vocational skills;
2. Education - Education and vocational skills desired;
3. Family/Marital - Being with family members and the support an offender derives from them;
4. Associates/Social Interactions - Positive interaction with community members and non-criminal associates with the opportunity for positive interaction with peers;
5. Substance Abuse - Living without reliance on alcohol and/or other drugs;
6. Community Functioning - Knowledge and skills for daily living, including safety, an acceptable place to live, health, personal budgeting, leisure activities, and the use of social services;
7. Personal/Emotional Orientation - Decision-making, coping with stress, and practicing mental health and wellness activities.
8. Attitude - Supporting law-abiding behaviors and involvement with religious activities.

HOW DOES SOMEONE IN NEED GET ACCEPTED INTO A CITIZEN CIRCLE?

Acceptance into a Citizen Circle is contingent on:

- Completion of the application process (usually fairly quick and simple)
- Accepting responsibility of past criminal behavior and acknowledging the harm the offender has caused others
- Accepting agreed upon recommendations
- Participating in community service
- Setting goals focused on law abiding and productive community behavior

HOW TO FIND THE NEAREST CITIZEN CIRCLE

Contact your nearest Regional Parole Office:

Please ask to speak to your region's Reentry Coordinator for the nearest Citizen Circle.

Akron Region - 330-643-3010

Cincinnati Region - 740-702-1200

Cleveland Region - 216-787-3010

Columbus Region - 614-752-0800

Lima Region - 419-227-2631

Dayton Region - 937-262-9853

Ohio Department of Aging

THE STATE DEPARTMENT OF AGING AND OHIO'S AGING NETWORK

The Ohio Department of Aging is a cabinet-level state agency that strives to keep our state on the leading edge of innovation and responsiveness to our growing and changing aging population. Working with a network of area agencies on aging and service providers, the department ensures that all elders are respected as vital members of society who continue to grow, thrive and contribute. The department funds and coordinates services and supports to help older Ohioans stay healthy, engaged and independent for as long as possible.

AREA AGENCIES ON AGING: YOUR FRONT DOOR FOR AGING SERVICES AND SUPPORTS

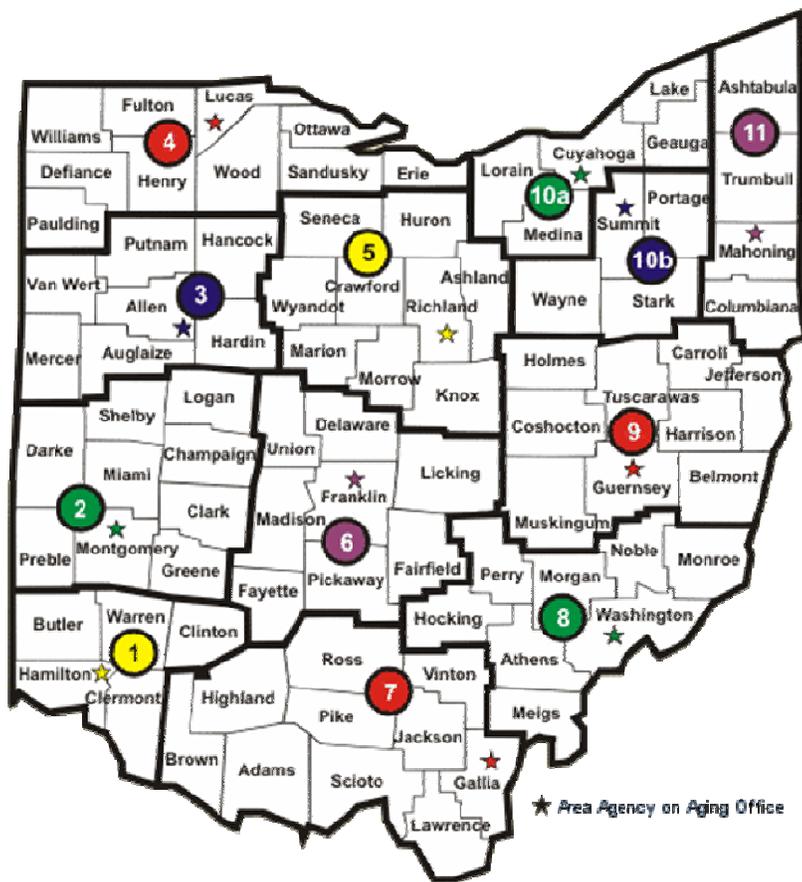
Ohio has 12 area agencies on aging that plan and coordinate service delivery at the local level using a combination of federal, state and local funds. They work with public and private partners to respond to the unique needs of older citizens and families in their area. Serving as the hubs of Ohio's Aging and Disability Resource Networks, the area agencies provide assessments, information and referral to local services and supports. Call 1-866-243-5678 to be connected to the area agency on aging serving your community, or visit www.aging.ohio.gov for contact information.

