



REENTRY PLANNING TOOLKIT

*for family members with
a loved one in reentry or
loved one with an arrest
or conviction record*

about root & rebound's programs and services

Root & Rebound is a non-profit **reentry legal resource and advocacy center**. Our mission is to increase access to justice and opportunity for people in reentry from prison and jail and people with records, and to educate and empower those who support them. We offer **statewide** resources and programs, which are summarized below. Visit our website at rootandrebound.org, or call [510-279-4662](tel:510-279-4662), to learn more.

TOOLKITS

Our **Reentry Planning Toolkits** are concise reentry planning guides tailored to the different audiences that rely on them. They contain key know-your-rights information, planning tools and checklists, and information around gaining ID, voting rights, navigating the employment search, family reunification, education, parole and probation issues, record-cleaning, and other key reentry issues. Our cost structure is as follows:

- **1) Reentry Planning Toolkit for People in Reentry & People with Records: FREE.** By contacting Root & Rebound requesting reentry legal resources, currently incarcerated people and people with prior justice system involvement will be offered this *Reentry Planning Toolkit* for free. (Donations are always welcome; no amount is too small.)
- **2) Reentry Planning Toolkit for Family Members with a Loved One in Reentry: FREE.** By contacting Root & Rebound, family members with a loved one in reentry will be offered this *Reentry Planning Toolkit* for free. (Donations encouraged; no amount is too small.)
- **3) Reentry Planning Toolkit for Service Providers Supporting People in Reentry: Cost: \$10 each.**

We also offer special topic-specific toolkits:

- **California Employers' Fair Chance Hiring Toolkit:** This Toolkit is ideal for employers and workforce development professionals to learn about the benefits, best practices, and legal requirements around hiring people with conviction histories. *Cost: \$10 each.*
- **"My Education, My Freedom": A Toolkit for Formerly Incarcerated and System-Impacted Students Pursuing Education in California: FREE to individuals in reentry who are currently and actively seeking to go back to school/enroll in college; \$10 for all others.**

All Toolkits are available to order online at rootandrebound.org/roadmap, or by calling us at 510-279-4662.

ROADMAP TO REENTRY LEGAL GUIDE

For case-specific questions, the *Roadmap to Reentry Legal Guide* is an encyclopedic resource for navigating the legal impact of a criminal record on housing, employment, family, parole and probation issues, getting ID, and more. Access our searchable website of the *Roadmap to Reentry* at roadmap.rootandrebound.org. For a paper copy of the guidebook, the cost is as follows:

- **If your loved one is currently incarcerated:**
 - **FREE to check out from their institution's library.** If there is no copy in their institution's library, call us any Friday at [510-279-4662](tel:510-279-4662) from 9 a.m. – 5 p.m. PST (we accept collect calls); write us at Root & Rebound, 1730 Franklin Street, Suite 300, Oakland, CA 94612; or ask someone to email us at roadmap@rootandrebound.org on their behalf, and we will be sure to send one to the institution.
 - **If your loved one wants their own copy**, the cost is **\$20**. You, or someone else, can order this on your their behalf by calling us at 510-279-4662 or ordering online at rootandrebound.org/roadmap.
- **For everyone else:**
 - **FREE to view or download a PDF** of the guide at rootandrebound.org/roadmap
 - **FREE to access the searchable website** of the guide at roadmap.rootandrebound.org
 - **If you want your own copy of the book**, the cost is **\$39**. Order by phone at 510-279-4662 or online at rootandrebound.org/roadmap

HOTLINE

Root & Rebound runs the only statewide Reentry Legal Hotline in the country where currently and formerly incarcerated people and people with conviction histories, their family and loved ones, and service providers can call and speak to a reentry attorney *for free*. Call the Hotline any Friday, 9 a.m. - 5 p.m. PST, at [510-279-4662](tel:510-279-4662). **Please note: If your loved one is currently incarcerated** and does not have phone access, they can write us confidential, legal mail at: Root & Rebound, 1730 Franklin St., Suite 300, Oakland, CA 94612 (ATTN: Katherine Katcher, SBN 295448).

CLINICS

Root & Rebound offers in-person legal clinics statewide, where people with records can sign up for a one-on-one appointment with a member of our legal team. We focus our clinics on issues and regions that are the most underserved, including in rural communities, with our tribal partners, and focusing on issues like family law, parole and probation, record-cleaning, and other hard-to-access legal services for people with past justice system involvement.

TRAININGS

Public education being critical to Root & Rebound's mission, we offer community-based and prison- and jail-based 'know-your-rights' trainings. As a small team of attorneys, our trainings allow us to share important reentry legal knowledge statewide with directly impacted people and service providers, and in turn learn directly from people on the ground about the most pressing needs for people with records in their community. We also partner with community organizations and government agencies to bring Root & Rebound's legal trainings, direct services, and curriculum into our partners' services, improving the outcomes for their clients.

CONTACT US: If you have any questions, please call us at [510-279-4662](tel:510-279-4662), email us at info@rootandrebound.org, or write us at 1730 Franklin Street, Suite 300, Oakland, CA 94612.

DONATE: If you find value in this *Reentry Planning Toolkit* and Root & Rebound's work, please consider donating at rootandrebound.org/donate to help us continue offering our free resources and trainings offered to currently and formerly incarcerated people and their loved ones.

DISCLAIMER

WHEN PUTTING TOGETHER THIS TOOLKIT, ROOT & REBOUND DID ITS BEST TO OFFER HELPFUL AND ACCURATE INFORMATION FOR INDIVIDUALS IN REENTRY AND INDIVIDUALS WITH CONVICTION RECORDS. HOWEVER, WE CANNOT UPDATE THIS TOOLKIT EVERY TIME THERE IS A CHANGE IN LAW OR POLICY, AND IT IS YOUR RESPONSIBILITY TO MAKE SURE THE LAW HAS NOT CHANGED AND APPLIES TO YOUR INDIVIDUAL SITUATION.

THIS TOOLKIT IS NOT INTENDED TO GIVE LEGAL ADVICE, BUT RATHER GENERAL LEGAL INFORMATION ABOUT PEOPLE'S RIGHTS IN REENTRY. IF YOU NEED LEGAL ADVICE, YOU SHOULD CONSULT YOUR OWN ATTORNEY.

ROOT & REBOUND OFFERS THIS TOOLKIT "AS-IS" AND MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND CONCERNING THE TOOLKIT, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF ACCURACY, COMPLETENESS, TITLE, MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT, OR THE PRESENCE OF ABSENCE OF ERRORS, WHETHER OR NOT DISCOVERABLE.

IN PARTICULAR, ROOT & REBOUND DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES THAT THE TOOLKIT, OR ANY INFORMATION IN THE TOOLKIT, IS ACCURATE, COMPLETE, OR UP-TO-DATE OR THAT IT WILL APPLY TO YOUR CIRCUMSTANCES.

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Thank you to our partners for reviewing and co-developing content for the first version of this Toolkit:

- **Carl B. Metoyer Center for Family Counseling**, which provides culturally responsive family counseling, case management and crisis intervention services to youth and families of East Oakland. Since 1978, the Center has specialized in working with youth who are struggling at home, at school, and involved in the juvenile justice system, many of whom are impacted by the incarceration of a loved one.
- **Parent Caregiver Advisory Group (PCAG)**, which is a workgroup of the **Alameda County Children of Incarcerated Parents Partnership (ACCIPP)**. The workgroup is made up of a diverse group of caregivers and formerly incarcerated parents who provide insight, consultations, and advisement on reentry matters that impact children and families. If you or someone you know in Alameda County might be interested in participating in PCAG, please contact Kimberly Murphy of A Better Way, Inc. at (510) 318-4502.

We would also like to thank the following advisors and contributors: Irina Alexander, Maria “Alex” Alexander, Dina Alkhoury, Bridget Ambrose, Michael Bays, Sarah Carson, Daisy Chavez, Crystallee Crain, Arkeuria Davis, Ronald Davis, Armondo DePina, Kyle Dunson, Josh Elliot, Ronell Ellis, Ivy Harris, Clarence Henderson, Joseph Hess, Shawn Garety, Rob Gitlin, Sandra Johnson, Sam Lewis, Marnie Lowe, Pamela Mchombo-Taylor, Jean Milam, Kimberly Murphy, Marvin Mutch, Zachary Newman, Bikila Ochoa, Blair James, Melinda Jones, Marvin Jordan, Natalie Siva, Douglas Smith, Deborah Thorpe, and Briana Zweifler.

THANK YOU!