PROGRAMS AND SERVICES AVAILABLE THROUGH OHIO'S AGING NETWORK

Healthy lifestyle and prevention programs can help you take control of your life and manage your health conditions. Because you're never too old to learn how to live a happier, healthier and safer lifestyle, the Ohio Department of Aging offers two major initiatives with a host of programs to address your health conditions and needs.

HEALTHY U Ohio helps Ohioans stay active, make healthy choices and manage chronic conditions so that they can have the highest possible quality of life. HEALTHY U includes programs to help people with chronic conditions become confident in their ability to manage symptoms and understand how their health problems affect their lives.

STEADY U Ohio helps Ohioans understand that falls are not a normal part of aging and that most falls can be prevented through minor changes in home, health and habits. STEADY U includes programs to help older Ohioans see falls as something they can control and gives them tools to help reduce their risk as they age and their abilities change.





Community-based nutrition services are available to all Ohioans age 60 and older and include home delivered meals, congregate meals, nutrition health screenings, education and consultation, as well as the Senior Farmers' Market Nutrition Program, which helps elders access healthy, fresh produce. Availability may vary locally, with priority given to frail, homebound or isolated older adults.

The Golden Buckeye Program is the nation's oldest public-private partnership to provide savings for older Ohioans at 20,000 businesses statewide. All Ohioans age 60 or older, as well as adults age 18-59 who have disabilities as defined by Social Security, are eligible for a free Golden Buckeye card, which can be used as participating merchants for discounts and special offers. Participation varies by merchant. Ohioans who have a valid state driver license or ID card should receive their cards automatically in the month of their 60th birthday. Individuals who did not receive their card automatically and those who qualify due to disability can apply for a card at most public libraries and senior centers.

The Senior Community Service Employment Program (SCSEP) is a paid community service and work based training program for income eligible job seekers age 55+. Each SCSEP participant provides an average of 20 community service hours per week at local non-profit and public organizations to prepare for unsubsidized opportunities with our employer network.

Medicaid long-term services and supports are provided through an array of programs that take the individual's needs, abilities and preferences into account. Your area agency can assess your needs and help you choose the program that is best for you.

PASSPORT helps Medicaid-eligible older Ohioans get the long-term services and support they need to stay in their homes. Once a consumer is determined eligible, a case manager works with him or her to design a package of in-home services from local service providers.

The Assisted Living Waiver Program is designed for those who need a little more support to remain in their community. The program pays the costs of care in an assisted living facility for certain people with Medicaid, allowing the consumer to use his or her resources to cover "room and board" expenses.

PACE is a managed care model that provides participants age 55 and older with all of their needed health care, medical care and ancillary services in acute, sub-acute, institutional and community settings. Services include primary and specialty care, adult day health services, personal care services, inpatient hospital, prescription drug, occupational and physical therapies and nursing home care. Ohio's PACE site is in Cleveland.

MyCare Ohio is a managed care program for Ohioans who receive both Medicare and Medicaid benefits in certain regions of the state. The program is administered by the Ohio Department of Medicaid and the area agencies on Aging are part of a team of professionals that works to deliver services to some MyCare Ohio participants.

The Long-term Care Ombudsman Program advocates for people receiving home care, assisted living and nursing home care. Paid and volunteer staff work to resolve complaints about services, help people select a provider and offer information about benefits and consumer rights.

Caregiver Support services and resources from the area agencies on aging include training, support groups, respite care, nutrition programs and more to support Ohioans who are providing care for an older loved one.

Other services coordinated by Ohio's aging network include: energy assistance, legal assistance, lifelong learning, transportation, home repairs and modifications and volunteer opportunities.