This Toolkit would not have been possible without the contributions, inspiration, and resilience of **people directly impacted by the criminal justice system and their family members**. Thank you for your tireless advocacy for a better, fairer world. A special thank you to the **Zellerbach Family Foundation (ZFF)** for making this *Toolkit* possible and for its work to give all Bay Area families access to justice and opportunity. We thank ZFF immensely for its generous, continued support of Root & Rebound’s work to support families and individuals impacted by the criminal justice system.

messages of hope: by & for impacted families

“Families are the primary resource for housing, employment, and health needs of their formerly incarcerated loved ones.”¹

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“My son was released with only \$200 gate money. After my son’s release, he bought a prepaid cell phone, some clothing to wear after 15 years of incarceration, and transportation to his county’s parole office. Just like that, all the gate money was gone. He didn’t have any information, resources, or know where to go next. My son had to sleep in the cars of various family members until he was able to find his own employment to secure his own residence.

Having this *Reentry Planning Toolkit* and the *Roadmap to Reentry* can greatly aid in promoting successful planning and reducing recidivism. Those who are rehabilitation-ready should have every opportunity to be successful and not go through the created obstacles of finding hard-to-access information and resources.” - **P.M.**

“Give light and people will find the way.” – Ella Baker

“My whole life I have been surrounded by people incarcerated. From minor offenses, to extremely serious ones, I have seen first-hand how difficult adjusting to ‘life outside the bars’ can be. I watched my father spend most of his life in and out of jail. My father was such an intelligent, sweet man that fell into the system at an early age. What he knew, and his way of life, was based around being incarcerated.

Falling in my father’s footsteps, myself, my older brother, and two younger brothers all spent time in jail. It was a vicious cycle that seemed unbreakable. It’s almost like the system had no higher expectations for myself or my family. I was shown no ‘right’ way. We knew nothing else, and were shown nothing else. Had there been services like Root & Rebound’s *Reentry Planning Toolkit* and *Roadmap to Reentry* around to help by father, he may have not had the fate he did. I would find so much happiness and joy in knowing that other people did not have to live the same fate.” - **M.L.**

“Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.” - Helen Keller

Since our founding in 2013, Root & Rebound has seen the traumatic effects that incarceration has on families. These effects range from disruption of family structure, to the loss of emotional and financial support for children, to stress and health problems associated with losing a loved one to incarceration.

But through our work, we have also met, served, and been inspired by families and communities that demonstrate remarkable strength, compassion, and empathy in supporting their loved ones in reentry. These experiences inspired us to create a *Reentry Planning Toolkit For Families with a Loved One in Reentry or Loved One with an Arrest or Conviction Record*--as a way to empower and support the families and friends who so often serve as a critical support system to people in reentry.

“Don’t give up what you’re trying to do. Where there is love and inspiration, I don’t think you can go wrong.” - Ella Fitzgerald

¹ Ella Baker Center for Human Rights, “Who Pays: The True Cost of Incarceration on Families” (2015).

about the toolkit

Why did Root & Rebound create this Reentry Planning Toolkit for family and loved ones?

The main goal of this *Toolkit* is to help family members, friends, and loved ones of people in reentry and people with arrest and conviction records to help their loved one create an **individualized plan for reentry**, and know how they - as family members - can support their loved one's reentry process.

This *Toolkit* offers families and loved ones the answers to common questions like: "What can I do?," "How can I help?," "Where do I go for resources?," and "When should we start?" for helping a loved one through major obstacles that come up in reentry. The *Toolkit* offers tools - information, action steps, checklists, helpful hints, referrals, and resources - to help families find answers to important questions and create an individualized plan for reentry *alongside* their loved one returning home.

Who is this Toolkit for?

This *Toolkit* is designed for the **loved ones, family members, children, and friends** of people in reentry and people with records. A criminal record is often a barrier to the most important things in life: *housing, employment, family reunification, health care, education, and even getting basic forms of identification documents (ID)*. We created this *Toolkit* to strengthen and empower families and friends who so often serve as the critical support systems to their currently and formerly incarcerated loved ones.

We have created three different versions of the *Reentry Planning Toolkit*. Your loved one in reentry can order the Toolkit version designed specifically for them by emailing Root & Rebound at roadmap@rootandrebond.org, calling us at (510) 279-4662 (we accept Collect Calls), or writing us at **Root & Rebound, 1730 Franklin Street, Suite 300, Oakland, CA 94612**.

Who wrote this Toolkit?

The writing of this Toolkit was a **joint, collaborative effort** between **Root & Rebound's legal team, individuals and family members directly impacted by incarceration, and service providers who support people with past involvement in the criminal justice system.**

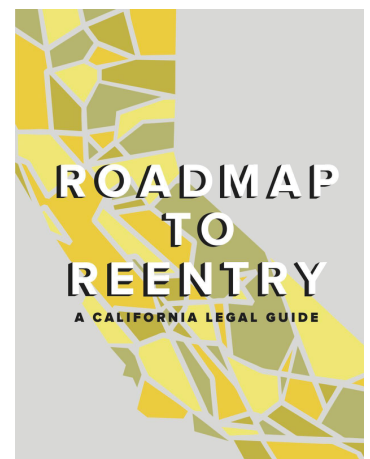
Even before we began writing, Root & Rebound's team met with, interviewed, and surveyed currently and formerly incarcerated people and their family members and loved ones about the issues that impacted them the most. We also reviewed the most frequently asked questions that come to us through our Reentry Legal Hotline, clinics, and other programs, so that we could include know-your-rights information about the **most common reentry legal barriers**.

Root & Rebound's main partners and co-authors were family members directly impacted by incarceration. As directly impacted experts, they offered critical insight on the topics in this *Toolkit*, and wrote and edited content outside the scope of Root & Rebound's expertise including: *important issues to keep in mind when (re)building relationships* (pg. 15); *therapy and support* (pg. 16); and *preparing for job applications & interviews* (pg. 45). This Toolkit is richer and more useful because of the many hours that currently and formerly incarcerated people, their families, and their advocates poured into it. Thank you to all!

Do I need anything else to use this Toolkit?

If you have specific legal questions about the impact of your loved one's criminal record on things like housing, employment, family reunification, parole and probation, voting rights, getting ID, public benefits, health care, or immigration status that go *beyond* the issues discussed in this *Toolkit*, Root & Rebound offers additional resources that may help answer their questions, including the ***Roadmap to Reentry Legal Guide***.

The ***Roadmap to Reentry: A California Legal Guide***—available **in print and online**—is an encyclopedic "know-your-rights" legal guide that individuals in reentry, their family members, advocates, and service providers use across the state of California to answer their questions about navigating the **legal impact of a criminal record** on housing, employment, family reunification, parole and probation issues, getting ID, voting, immigration, and more. Learn how to view or order a copy on pg. 8.



While our *Reentry Planning Toolkits* are like “mini-guides” tailored to specific users with the most important information pulled from the *Roadmap to Reentry* after years of feedback, the original *Roadmap to Reentry* guide is more accessible than ever for comprehensive information on everything reentry law related in California.

To learn more about all of Root & Rebound’s resources and services, read the information starting on pg. 1; call Root & Rebound at 510-279-4662; or email us at info@rootandrebound.org.

When and how should I use this Toolkit?

It is never too early to plan for reentry! We recommend that you and your loved one in reentry begin planning at least 1 year before release from prison or jail. But it is never too early or too late to use this *Toolkit*! You can use it in the days, months, and years before or after your loved one’s release.

If you are not sure what to read first, here are some suggestions:

1. To start, review the **Table of Contents** on pg. 8 to understand all the topics covered in the Toolkit. This can also help you identify topics you are looking for more information on.
2. Second, review the **Timeline** on pg. 12 to get a better idea of where you are now and identify key steps you and your loved one can each take.
3. Third, each section of the Toolkit has a **cover page** that summarizes the information you will learn in that section, and includes a **checklist of steps** that *you, your loved one, or you both* can take - and when to start.
4. Fourth, within each section, you will find more specific questions and checklists you can fill out as you go.
5. Finally, Appendix E (pg. 98) at the back includes a **Sample Reentry Plan** that you and your loved one can rip out and write in as you go through the Toolkit. Some may even prefer to start with filling out the Sample Reentry Plan before you jump into the Toolkit--whatever works best for you!



While this *Toolkit* includes general tips and information, **remember that the reentry process looks different for everyone.** Use it as needed! If you already know something or if information does not apply to your family’s situation, feel free to skip that section. There is no “right” or “wrong” here—there is only information meant to help you and plan ahead.





HOW CAN I SHARE THE TOOLKIT WITH MY LOVED ONE IN REENTRY?

You may wish to fill in your own answers as you work through this version of the Toolkit, or work on the answers with your loved one. You can mail the Toolkit back and forth, bring it with you to in-person visits (if permitted), or discuss important information over phone calls with your loved one. You can also fill in the “Reentry Plan” (see pg. 98), ideally together, over the phone, by letter, or during in-person visits with your incarcerated loved one. We suggest that you fill in answers and important information as you and your loved one have conversations about the different topics and develop their reentry plan together.

KEY ICONS IN THE TOOLKIT

To make this Toolkit easier to use, we have provided a list of **key icons** that pop up throughout as you read. In the boxes next to these icons, you will find additional information that you should be aware of.

ICON	MEANING
	CONSULT A LAWYER: If you believe your loved one’s rights may have been violated, talking to a lawyer can be very helpful for professional consultation and legal support. As a first stop, Root & Rebound offers a Reentry Legal Hotline every Friday from 9 a.m. to 5 p.m. PST at phone number (510) 279-4662, where anyone with a reentry-related question can call and speak to a member of our legal team.
	LEARN MORE IN THE <i>Roadmap to Reentry Legal Guide</i>: For individual reentry issues not covered in this <i>Toolkit</i> , check out our <i>Roadmap to Reentry Legal Guide</i> , a comprehensive legal reference guide for people in reentry and those who support them. Visit the searchable website of the <i>Roadmap to Reentry</i> at roadmap.rootandrebound.org , or order a hard copy of the guidebook at www.rootandrebound.org . Learn more about Root & Rebound’s resources, programs, and services starting on pg. 1 above.

	ACTION STEP! The information after a star symbol provides concrete next steps for you and your loved one's reentry journey.
	IMPORTANT INFORMATION OR WARNING! The particulars of your loved one's arrest or conviction history and other personal circumstances can have a big impact on their legal options and outcomes. This icon warns you of individual-specific issues that require extra attention.
	REENTRY PLANNING TIPS: This icon indicates tips that can help as you plan for your loved one's reentry and help them to advocate on their own behalf.
	HELPFUL RESOURCES: This icon identifies other organizations and resources that may be able to support you and your loved one in reentry.



WE ARE A FREE RESOURCE. WE ARE HERE TO HELP.

For individual questions, you can call Root & Rebound's free Reentry Legal Hotline any Friday, 9 a.m. - 5 p.m. PST at (510) 279-4662 (we accept collect calls); email roadmap@rootandrebound.org; or write confidential, legal mail to Root & Rebound, 1730 Franklin St., Ste. 300, Oakland, CA 94612 (ATTN: Katherine Katcher, SBN: 295448).



FIND MORE KNOW-YOUR-RIGHTS INFORMATION IN THE *ROADMAP TO REENTRY* LEGAL GUIDE:

Do you have individual questions about barriers related to reentry or a criminal record that we did not cover in this Toolkit? Root & Rebound publishes and updates an encyclopedic, know-your-rights reentry legal guide called the *Roadmap to Reentry*. It is available online, in print, and for free in prison and jail libraries (where possible).

SEARCH THE ONLINE GUIDE OR REQUEST A PAPER COPY: Search by **key terms** on our searchable website of the *Roadmap to Reentry Legal Guide* at roadmap.rootandrebound.org. Download the PDF or order a print copy at www.rootandrebound.org/roadmap, or by calling us at 510-279-4662.

table of contents

HERE IS A SUMMARY OF THE INFORMATION COVERED IN EACH SECTION OF THE TOOLKIT.

Glossary of Terms (p. 9)

Part 1—Introduction to Reentry Planning: Starting Over Strong (p. 11)

Part 1 covers what “reentry” is, reentry planning tips and resources, information about support and services for your loved one while incarcerated, and tips about rebuilding family relationships in your loved one’s early days out.

Part 2—Getting Official ID & Useful Items Set Up for the Early Days Out (p. 19)

Part 2 covers how to help your loved one get ID and other important resources for their early days out.

Part 3—Voting Rights (p. 26)

Part 3 covers your loved one’s voting rights in California based on their incarceration or supervision status.

Part 4—Creating a Housing Plan (p. 29)

Part 4 covers various housing options post-release, what you need to know if your loved one will be staying with you, how to create a plan for finding both short- and long-term housing, and challenging illegal denials to housing.

Part 5—Creating an Employment Plan (p. 41)

Part 5 covers information on helping your loved one rejoin the workforce and create a plan for finding a job.

Part 6—Continuing Education in Reentry (p. 49)

Part 6 covers a basic summary of various educational pathways and levels that your loved one might explore, and important information for going back to school.

Part 7—Adjusting to Life on Community Supervision: Parole, Probation & Federal Supervision (p. 72)

Part 7 covers what community supervision is, how it will impact your loved one’s daily life, and what it can mean for you and your family.

Part 8—Managing Court-Ordered Fines & Fees (p. 62)

Part 8 covers best practices for your loved one to take control of court-ordered fines and fees related to a past criminal case.

Part 9—Record-Cleaning (p. 65)

Part 9 covers general information about RAP sheets and potential options for your loved one to clean up their record with the support of a “clean slate” legal clinic and reentry lawyers.

Part 10—Setting Up Public Benefits & Health Care (p. 72)

Part 10 covers what public benefits might be available to your loved one and your family, and how to access them.

Part 11—Family Law Issues & Child Reunification (p. 79)

Part 11 covers key know-your-rights information for family members to stay connected with an incarcerated loved one, as well as the rights of parents navigating the court system to reunify with their children.

Part 12—Reentry Resources for Immigrants (p. 85)

Part 12 covers key information if your loved one is a noncitizen with a record who needs legal support.

APPENDICES:

- **Appendix A:** List of Legal Aid Referrals Across California (p. 91)
- **Appendix B:** List of Reentry Organizations Across California (p. 93)
- **Appendix C:** Immigration Support Referrals (p. 95)
- **Appendix D:** Transitional Housing Providers that Accept Applications from Currently Incarcerated People (p. 96)
- **Appendix E:** Sample Reentry Plan (p. 98) - Please find a sample **Reentry Plan** for you and your loved one to fill out based on your answers throughout the Toolkit.

glossary of terms

The following glossary provides basic definitions for **commonly used terms** related to the criminal justice system and criminal records.

- **Infraction:** A violation of a rule or local ordinance, usually punishable by a fine rather than by incarceration. Examples include traffic (or “moving”) violations, disturbing the peace, and failure to appear.
- **Misdemeanor:** A minor crime usually punishable by a fine and/or confinement in a place other than prison, such as county jail. Examples include driving under the influence (DUI), petty theft, solicitation for an act of prostitution, and shoplifting.
- **Felony:** A major crime usually punishable by imprisonment for more than one year or by death. Examples include burglary, arson, rape, certain drug crimes, and murder. Felonies can be—but aren’t always—classified as **serious** or **violent**. These classifications can be important, as they dictate whether a crime counts as a strike under California’s Three Strikes Law. They also may impact a person’s ability to be released early.
- **Arrest:** Occurs when law enforcement apprehends or restrains the movement of a criminal suspect against his or her will. An arrest does not necessarily lead to a person being charged with a crime or taken to jail. However, even if they are not prosecuted, an arrest will show up on a person’s criminal record.
- **Charge:** To formally accuse a person of an offense. At this stage, a District Attorney or prosecutor has the choice to drop (or “dismiss”) charges, or move forward with criminal prosecution in court.
- **Bail:** The sum of money required to release a person from jail or prison while charges are pending against them, or while they are being tried, in order to guarantee their appearance in court.
- **Conviction:** A judgment, made in court by a jury or judge, stating that a person is guilty of a crime.
- **Plea:** An accused person’s formal response to a criminal charge, limited to a plea of guilty, not guilty, or no contest. A plea of no contest is treated exactly like a guilty plea for criminal purposes.
- **Sentence:** The punishment imposed by a court on a person convicted of a crime. See definitions below for detailed descriptions of common types of sentences.
- **House Arrest:** When a person is confined to a residence as an alternative to jail or prison time. Travel is usually restricted.
- **Ankle Monitor:** A device that people under house arrest, or on parole, are required to wear that monitors their location.
- **Jail:** A local (usually county-level) government’s detention center, which holds people awaiting trial, people convicted of misdemeanors, or people convicted of felonies but sentenced under Realignment (see below).
- **Prison:** A state or federal confinement facility for people convicted of crimes, especially felonies. The California Department of Corrections and Rehabilitation, commonly abbreviated as CDCR, oversees the state prison system.
- **Realignment:** In 2011, Governor Jerry Brown signed the Public Safety Realignment Act in an effort to reduce the number of inmates funneling into overcrowded state prisons. Realignment allows non-violent, non-serious, non-sex offenders to serve their sentences in county jail instead of prison.
- **Parole:** A condition of release for a person coming out of state prison. People on parole (sometimes called “parolees”) remain under the control of the CDCR and must adhere to a set of rules (called “conditions”) designed to promote a crime-free life. To ensure compliance with these rules, people on parole are required to check in with a **Parole Officer (“P.O.”) or Agent** employed by the CDCR’s **Division of Adult Parole Operations (DAPO)** at designated intervals.
- **Probation (county-level):** A criminal sentence served in the community in place of—or following—a jail sentence. People on county probation must adhere to a set of rules (known as “conditions”) designed to promote a crime-free life. There are different types of probation: some *supervised by the court* (called informal, summary, or court probation), and some *supervised by a probation officer* (called formal probation).
- **Determinate Sentence:** A sentence for a fixed length of time rather than an unspecified duration.
- **Lifer:** A person sentenced to life in prison who may eventually become eligible for release due to good behavior or proof of rehabilitation.
- **LWOP:** An acronym referring to people sentenced to life in prison without the possibility of parole. This means that, absent a remarkable event such as a government pardon or commutation of sentence, that person will never be released from prison.
- **Strike:** A conviction in California for “violent” or “serious” felonies.
- **Record of Arrests and Prosecution, or “RAP” sheet:** The government’s official version of an individual’s criminal record. It lists every contact an individual has had with the criminal justice system, including arrests, convictions, acquittals, dismissals, and sentences. These usually take one of three forms: a county RAP sheet (listing only in-county contact with the criminal justice system), a California Department of Justice RAP sheet (listing all contact with the *state* criminal justice system anywhere in California), or an FBI RAP sheet (listing all contact with the *federal* criminal justice system and all contact with *any state’s* criminal justice system across the United States).