HELPFUL LINKS

Ohio Department of Aging: www.aging.ohio.gov

Voting Rights

FACTS ABOUT VOTING FOR THOSE CONVICTED OF A CRIME

Individuals who have been convicted of a crime still have the right to vote, including when an individual:

- Has been convicted of a misdemeanor, even if incarcerated
- Has been arrested for a felony, but has not been convicted
- Has been convicted of a felony and released from prison (individual must re-register!)
- Lives in a halfway house, is on parole, probation, house arrest, or any other sort of correctional control

HOW TO REGISTER TO VOTE

1. Complete the voter registration form
 - A) Download a blank form at www.MyOhioVote.com, or
 - B) Request one be mailed from the Secretary of State's office or county board of elections, or
 - C) Pick up a form at a public library, public high school, Ohio Bureau of Motor Vehicle location or the Department of Job and Family Services.
2. Properly complete the voter registration form, including all required information noted in the instructions.
3. Return completed form by mail to the Secretary of State's office, county board of elections, or one of the locations listed in Step #1 before the registration deadline.
 - A) Voting precinct location will be sent from county board
4. Check voter information at www.MyOhioVote.com
 - A) If search does not return information, contact county board of elections to check on status of registration.

An individual is eligible to vote in Ohio if:

- They are a citizen of the United States;
- They will be 18 years of age on or before the day of the election;
- They have been a resident of Ohio for at least 30 days immediately before the election;
- They have not been declared incompetent to vote by a probate court;
- They are not currently incarcerated (in jail or prison) for a felony in any state;
- They have not permanently lost voting rights due to violation of election laws, and;
- They have registered to vote.

WHAT CIRCUMSTANCES DO RESTRICT A PERSON'S RIGHT TO VOTE IN OHIO WHO HAS BEEN CONVICTED OF A CRIME?

“There are only two circumstances where a person can temporarily or permanently lose his or her right to vote in Ohio for being convicted of a crime. First, if a person is convicted of a felony and currently incarcerated for that conviction, that person is not eligible to vote during his or her imprisonment. This applies to periods of incarceration for felony probation violations, violations of the terms of post release control or parole or being detained for extradition on a felony conviction from any state. Second, a person who has been twice convicted of felony violations of Ohio's election laws is permanently barred from voting in Ohio.”

Source: <http://www.reentrycoalition.ohio.gov/docs/Brochure%20-%20Reclaim%20Your%20Right%20to%20Vote.pdf>



OPTIONS FOR VOTING

Voting on Election Day

- Polls are open on Election Day from 6:30 a.m. – 7:30 p.m.
- Ballots must be cast at a designated polling place.
- All voters must bring an acceptable form of identification to the polls

Acceptable forms of identification on Election Day include:

A current and valid driver's license or state identification card
A copy of a current (within the last 12 months) utility bill, bank statement, government check, or paycheck that shows name and current address
Military identification

Absentee Voting by Mail

Qualified Ohio voters with up-to-date registration are eligible to cast an absentee ballot.

- Absentee voting begins 35 days before the election
- An absentee ballot must be requested no later than noon on the Saturday before an election, though the request should be made as early as possible to allow time to receive the ballot, vote, and return the ballot
- Download a request form at www.MyOhioVote.com or absentee ballot application forms are available from the Secretary of State's office or county board of elections

Once the absentee ballot is received, vote and seal it in the identification envelope provided. Be sure to provide all information required on the ID envelope. Return the ballot either by mail (must be received by board of elections prior to 7:30 p.m. on Election Day or postmarked no later than the day before the election) or in person at the county board of election office (must be received by the close of polls on Election Day).

Early In-Person Absentee Voting

Starting 35 days before the election, individuals may cast their absentee ballot in person at the county board of elections or at a voting center as designated by the county. Check with the county board of elections for more specific information.

HELPFUL LINKS

Register to vote or update voting address: <http://www.sos.state.oh.us/SOS/elections/Voters/register.aspx>

Guide to voting: <http://www.sos.state.oh.us/SOS/upload/publications/election/GuidetoVoting2014.pdf>

Child Support

HOW IS CHILD SUPPORT CALCULATED?