- **Warden:** The chief administrative officer of a prison who oversees prison operations, manages prison personnel, and supervises facility-wide safety and security compliance.
- **Correctional Counselor:** A prison staff member who works with incarcerated individuals, maintaining records on their history, risk of re-offending, and managing their plans for transition from prison to parole or probation.
- **Contraband:** An item or items unlawfully brought into prison or jail. Possession of contraband can result in loss of good time credit. A visitor, staff member, or contractor who brings contraband into a prison or jail can face serious fines and/or jail time.
- **Board of Parole (BOP):** The Board that is responsible for parole suitability hearings and nonviolent offender parole reviews. This Board also assesses parole eligibility for incarcerated people who are elderly, have medical problems, or were youth offenders.
- **California Department of Corrections and Rehabilitation (CDCR):** The State department responsible for operating California's state prisons and parole systems. Prison staff and parole personnel are employees of CDCR.
- **Private Background Check:** A background check assembled by a private company, which draws from sources like court records, police, correctional, and CDCR records, other public records, Internet searches, and communication with people who know the applicant.
- **In-house Background Check:** A background check assembled by the employer, which draws from public records, interviews with people who know the applicant, and online searches.
- **Live Scan:** A Live Scan is a comprehensive background check procedure that involves submitting an applicant's fingerprints to either the California Department of Justice or to the Federal Bureau of Investigation. An applicant may be required to Live Scan for many government jobs, jobs requiring security clearance, or as an element of an application for an occupational license.
- **Petition for Writ of Habeas Corpus:** The way for an individual in prison or on parole to ask a state or federal district court to make a decision about the lawfulness of the individual's detention or supervision.

part 1.

INTRODUCTION TO REENTRY PLANNING: STARTING OVER STRONG

SUMMARY

Part 1 provides:

- **Information** about what reentry is and **tips** to help your loved one create a strong reentry plan;
- A suggested **timeline** for reentry planning;
- **Resources** for people who are currently incarcerated; and
- **Information and resources** to help with (re)building relationships with family & loved ones after a period of incarceration while balancing your own mental health.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start. If there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Order Reentry Planning Toolkit for Your Loved One in Reentry	✓	✓	At least 1 year prior to release or immediately
Order Reentry Planning Toolkit for Family Members (<i>this one!</i>)	✓		1 year prior to release or immediately
Create a list of commitments as family members	✓	✓	6 months prior to release or immediately
Review and discuss tips in this section	✓	✓	6 months prior to release or immediately

introduction to reentry planning

This section provides **general information about reentry planning** including: defining reentry, tips to guide your family's planning process, a suggested timeline, helping your loved one prepare while incarcerated, and a summary of common issues that come up when (re)building relationships after your loved one's release.

What is reentry?

Reentry is the process of a person's transition from prison or jail to rejoining the community. It also means preparing for and figuring out a lot of everyday, real-life issues like getting identification documents (ID), securing housing, figuring out employment and finances, succeeding on parole or probation, signing up for health care, and reunifying with family members. Finally, *reentry* is used to broadly describe post-incarceration issues (like barriers your loved one might face because of their criminal record), and in reality, these "reentry" issues can come up *long after* incarceration or any system involvement. As families and friends play a major role in supporting a person throughout reentry, they too experience many of the impacts of reentry, just in their own ways.

What tips can help us build a strong reentry plan?

Below we include some general tips for **reentry planning**. Whether your loved one is incarcerated or living with a record in the community, think of these as a *guiding set of principles* that we encourage you and your loved one to look back at from time to time. Remember that every person's path and plan is different, and they will change over time. Your loved one's reentry plan will look different if they are currently incarcerated and planning for life after release; if they are out on community supervision like parole or probation; if they have an arrest record that never led to a conviction; or if your loved one is an individual who has been in and out of the system since they were young.

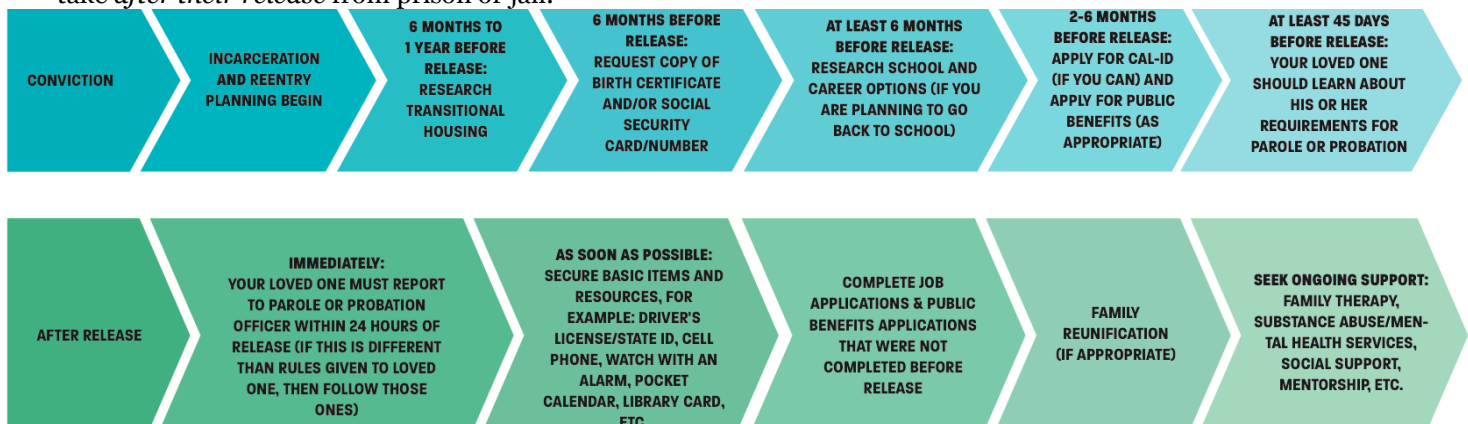


Reentry Planning Tips

- Start planning for reentry issues early on—ideally at least 6 months to 1 year before your loved one is released from incarceration. Though it is never too early or too late to start!
- Take notes and write things down. While working through this *Toolkit* with your loved one, you should take notes and keep track of helpful information, ideas, resources, and next steps. Encourage your loved one to write down and keep track of dates, deadlines, phone numbers, addresses, and other important information.
- Think about and plan for immediate needs like housing, food, and clothing. While you figure out short-term needs together, keep your loved one's long-term vision and goals in mind too.
- Remember, strong communication is key. Encourage your loved one to share their concerns and feelings with you. Are they worried about finances? About finding employment? Let them know that you are here to support them through the challenges, and help them problem solve.
- Know what situations can put you or your loved one at risk. This might include people, places, and things (for example, avoiding drugs or alcohol if someone has had past substance abuse issues).

When do I start planning for my loved one's reentry needs?

"When and how do I start?" is often one of the first and hardest questions about helping a loved one plan for reentry. It can be hard to know where and how to start because there are not many resources to help, and because all of the forms, appointments, rules, and to-do lists can feel overwhelming! As a starting point, the **reentry planning timeline** below may help you think through *when to start* and focus on different needs in reentry. The timeline below is broken into two sections: the **top half** shows key steps you and your loved one can take *while they are incarcerated* to plan for reentry, and some suggestions of when to begin; the **bottom half** shows key steps that you and your loved one can take *after their release* from prison or jail.



starter questions

The starter questions below are focused on the “big picture”: *What are the goals that you and your loved one have? What are your concerns? What are you committed to in supporting your loved one’s reentry? How do you hope that family or other people who support your loved one will be involved?*



ACTION STEP: You and your loved one can discuss these “starter questions” in developing a reentry plan. As you discuss and answer them together, write down your thoughts in the space below. Whether your loved one is currently incarcerated or dealing with the impact of living with a record in the community, these starter questions will be relevant to how you will help them proceed with their reentry plan.

STARTER QUESTIONS

- What are your loved one’s *biggest goals* for reentry?
- What do you expect to be the *biggest challenges* in your loved one’s reentry? OR What are the biggest challenges for you and your loved one now?
- What do you wish your loved one knew about *your own* struggles as they prepare for reentry? Ask your loved one--What do they want you to know about *their* struggles?
- What kind of help will *your loved one* need in addressing their history of incarceration or past involvement with the criminal justice system? What kind of help will *you* need as part of their support system?
- How can your family or friends support you and your loved one?
- What role do you expect your loved one to play in your family once he or she is released? What role do they expect to play?
- Are there *children* involved in your family’s transition? How do you plan to help them with your loved one’s return? What role will your loved one play in their lives?
- How can a *community group* support you and your loved one? (See examples of groups in Appendix B, pg. 93.)

MAKING COMMITMENTS

From your perspective, what are the **most important commitments** for you to stick to in your loved one’s reentry?

- ☐ COMMITMENT 1: _____
- ☐ COMMITMENT 2: _____
- ☐ COMMITMENT 3: _____
- ☐ COMMITMENT 4: _____

Consider referring back to these **commitments** as daily motivations in your loved one’s reentry. When either of you reach certain goals, feel free to check off old commitments and add new ones.

getting support while incarcerated

Many people have questions about their legal rights inside prison and jail. Below is some basic information about your loved one’s rights regarding in-person visitations with family and friends, as well as some resources related to their health care rights while incarcerated. For information on reuniting with family after release, see pg. 79.

1. Receiving Visitors in Jail or Prison:

The rules for visitation differ depending on the *type of facility*, and can depend on the circumstances of your loved one’s *conviction offense*. For the majority of correctional facilities, the first step is for you to apply for **clearance**.



WARNING! If you are currently supervised on probation or parole, or formerly incarcerated, you may not get clearance to enter a jail or prison at all, or it might take much longer. If this occurs, you should ask the person in charge of visits (sometimes called the Visiting Sergeant or Facility Commander) how to appeal a decision to deny visitation. This process will likely require you to gain the **Warden’s written permission** to enter the facility.

> ***If your loved one is in a California state prison...*** Your loved one must send you a Visitor Questionnaire (CDCR Form 106) with their signature. They can get this form from their correctional counselor. You must complete the questionnaire and mail it to the Visiting Sergeant and/or Lieutenant at the prison where your loved one is located. Prison staff will typically let you know if you have been approved in a couple of weeks. Upon approval, you should schedule a visit during visiting hours. To verify visiting hours at the prison where your loved one is located, call (800) 374-8474 or visit the CDCR website at www.cdcr.ca.gov. You should ask in advance about **restrictions on what you can wear and bring to a prison visit**. If you are not in compliance with these rules, you will not be allowed to visit.

> ***If your loved one is in a Federal prison...*** Visitation for Federal Bureau of Prisons (BOP) facilities is very similar to the process for state prisons. Your loved one must request a BOP Visitor Information Form from their correctional counselor; once they complete their portion of the visitation form, they must send it to you. Then, they will usually send it back to their correctional counselor. Meanwhile, the BOP will run a background check on you. Your loved one will be notified if you are NOT approved, and your loved one is responsible for notifying you if you are denied. Make sure that you know which rules to follow regarding what you can wear and what you can bring. Your loved one has the right to at least four hours of visitation time each month—either in-person or by video—unless they have lost their visitation privileges. HOWEVER, the Warden can restrict the length of time or the number of visitors allowed at a given time if there could be overcrowding in the visitation room, so visits can be difficult to schedule.

> ***If your loved one is in a county jail...*** Check online to see if the County Jail or Sheriff provides clearance registration forms on its website. If not, you can usually get the clearance form in person. Some county jails allow visitors to register for clearance, schedule a visit, and visit on the same day. Others require advance registration and/or scheduling. Visiting hours may differ between jails. You should check the county jail's website or call the county jail or Sheriff's office for more information. As with state prison, once you arrive for an approved visit to a jail, you will have to show jail staff the government-issued documentation you applied for visitation with. A staff member will then verify that you have been properly approved and scheduled, are properly attired, and do not possess contraband.

A NOTE ABOUT LEGAL VISITS: The process for lawyers to visit your loved one while incarcerated is different than for non-legal visitors. For California state prisons and county jails, each facility sets its own rules, so your loved one's lawyer will need to find out the rules and times allowed for legal visits. For federal prisons, lawyers go through the same process as other visitors, but your loved one will meet their lawyer in a different room set aside for attorney-client visits. Their lawyer will also have the ability to request resources another visitor could not, such as a tape recorder.

2. Accessing Health Care in Jail or Prison:

A common question is how your loved one can access proper health care while they are incarcerated, and what to do if they believe they are not receiving proper health care. While Root & Rebound focuses on reentry and post-release legal issues (we are not experts on your loved one's legal rights in prison), below are some options and resources that we hope you and your loved one may find helpful in understanding their rights and accessing health care in prison or jail.

- **Direct Advocacy by a Professional Service Provider:** Sometimes a simple phone call from a professional service provider (like a social worker or advocate) can be enough to initiate or improve care. If your loved one is working with any programs or professional service providers, your loved one may wish to alert them if they are having issues accessing health care to see how program or service provider can support.
- **Know-Your Rights Legal Resources for Prisoners:** There are a few organizations that publish information about people's legal rights in prison and jail. In the box below, learn about two resources that many incarcerated people turn to in California for legal information about their health care and other rights.



HELPFUL LEGAL RESOURCES FOR CURRENTLY INCARCERATED PEOPLE:

1. PRISON LAW OFFICE: For more information about prisoners' rights, especially rights related to medical issues and health care, you may contact the **Prison Law Office (PLO)** by writing to: Prison Law Office, General Delivery, San Quentin, CA 94964. PLO develops publications and fact sheets about prisoners' legal rights, and in a few cases, may help with a person's individual legal case. *PLO's publications about prisoners' rights include the following (among many others)*

- **California State Prisoners Handbook:** A comprehensive publication about the legal rights guaranteed to people incarcerated in California state prisons, including medical rights. Cost: \$40 for people in custody or on parole, and \$182 for anyone else. Write PLO at the address above for an order form.
- **Investigations of Staff Misconduct:** A free informational sheet that provides tips on starting an investigation on prison or jail staff, including medical neglect.
- **Lawsuits for Money Damages Against Prison Officials:** A 39-page letter about suing California state

prison officials to seek money damages for personal injuries.

- *State Habeas Manual*: A detailed guide that explains how to file a petition for writ of habeas corpus to challenge a conviction, sentence, or a denial of parole grant by the Board of Parole Hearings.
- *Administrative Appeals*: An information letter that explains how state prisoners can challenge a CDCR employee's action or any CDCR policy, procedure, or condition that affects them.

Incarcerated people as well as their family members can call or write **Root & Rebound** to request excerpts of PLO's materials. Call our Reentry Legal Hotline any Friday from 9 a.m. to 5 p.m. at [\(510\) 279-4662](tel:510-279-4662) (we accept collect calls), or write us legal mail at: Root & Rebound, 1730 Franklin St., Suite 300, Oakland CA 94612 (ATTN: Katherine Katcher, SBN: 295448).

2. THE JAILHOUSE LAWYER'S HANDBOOK: This is a *free* publication that provides information on filing lawsuits against prisons and prison staff that abuse people in custody or provide poor conditions. It is available digitally at <http://jailhousesaw.org>. You can print relevant chapters for your loved one and send it to them.

important issues to keep in mind when (re)building relationships with family & loved ones

This section addresses common issues that come up when (re)building relationships with family and loved ones after incarceration. Members of the Parent-Caregiver Advisory Group (PCAG), which is a group consisting of currently and formerly incarcerated people and their family members, of which many members are also professionally trained experts on mental health and counseling services, were the lead writers of this section.

1. Mental Health—how can I take care of myself and my loved one?

- Know your limits. The reentry process can be overwhelming. It is ultimately your decision how to balance the demands of your own life with the support you want to offer your loved one. It is important to talk to your loved one honestly and openly about your limits.
- Take care of yourself. Take some “me time” to tend to your own emotional and physical needs.
- Get the help you need. If you are ever overwhelmed or anxious about your loved one's reentry, please consider seeking support, assistance, or counseling for yourself.
- Don't blame yourself when things don't go right. It is only normal that things for you and your loved one won't always go according to your plan. In these cases, it's important to remember that it is not your fault - no amount of love and support can prevent all things from happening. Just being there to provide love and support, no matter what, is immensely helpful.

2. What are some issues to keep in mind when rebuilding relationships in reentry?

Understand the mental toll of incarceration and reentry:

- The time away might have changed your loved one. Be patient with them. Based on the trauma and isolation that accompany incarceration, you might have to take time getting to know one another again. Also, certain aspects of social life may feel unfamiliar or overwhelming to your loved one.
- It can take time for your loved one to re-adjust to discussing personal information, sharing feelings, or having difficult conversations.
- Your loved one might not yet be comfortable with large crowds, loud noises, or activities that involve physical closeness, especially in urban areas. These things can take time.