Child support is calculated using an “income shares” model that considers the income of both parents and the standard of living that a child would experience if the parents were in the same household. The formula takes into account the gross income of both parents (all earned and unearned income from all sources during a calendar year – salaries, wages, commissions, royalties, tips, overtime, rental income, interest, unemployment benefits, worker’s compensation, disability income, military pay, self-generated income, etc).

Means-tested income is not counted for the purposes of calculating child support. This type of income includes:

- Supplemental security income
- Public assistance benefits
- Child support received for children from another relationship

*Ohio does not factor in “parenting time” when calculating child support owed. In other words, it does not count the time a non-custodial parent spends with the child when determining how much that person will pay per month.

Child Support Calculation Background Info: <http://support.franklincountyohio.gov/assets/pdf/fact-sheets/guideline-worksheet.pdf>

WHAT SERVICES ARE PROVIDED BY CHILD SUPPORT ENFORCEMENT AGENCIES (CSEAs)?

Services provided by CSEAs:

- Location of noncustodial parents
- Paternity establishment
- Establishment and enforcement of financial and medical support orders
- Collection and disbursement of support
- Review and possible modification of support orders

Services NOT provided by CSEAs:

- Visitation
- Custody
- Divorce
- Actions regarding spousal support orders

WHAT ARE THE CONSEQUENCES OF NOT PAYING CHILD SUPPORT?

Child Support Enforcement Agencies (CSEAs) are responsible for enforcing child support orders and they have a number of methods for enforcement at their disposal. Generally, the process begins with administrative enforcement, which could include issuing a withholding order or a notice of default. If the person does not respond by paying on the order, they can move on to suspending that person’s driver’s license and/or filing a motion for contempt with the Court of Common Pleas (civil litigation). If the obligor is found in contempt and does not pay on the order, the judge may impose a jail sentence. The final step, if the obliger still does not pay, involves a referral to the prosecutor for criminal non-support.

License suspension:

If the person has received a default notice indicating that they are more than 30 days in arrears and they have failed to pay at least 50 percent of their total monthly support obligation for 90 consecutive days, the CSEA can notify the BMV to suspend their license. Once this occurs, the license will not be reinstated until the obligor is no longer in default or until they present evidence that they are unable to work due to circumstances beyond their control. If they present evidence that they are unable to work, they must then comply with a seek work program or pay the full balance of the total amount due for the 90 days prior to the date of the suspension notice. At that point, the obligor will be able to visit the BMV to pay the \$25 to reinstate their license.

<http://support.franklincountyohio.gov/client-services/support-order-enforcement/>



CHILD SUPPORT ADJUSTMENTS AND REVIEWS

Unless there are extenuating circumstances, child support orders may be reviewed every 36 months from the date the order was established or the date of the last review. The review process can take several months and generally involves looking at both parents' income information to see whether the child support order should be changed.

The following circumstances may warrant a review prior to the 36 months:

- If a payee has been unemployed for 30 consecutive days or longer through no fault of his or her own and the unemployment is expected to continue
- If a payee is permanently disabled
- If a non-custodial parent was unemployed or underemployed and they now have gainful employment
- If either parent experiences a 30 percent decrease in income that is beyond their control for at least six months, and that decrease is expected to continue
- If a parent is incarcerated with no chance of parole and therefore cannot pay support during the child's minority
- If either parent experiences an increase or decrease in the cost of child care or health insurance
- A variety of other reasons found here: <http://support.franklincountyohio.gov/assets/pdf/fact-sheets/modification-review.pdf>

If a case meets one of these criterion, a parent may request an administrative review by completing form JFS 01849 "Request for an Administrative Review of the Child Support Order". Once completed and signed, it must be submitted – along with any supporting documents listed as relevant in JFS 01849 – to the local child support enforcement agency. At that point, the caseworker assigned to the case will review the request to determine whether it's eligible for review. They have 15 days to make a decision about whether to approve or deny the request. If approved, the CSEA will have 180 days to complete the review and mail the results to both parties. If either party disagrees with the results, they can submit a written request for an administrative hearing to the CSEA.

The following are some situations in which a child support order may be adjusted:

If a parent's income varies significantly over time

Response: The parent's income may be averaged over a period of time (~3 years).