Adjusting might take time:

- It can take time for your loved one to adapt to life back in the community. The pace of life is faster and technology changes quickly. They should seek out classes or programs that can help them catch up to changes that may have taken place during their incarceration.
- Consider family therapy or support groups if they feel disconnected from their friends, family, or community.

3. Are there common emotional responses in reentry that I can prepare for?

You may have heard of the concept of “triggers.” Because even that word can have a harmful effect, we refer here to “**emotional responses**”—because the emotions that people commonly experience after a period of incarceration are normal given what they have been through. In the reentry context, reminders of traumatic experiences can cause your loved one to respond or react in harmful or unexpected ways. With time and support, loved ones can learn to manage many emotional responses, but this may not come naturally. For this reason, it is important for you to be aware of your loved one's circumstances that can lead to harmful or unexpected emotional responses.

Often when someone is reminded of past trauma, they may react in some of the following ways:

- Angry outbursts and/or violence
- Shutting down and withdrawal
- Turning to addiction or unhealthy habits (such as alcohol, food, drugs, gambling, sex, etc.)
- Verbally or emotionally abusive behavior

After release from incarceration, it may take some time for your loved one to respond positively to things like:

- Intimacy
- Hugs and touch
- Loud noises
- Crowded spaces
- Small (claustrophobic) spaces
- Large (wide open) spaces
- Sharing possessions and personal things
- Institutional settings (for example, being in court or law enforcement agencies)
- Sudden or quick movements
- People of certain genders/races/identities (segregation and gang-affiliation is a common survival tactic inside prison and jail)

It can be challenging for any of us to identify the things that cause us to have unexpected or harmful emotional reactions that are rooted in past trauma. Honest conversations with your loved one about their emotions and emotional reactions to specific circumstances or situations can help them to cope better.



ACTION STEP: Ways you can support your loved one:

- Discuss strategies you and your loved one will use when challenges come up. You can include this Toolkit as part of your visits and conversations, as a way to plan together.
- Write down the ways you are committed to supporting your loved one.
- Go for a walk together.
- Encourage your loved one to find a safe space, such as a support group, fellowship, or a mentor.
- Encourage communication and collaboration (working together through this *Toolkit* is a good start!).
- Remain aware of your loved one's feelings and concerns. If you have feelings and concerns you want to share, you can share them too.
- Agree on actions that you are both comfortable with like: "Be respectful," "My loved one gets to decide before entering a crowded place." You can list these as commitments on pg. 13.
- When you disagree on something, discuss whether you can "agree to disagree" and move on.
- Do not make your loved one feel "crazy" for not wanting to do things that they are uncomfortable with such as entering a crowded place; their reaction is a normal response. Let your loved one take the lead and tell you how you can support them in the moment.
- Practice and encourage self-care (such as exercise, meditation, healthy eating, journaling, etc.).
- Avoid the "blame-game": call a challenge just that rather than pointing fingers at yourself or loved one.
- The greatest gift you can give to your loved one in these moments is to stay calm even when they aren't. If you escalate, they will escalate. If you stay calm, it will give them time to calm down. When you are aggravated by your loved one, you can take slow deep breaths and remember that their upset is about their emotional response, not you. Your calm will be contagious.



REENTRY PLANNING TIP: Health care is critical in reentry, and it includes care for past or current trauma, mental health, and treatment for substance abuse, addiction, or overdose prevention. As you help your loved one navigate reentry, it can be very helpful to seek out these types of health care support. For more information on seeking out these types of services, see pg. 17 below.

therapy & support

Because of the mental toll that incarceration and reentry can take on people, you, your family and loved one may benefit from therapy. If you choose to do so, it is important to try to be patient, especially if your loved one is intimidated by the idea of getting therapy or have had negative experience with mental health services. Our partners who are trained therapists and directly impacted by incarceration themselves were the lead writers of this section.

1. Different Options for Therapy

There are many different mental health services your loved one can consider:

- **Individual Therapy:** In this space, your loved one can openly discuss anything they may be struggling with, including feelings and thoughts about what it's like to be incarcerated, any pressure they may be experiencing due to their own or others' expectations, or challenges adjusting to release.

- **Family Therapy:** Reentry can be hard for family members too. Family therapy offers support around any such challenges that may be present. It gives family members a chance to talk together with a therapist about problems that involve them, and can be particularly helpful when children are involved. Family therapy tends to look at the family as a system where everyone is affected and plays a part. A good therapist will create an environment where people aren't blamed, and one person isn't the focus of attention.
- **Group Therapy & Support Groups:** Group therapy and support groups are judgment-free spaces where your loved one can gain insight and support from people facing similar issues. Some examples of support groups are: anger management, parenting, teen groups, and recovery.

PLEASE NOTE: Licensed mental health care professionals that are *not* connected to probation are legally bound to keeping what your loved one says confidential, with a few exceptions (like plans to harm oneself, to harm others, gravely disabled, child/elder abuse, child pornography).



Mental Health Hotlines for Adults and Children:

(These hotlines are not accessible to currently incarcerated people.)

- Teen Help Adolescent Resources (800) 840-5704
- National Alliance on Mental Illness (916) 567-0163
- National Domestic Violence/Child Abuse/Sexual Abuse 800-799-SAFE (7233)
- National Suicide Prevention Lifeline 800-273-TALK (8255)
- National Youth Crisis Hotline 800-442-HOPE (4673)

2. Resources for substance abuse & recovery:

If your loved one has struggled with substance abuse or addiction, having resources in place to avoid relapse can be essential to maintaining their sobriety and recovery. You may also help them by discussing potential resources and relapse prevention strategies, like avoiding people, places or things to support them in recovery.



ACTION STEP! If your loved one has had mental health or substance abuse issues in the past, have they addressed them? Have you talked about preventing relapse? A step you can take is to create a relapse prevention plan with your loved one.

What is relapse prevention planning?

Relapse prevention planning helps those in recovery to anticipate wanting to use again and to create a plan to maintain sobriety when the desire to use arises. It is normal to want to use when in recovery. You, along with trained professionals, can help your loved one plan on how they will resist this urge. If your loved one has used opiates in the past, a trained professional can also discuss how tolerance changes during incarceration, and connect them with a medical professional who can help them reduce the risk of overdose.

It is important that loved ones will feel comfortable talking to their family members if they relapse. Loved ones may be resistant to talk to you about this. They may say, "I don't need to talk about it. I'm fine. I'm not going to use." You can say something like, "I have a lot of faith in you and I know you that you want to stay clean. I've learned that one of the ways people are able to stay clean is to plan for those moments when they are going to really want to use because everyone has these moments. It is really normal."

There is a lot of shame around relapse. If a family member suspects relapse they can say, "I'm worried about you and want to support you to get the help you need." Blaming and shaming will not help. Signs of relapse can include:

- Noticeable changes in behavior, including eating and sleeping patterns.
- Isolation or retreat from usual activities and relationships.
- However, please note that there can be overlap between substance use and mental health symptoms, so you can't make assumptions here.



ACTION STEP! Don't try to diagnose your loved one. Instead, encourage them to seek professional help, and approach these plans and decisions in a respectful, non-judgmental way. You can also reach out to a substance abuse specialist yourself. Here are some helpful websites for relapse prevention:

www.addictionsandrecovery.org/relapse-prevention.htm

www.therecoveryvillage.com/recovery-blog/relapse-prevention-plan/



Resources for Addressing Substance Abuse and Addiction:

*(Most of these hotlines and resources are not accessible to currently incarcerated people. *)*

- Alcohol Hotline 800-331-2900
- Al-Anon for Families of Alcoholics 800-344-2666
- Alcohol and Drug Helpline 800-821-4357
- Alcohol Treatment Referral Hotline 800-252-6465
- Narcotics Anonymous 818-773-9999
- Harm Reduction, <http://harmreduction.org/connect-locally/>
- Center for Harm Reduction Therapy, <http://harmreductiontherapy.org/community-services/>
- HealthRIGHT 360 provides primary medical, mental health, substance abuse treatment and reentry services. To learn more, visit: <https://www.healthright360.org/our-mission> * Please note: HealthRIGHT 360 has some programs for people incarcerated in Southern California. If your loved one is incarcerated and wants to learn more, they can ask their facility's staff about what programs are available for substance abuse treatment.

4. Ways you can help identify a potential crisis:

Suicide Warning Signs: *These signs mean your loved one is at risk for suicide. Risk is greater if a behavior is new or has increased and if it seems related to a painful event, loss or change:*

- Talking about wanting to die or to kill oneself.
- Looking for a way to kill oneself, such as searching online or buying a gun.
- Talking about feeling hopeless or having no reason to live.
- Talking about feeling trapped or in unbearable pain.
- Talking about being a burden to others.
- Increasing the use of alcohol or drugs.
- Acting anxious or agitated.
- Putting themselves in dangerous situations, like walking in front of cars, etc.
- Sleeping too little or too much.
- Withdrawing or feeling isolated.
- Showing rage or talking about seeking revenge.
- Displaying extreme mood swings.
- Noticeable calm after extreme distress - often when people decide to commit suicide there is a noticeable shift in their mood. They may appear calm and more relaxed.
- Saying "goodbye" to family members and friends.
- Giving away their belongings.