If a parent who is able to work and has no disabilities is not working, but conceivably could

Response: That parent's income is "imputed", or estimated based on potential earning capacity (even if it isn't actually being earned).

If a parent who owes child support also has to pay (and is paying) child or spousal support from another relationship

Response: That parent can be allowed to deduct the amount they pay from their gross income.

If a parent who owes child support is paying that child's childcare and/or health insurance

Response: The parent may be given credit toward the monthly obligation based on the amount they have paid toward childcare and/or health insurance

Who does one contact to get child support adjusted? <http://support.franklincountyohio.gov/assets/pdf/fact-sheets/modification-review.pdf>

Types of Supervision

WHAT ARE THE TYPES OF SUPERVISION?

Community Control (CC) - Community Control replaces the term "probation" and applies to all offenders given non-prison sanctions for felony offenses committed on or after July 1, 1996. Offenders may be assigned to a period of community control following (1) a judicial release or 80% court release from prison; (2) their sentence to and completion of a community-based correctional program; or (3) a direct sentence to sanctions without a prison sentence being imposed and the prison sentence suspended. The maximum period of community control is five (5) years. *Depending on the county, individuals who are on community control may be supervised by the Adult Parole Authority or by the local county probation department.

Compact supervision - Offenders who are under supervision in Ohio as transfer cases from other states.

Intervention in Lieu of Conviction - If the court grants an offender's request for intervention in lieu of conviction, the court places the offender under the supervision of the county probation department, the Adult Parole Authority, or another appropriate local probation or court services agency and establishes an intervention plan for the offender. The terms and conditions of the intervention plan require the offender, for at least one year from the date on which the court grants the order of intervention in lieu of conviction, to abstain from the use of illegal drugs and alcohol, to participate in treatment and recovery support services, to submit to regular random testing for drug and alcohol use, and to follow any other terms and conditions that are ordered by the court.

Judicial Release - A release from prison granted by a sentencing judge. This is always accompanied by judicial release supervision for up to five years at the discretion of the judge. This supervision follows the same terms as community control.

Monitored time - A sanction option which is that period of time an offender continues to be under the supervision of the sentencing Court or Parole Board subject to no conditions other than leading a law abiding life. Monitored time is applicable only to those offender who commit offenses on or after July 1, 1996 or compact offenders.

Parole - Parole only applies to those offenders who committed felonies prior to July 01, 1996. When those offenders have served a term of incarceration as felons and are assigned a period of supervision, they will be released to the community under parole supervision with the Adult Parole Authority. Legal custody of a parolee remains in the Department of Rehabilitation and Correction until a final release is granted by the Adult Parole Authority.

Post Release Control (PRC) - PRC represents a period of community supervision for offenders by the Adult Parole Authority (APA) following release from imprisonment for felonies committed on or after July 1, 1996. This form of supervision was officially defined in Senate Bill 2, also known as the "truth in sentencing" legislation.

Transitional Control (TC) - Inmates who are eligible for TC are transferred from prison to TC status for the purpose of closely monitoring their adjustment to community supervision during the final 180 days of their sentence. Inmates can be released into a TC program within 6 months of their estimated release dates. A strict screening process determines eligibility and suitability for the program. The Bureau of Community Sanctions is responsible for locating a suitable placement after the sentencing judge has been contacted and approves the inmate's participation in the program. The sentencing judge may deny an inmate's participation in the program. While in the Transitional Control Program, participants are still considered inmates. Rule violations may result in sanctions or return to prison.



ADULT PAROLE AUTHORITY

The Adult Parole Authority (APA) is responsible for the release and supervision of adult felony inmates returning to local communities from prison, as well as assisting Courts of Common Pleas with supervision duties for felony offenders. It is comprised of the Parole Board and Field Services. The APA determines release of inmates from prison to parole or transitional control, sets supervision conditions for inmates released on post release control, coordinates placement of offenders in the community and supervises them upon their release from prison. The APA also administers Ohio's interstate compact agreement for probation and parole coordinating movement of supervised offenders among states. The mission of the Adult Parole Authority is to "aid in the reentry of offenders by partnering with community stakeholders and law enforcement agencies to preserve public safety by holding offenders accountable through diverse supervision strategies and technology."