IMPORTANT! If you are concerned about your loved one's mental health or risk of suicide:

- If it is an emergency, you can call 911, or take your loved one to the emergency room to be assessed. If a person is at risk, but not life-threatening or imminent risk, call the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255). People who answer the hotline can perform a suicide assessment over the phone.
- If your loved one is exhibiting any behavior that seems out of the ordinary, seek professional help.

Conclusion

Part 1 covered general information and tips about reentry planning, with a focus on know-your-rights resources for incarcerated people and issues for you and your loved one to keep in mind when re-building relationships with family and loved ones in the early days out. Having a strong **reentry plan** helps you and your loved one to focus on specific needs and next steps after incarceration. We hope Part 1 helps ease some of the transition for you and your loved one from incarceration to the community outside.

part 2.

GETTING OFFICIAL ID AND OTHER USEFUL ITEMS FOR THE EARLY DAYS OUT

SUMMARY

Part 2 provides:

- **Information** on how your loved one can get government-issued identification (ID) and other useful items for the early days out;
- **Helpful lists** that describe the basic items and resources that your loved one will likely need during reentry; and
- **Timelines and checklists** to help your loved one get ID and other items they will need.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION	YOU	YOUR LOVED ONE	START
Get a certified copy of loved one's birth certificate	✓	✓	While incarcerated or immediately
Get a social security card		✓	If replacement card, your loved one can try while incarcerated. If new card, your loved one can get after release. You may wish to help by taking them to the SSA office in the first week after release, or filling out paperwork.
Get California State ID		✓	You loved one may be able to request while incarcerated
Get California Driver's License		✓	After release, in the early days out if possible (since a Driver's License is often needed to work). You may wish to help by taking your loved one to the DMV or filling out paperwork.
Take care of legal barriers that are preventing your loved one from getting ID (like court debt or child support)	✓	✓	While incarcerated or immediately
Gather useful items	✓	✓	You can begin to gather these items prior to

or immediately after your loved one's release.

getting official identification documents (ID)

Identification documents (ID) provide proof of who a person is. ID plays a very important role in our daily lives: it is needed to apply for jobs, housing, a driver's license, health care, and public benefits; register to vote; and open a bank account. Especially if your loved one has been incarcerated for a long time, their ID may have been lost, taken, or be expired. Because ID is so important to move forward in reentry, your loved one should start gathering ID while incarcerated where possible, or as soon as possible after release.

KNOW YOUR LOVED ONES RIGHTS TO GETTING ID!

- **If incarcerated in a California state prison, your loved one has the right to keep their birth certificate in his or her cell. If incarcerated in a federal prison, they should be able to keep their birth certificate in their Central File at Receiving & Releasing.** A birth certificate is very helpful to prove his or her identity for getting their Social Security Card/Number (SSN).
- **If incarcerated in a California state prison, your loved one has the right to receive a valid CA State ID card for free through the CAL-ID program if they meet the following requirements:**
 - 1) Your loved one has a set release date AND that date is 120-210 days away;
 - 2) Previously had a CA state ID or CA driver license in the past 10 years;
 - 3) Does *not* owe any DMV fees for your previous state ID or driver license;
 - 4) Has a photo on file with the DMV from the past 10 years;
 - 5) Doesn't have any active felony holds, warrants, or detainers that could cause them to go back to prison or jail after release;
 - 6) Does *not* have an active Immigration and Customs Enforcement (ICE) hold that would cause them to be deported after release;
 - 7) Can provide an address where they will live after release; **AND**
 - 8) They provide the following information, and the DMV can make sure it is true: full name, date of birth, valid SSN, legal presence in the U.S. (*note: if your loved one does not know this information, CDCR should have some of this information on file*). Encourage your loved one to talk to their correctional counselor (also called a "CC I") to apply for the CAL-ID program.
- **If your loved one is incarcerated, they may be able to take steps to get other forms of ID before release:**
 - Your loved one can apply for a birth certificate while incarcerated (see pg. 21 for more information).
 - In some cases, your loved one can apply for a Social Security Card/Number if they had one previously (see pg. 21 for more information).
- **Your loved one can sometimes get a fee waiver for certain types of ID.** These fee waivers depend on the type of ID they are seeking. Your loved one will usually qualify if they are receiving public benefits or can show they are low-income. Always ask if there are fee waivers available before you or your loved one pay full price for an ID card!

most important types of ID in reentry

Generally, the three most important forms of ID to get soon after release are:

- 1) A birth certificate;
- 2) A Social Security Number (and free Social Security Card); and
- 3) A California State ID or Driver's License.

Once your loved one has their **birth certificate** and **Social Security Number**, they should be able to get a **California state ID** (and possibly a **driver's license** if they fulfill all the other requirements). Your loved one will need these documents to do things such as open a bank account, apply to jobs, housing, and benefits programs (such as MediCal health insurance).

starter questions

Below is a list of the most important types of identification documents (ID)--and information about which ones your loved one can get while incarcerated. When going through this checklist, note the documents that your loved one does and does not have, and refer to the following information regarding how to get documents that they may need.



ACTION STEP! Fill out the “STARTER QUESTIONS” below with your loved one. This checklist will help you to determine what ID your loved one has or needs, and what ID they can get before release.

STARTER QUESTIONS: GETTING ID

Draw a checkmark in the appropriate boxes for any type of ID your loved one already has. (Don't check the box if that ID is no longer valid or has expired!) Below each type of ID, there are basic instructions for getting that ID, which often differ if your loved one is currently incarcerated.

☐ **Birth Certificate – Get while incarcerated or soon after release.**

- **IF INCARCERATED:** Your loved one should be allowed to keep a copy of their birth certificate (either in their cell or Central File, depending on the facility). To order, they will need to get an application (YOU or their counselor can assist them), pay a \$25 fee, and request a **certified copy**, which requires a notarized sworn statement.
- **FOR ALL OTHERS:** Your loved one can go to the Vital Records office in their birth county to request a birth certificate (the cost varies). They can also visit www.cdph.ca.gov to download, complete, and mail in their request along with the fee.
NOTE: If your loved one is currently incarcerated and you have all of their required information, you can help them by mailing in the request and then sending it to them in jail or prison.
- **A NOTE IF YOUR LOVED ONE IS HOMELESS:** There are vouchers for free CA birth certificates if your loved one is homeless. To get a fee waiver for a CA birth certificate the applicant must get a “homeless services provider” to sign an affidavit certifying the applicant’s homeless status. “Homeless services provider” is defined pretty broadly and includes government agencies and government-funded nonprofits that assist homeless clients, as well as attorneys, and law enforcement. Find it online at cdph.gov (search “birth certificate affidavit of homeless status”).

☐ **Social Security Number (SSN) – Get while incarcerated (if possible) or soon after release.**

- **IF INCARCERATED:** If your loved one has never had a SSN they will have to wait until they get out to apply for an “original” Social Security card. However, if your loved one was given a SSN at some point in the past and need a replacement card, they can request one if their facility has a special agreement with the Social Security Administration (“SSA”) called a Memorandum of Understanding (“MOU”). If your loved one’s facility does not have an MOU with the SSA, they should ask for YOUR help (or their correctional counselor) to mail an SS-5 application to their local or regional Social Security office. You can do this by calling SSA’s automated service, toll-free, at 1-800-772-1213 or at its TTY number, 1-800-325-0778, if you’re deaf or hard of hearing. Or, if you or your loved one has access to the Internet, you may be able to apply for a replacement card by setting up an account at <https://www.ssa.gov/myaccount/>.
- **FOR ALL OTHERS:** To get a Social Security card, your loved one can request an application form (Form SS-5) by calling 1-800-772-1213 or by writing to their local Field Office or Regional Office. Write to the Regional Office serving California at: SSA, Regional Public Affairs Office, P.O. Box 4201, Richmond, CA 94804.
- **NOTE:** Once your loved one has their Birth Certificate and Social Security Number, they should be able to get a California State ID and possibly a Driver’s License.

☐ **California State ID Card or Driver’s License – Get a state ID card while incarcerated through the CAL-ID program (if possible) or soon after release.**

- **IF INCARCERATED:** If your loved one is in state prison... they can talk to a correctional counselor about applying to the CAL-ID program pre-release for a free California state ID card (learn more about the requirements on pg. 20 above). If your loved one is in county jail... Some jails are starting programs similar to CAL-ID, they should ask jail staff if they have a similar program.
- **FOR ALL OTHERS:** The Department of Motor Vehicles (DMV) issues both CA State ID cards and CA Driver’s Licenses. Find a local DMV office here:

dmv.ca.gov/portal/dmv/detail/fo/offices/toc fo.