WHAT IS REQUIRED OF SOMEONE WHO IS ON SUPERVISION WITH THE APA?

- No contact with victim of current offense(s).
- Must obtain permission prior to out-of-state travel. Policy on this [here](#).
- Must keep officer informed of residence and sleep only at approved residence.
- Officers may search, with or without a warrant, an offender's person, place of residence, motor vehicle, or other real or personal property.
- Must be granted permission to visit a family member who is in prison.
- May not purchase, possess, or own any firearms, ammunition, or other deadly weapons.
- Must comply with any special conditions set forth by the parole officer, parole board, etc.
- If on Parole, PRC, or Compact supervision, the offender must pay a supervision fee in the amount of \$20 per month unless waived by the APA. These fee payments start 30 days post-release. They may be waived if the PO determines that (1) the offender lacks the financial resources to provide for his/her basic needs and cannot provide for him/herself if the collection of the supervision fee is imposed, (2) the offender is in a halfway house/in-patient program or serving a prison sanction, or (3) the offender is already under a court order to make restitution to victims or to pay child support and provides documentation that they are making these payments and otherwise cannot pay. Supervision fees may also be waived in some cases as a positive incentive or for completing pre-approved community service hours.

WHAT ARE THE MECHANISMS FOR RELEASE FROM APA SUPERVISION?

There are three primary mechanisms that lead to a release from supervision:

1. Expiration of supervision term - A community control or PRC offender will be released from supervision at the point that they have served their maximum period of supervision time, as specified by the sentencing court's journal entry or parole board minutes.
2. PRC term reduction - A PRC offender may be released from supervision prior to their maximum supervision term upon recommendation of the APA field staff.
3. Court order - A community control or judicial release offender may be released from supervision early at the discretion of the court.

Ohio Risk Assessment System (ORAS)

WHY ORAS?

The DRC has long supported supervision and programming practices rooted in the ever-growing body of the "what works" literature. Implementing evidence based practices begins with utilizing a valid risk and need assessment tool. In 2006, DRC contracted with the University of Cincinnati, Center for Criminal Justice Research, to develop an Ohio-based assessment system called the Ohio Risk Assessment System (ORAS) that would be utilized at various points in the criminal justice system to assess individuals' likelihood of recidivating and identify their criminogenic needs and barriers to programming. The ORAS tools can be used at pretrial, prior to or while on community supervision, at prison intake, and in preparation for reentry prior to release from prison.

WHAT ASSESSMENT TOOLS DOES ORAS OFFER?

There are currently seven tools in the Ohio Risk Assessment System, and they are used at different decision points in order to determine the risk level and needs of an offender. The tools include:

Pre-Trial Tool (PAT) - The PAT is designed to be predictive of both an offender's failure-to-appear and risk of violating pretrial probation with a new offense. The PAT consists of seven risk variables in three domains (criminal history, employment and residential stability, and drug use).

Community Supervision Screening Tool (CSST) - The CSST was developed in order to provide counties the ability to more quickly identify moderate to high risk cases. Once identified as moderate to high risk, counties can provide these cases with the full assessment of criminogenic needs (i.e., administer the CST) while avoiding the extra resources involved with assessing lower risk cases that were not likely to need intensive treatment services.

Community Supervision Tool (CST) - The CST is designed to assist in both designation of supervision level, as well as to guide case management for offenders in the community. It consists of 35 items from seven domains: criminal history, education, employment and finances, family and social support, neighborhood problems, substance abuse, antisocial associations, and antisocial attitudes and behavioral problems.

Prison Screening Tool (PST) - The PST is a pre-screening reception tool designed to identify low risk inmates who do not need a PIT. It is completed for all inmates within 30 days of arriving at the reception center, regardless of their length of sentence. It has only four items: (1) employment status at time of arrest, (2) longest length of employment in past two years, (3) living situation prior to incarceration, and (4) stability of residence prior to incarceration.

Prison Intake Tool (PIT) - The PIT is designed to provide case managers an assessment instrument that can be used to prioritize prison treatment based on likelihood of recidivism. It is administered within 90 days of arrival at the parent institution for those inmates who score moderate to high on the PST and have one year or more of prison time remaining to be served. The PIT consists of 31 items in 6 domains (age; criminal history; education, employment, and finances; family and social support; substance abuse; and criminal lifestyle).

Reentry Tool (RT) - The Reentry Tool (RT) is a standardized assessment tool designed to be administered to those inmates within 180 days of release from prison* who have served more than four years. It is designed to be predictive of new arrests and helps inform case planning. The RT consists of 19 items from four domains (age; criminal history; education, employment, and social support; and criminal attitudes and behavioral patterns).

Supplemental Reentry Tool (SRT) - The SRT is designed to be used within 180 days of release from prison* for inmates who have served four years or less, but six months or more. It is designed to be predictive of new arrests and helps inform case planning. The SRT consists of current age of the offender and 31 additional items across 4 domains (criminal history; education, employment, and social support; substance use and mental health, and criminal lifestyle).

*Inmates who are judicially released or who otherwise do not receive an SRT or RT prior to their release from prison and who will be on supervision must have an RT or SRT completed within 30 calendar days of their release.



HOW DOES ORAS INFLUENCE SUPERVISION?

The RT, SRT, or CST determine the risk level of offenders. The risk level, in turn, determines the supervision level, except when overridden due to aggravating or mitigating factors. Parole officers make appropriate interventions, program recommendations, and/or referrals based upon the offender's supervision level, identified dynamic risk factors, and resources available.

For very high, high, and moderate supervision level offenders who have multiple risk factors identified as high and moderate, those risk factors identified in the ORAS assessment that are considered primary (which can include Criminal Attitudes and Behavioral Patterns, Peer Associations, and Criminal History) should be addressed first, followed by the high and moderate risk factors considered to be secondary (which can include Substance Abuse, Neighborhood Problems, Family and Social Support, and Education, Employment, and Financial Situation).

Domains that are low in need are not addressed in the case plan unless judicially mandated, a Parole Board special condition, or requested by the offender. If a Parole Board special condition or judicial mandate is not related to the offender's risk/need (e.g. no contact orders, financial obligations, and non-programming specific sex offender special conditions), this condition is not addressed in the case plan.

Low supervision level offenders should not generally, with the exception of offender requests, judicial mandate or Parole Board special condition, have case plans or be referred for programming. After being on low supervision for 90 days, an offender's supervision level can be reduced from low to monitored time, excluding sex offenders and parole offenders.

WHAT ARE RESPONSIVITY FACTORS AND HOW DO THEY INFLUENCE CASE PLANNING?

Responsivity factors refer to potential barriers to treatment. These can include low intelligence, medical or mental health issues, a lack of treatment motivation, transportation and child care barriers, and reading and writing limitations. Responsivity factors do not directly impact the final calculation of risk. Rather, they are taken into consideration and addressed when designing case plans so that interventions can be tailored to the assessed individual's learning style, abilities, and bio-social characteristics. When taken together with other risk and need information gathered during a risk assessment, responsivity factors may influence a criminal justice professional's decision to override an offender's assessment-based risk level.

WHAT ARE THE RISK DOMAINS ASSESSED IN THE ORAS CASE PLAN?

1. **Criminal history**—Examines aspects of the individual's criminal behavior that correlate with recidivism.
2. **Education, employment, and financial situation**—Examines such items as the highest level of education attained by the offender, as well as current and past employment, use of time (percentage that is structured vs unstructured), and the stability of the offender's finances (savings, debt, sources of income, etc).
3. **Family and social support**— Individuals with family and support systems who are supportive or tolerant of criminal behavior are more likely to engage in criminal behavior. This domain examines the emotional support available from others, the criminal history of parents, satisfaction with marital situation, etc.
4. **Neighborhood problems**— Examines whether an individual lives in a high crime neighborhood and the availability of drugs in that neighborhood.
5. **Substance use**—Examines the occurrence of substance use in the offender's life and the extent to which substance use has caused problems across varying aspects of the offender's life.
6. **Peer associations**—Examines the extent to which an offender has contact with criminal peers and how much they engage in criminal activities as opposed to establishing plans to avoid those past criminal associates.
7. **Criminal attitudes and behavioral patterns**—Examines the criminal attitudes of the offender (such as accepting responsibility for their actions), as well as some personality traits that can often lead to criminal behavior (risk-taking, willingness to walk away from a fight, etc).