- **IMPORTANT NOTE:** Your loved one cannot apply for a CA driver's license while incarcerated; they will have to wait until they are **released** to apply. However, sometimes they can take steps while incarcerated to make getting their license back easier after release. For example, you can get a DL114 form for them ("request for dismissal of failure to appear" form) if their license was suspended due to a "failure to appear" while they were in jail on a pending non-felony case.
- **NOTE:** If your loved one's driver's license was suspended due to unpaid traffic court fees, see the "barriers to getting ID" section directly below (#2 is about unpaid traffic fees).

- ☐ **Passport – Less Urgent – most likely something to think about getting after your loved one's release, if possible.** To find a nearby passport-issuing office, visit: travel.state.gov/content/passports/en/passports/information/where-to-apply.html. Please note: some people cannot get a U.S. Passport as result of their conviction, supervision rules, a court order, or unpaid child support. Call Root & Rebound's reentry legal hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662, to learn more.
- ☐ **Tribal ID Card– Very useful if your loved one is Native American and wish to receive benefits and support through their tribe.** A Tribal ID card can also be used to prove your loved one's identity for many services, public benefits, and at federal buildings and airports. Each tribe has different rules for what information is needed. You or your loved one should call or write the tribe's enrollment department directly to learn more. You or your loved one will likely need as many details as possible of their ancestry.
- ☐ **Library Card – Less Urgent—something to get after release, if needed.** A library card gives your loved one access to free books, computers, and Internet at a local public library. They can get a card at *any* local library. To find the closest library to their neighborhood, visit: <http://www.publiclibraries.com/california.htm>.

legal barriers to getting ID

This section explains some of the common barriers people in reentry face in getting important forms of government-issued ID needed to drive, work, go to school, open a bank account, or access other services. If your loved one is facing these issues, a lawyer may be able to help.

1. Child Support Debt as a Barrier to Getting a Driver's License

If your loved one's driver's license was suspended due to unpaid child support and they cannot pay the amount required, they can ask the court that issued their child support order to reinstate their license temporarily.

If your loved one is not currently incarcerated and have internet access, they can get a Notice of Motion for Judicial Review of License Denial (Form FL-670), available online at www.courts.ca.gov/forms.htm. This form asks the judge of that court to consider giving them back their driver's license so that they can go to work and earn money. The judge, not the local child support agency (LCSA), will make the final decision. To file:

- Complete the FL-670 form; the case number is the same as their child support case number and case title.
- Make two copies of the form (one for them, the other for the Department of Child Support Services). The original is for the court file.
- Go to the nearest court clerk's office and request a hearing date. At the hearing, your loved one may tell the judge why they should get their license back. A filing fee of \$25 will be charged unless they have a current fee waiver on file with the court. If your loved one does not have a fee waiver and are unable to pay the fee, they can ask the clerk for an Application for a Fee Waiver packet.
- Serve the papers on the County Department of Child Support Services that had their license suspended.
- Get ready for the hearing. On the date of the hearing, your loved one may need to wait in the courtroom for their case to be called. DO NOT bring children to the courtroom.

If your loved one is currently incarcerated and they have a release date, they can still fill out the form but it must be filed in person after they are released.

2. Unpaid Traffic Fees Should No Longer Result in Your Loved One Losing Their License

As of the passage of AB-103 in June 2017, your loved one's driver license can no longer be suspended for *unpaid fines*. However, it can still be suspended for a *failure to appear in court*. Additionally, a court *can no longer* report a failure to pay fines and/or bail to the DMV, no matter the reason(s)! Before June 2017, the DMV would suspend licenses upon receiving these reports from courts -- under the new law, this practice should have ended statewide!

*If your loved one's license was **suspended BEFORE June 2017 due to failure to pay**, they may be able to have their traffic debt forgiven and have their license reinstated if...*

- **Your loved one is serving a state prison sentence or a Realignment sentence in county jail, AND their ticket was “pending” when they were incarcerated.** Your loved one will have to proactively request dismissal from the DMV under Vehicle Code 41500. If they are sending the request while currently incarcerated, it will need to be on CDCR letterhead and be signed by an Authorized Representative. Their request should be sent to: Department of Motor Vehicles, Division of Drivers Safety and Licensing, P.O. Box 9412890, Sacramento, CA 94290
- **Your loved one's license was suspended for a Failure-to-Pay, Failure-to-Appear or other failure-to-comply that is more than 5 years old.** You or your loved one can call the DMV Mandatory Actions line at (916) 657-6525 to see if their license qualifies.
- **Your loved one's local county court has a process for waiving fees.** For information on local court practices, you or your loved one can use a site created by East Bay Community Law Center at <http://ebclc.org/reentry-legal-services/>.

3. ID for Undocumented Individuals

If your loved one is an undocumented immigrant living in California, they cannot get official ID that works for all government purposes. However, they may be able to get special types of ID that can be used in some limited circumstances. The following forms of ID may benefit your loved one:

- **California AB 60 “Undocumented Person” driver's license:** If your loved one meets the requirements to drive legally but are an undocumented person, they may be eligible for an AB 60 driver's license. In order to get one of these licenses, your loved one must submit proof that they currently live in California (such as a rental agreement, mortgage bill, school or medical documents, or other information) and proof of their identity (such as a California Identification Card, valid foreign passport, or some other forms of ID).



WARNING! While state police cannot discriminate against individuals driving with an AB 60 “undocumented person” license in California, federal agents in California and all law enforcement outside of California can! For this reason, your loved one should NOT use this form of ID outside of California, or in any federal facilities (*including airports and customs*).

- **Municipal ID:** Some cities have begun issuing municipal or “city ID” cards for their residents (not available while incarcerated). These are usually photo ID cards that can be used to receive city services and benefits, and sometimes offer a prepaid debit card banking function. These forms of ID **do not** usually require proof of citizenship or legal presence in the United States. Search online (google.com) for your loved ones' city's name followed by “city ID.” *A few city ID programs include:*
 - *San Francisco ID Card:* Call 3-1-1 (if in SF) or 415-701-2311 (from outside of SF) to learn more.
 - *Oakland City ID Prepaid Mastercard:* Call 1-888-997-3522 to learn more.
 - *Richmond City ID Card:* Call 1-888-997-3522 to learn more.
- **Consular Identification Card (CID):** Some governments issue this form of ID to identify their citizens who are living in foreign countries. Some consulates offer the option to apply by mail, but most require you to apply in person. If possible, look online for your loved ones' country's nearest Consulate, and call them to ask about whether a CID would be available to your loved one.



WARNING! A CID can help your loved one open a bank account and get a driver's license in California. But it does NOT grant their legal presence in the United States, so your loved one should NOT share it with an ICE agent or other federal worker. The same is true for Passports or Expired Visas -- *never share these with an ICE agent or other federal worker.*

CONSULT A LAWYER: A lawyer may be able to help your loved one get their ID or driver's license back.



See pg. 91 for a starting list of legal aid organizations or call Root & Rebound's **Reentry Legal Hotline** any Friday, 9 a.m. – 5 p.m. PST, at (510) 279-4662 for support.

common needs & useful items in the early days after release

In addition to ID, there are other important items and basics that your loved one may need or want to get in the early days of transition after incarceration. The **chart** below lists some common needs and useful items and places your loved one can go for help. If your loved one is currently incarcerated, use this chart to consider the items and basics that they will need after release, and make a plan for gathering them. Determine which of these items that you can help your loved one access and plan ahead.

COMMON NEEDS & USEFUL ITEMS IN THE FIRST DAYS AFTER RELEASE		
COMMON NEEDS	WHAT YOU NEED TO KNOW	WHERE TO GO FOR HELP
Food	<ul style="list-style-type: none"> You can help your loved one apply for CalFresh (sometimes called food benefits, food stamps, or EBT) <i>pre- or post-release</i>. Local food banks & soup kitchens have free food for those in need. 	<ul style="list-style-type: none"> See pg. 76 for more information on CalFresh. Go to http://www.calfresh.ca.gov/PG839.htm to find your loved one's local county social services office, where you or your loved one can apply for CalFresh. Go to www.cafoodbanks.org to find a local food bank. Call 2-1-1 to for a referral to the closest food bank.
Immediate Housing/ Shelter	<ul style="list-style-type: none"> Temporarily staying with family or friends can provide support and give your loved one time to find long-term housing. Your loved one's parole/probation officer must approve housing (and can conduct unannounced home searches at any time). See pg. 35 for more information. <i>Protective court orders</i> and <i>no-contact orders</i> can impact who your loved one can stay with. Local shelters offer a free, temporary place to sleep, eat, and shower. 	<ul style="list-style-type: none"> Go to www.homelesshelterdirectory.org/california.html to search for local shelters. Or call 2-1-1 to ask where the closest shelter is. <i>Note: Shelters often require proof of a current TB test. 2-1-1 has information on this.</i> Your loved one should ask their parole/probation officer for affordable housing referrals or subsidized housing options.
Clothing & Toiletries	<ul style="list-style-type: none"> Organizations like Goodwill and the Salvation Army (and many others) provide clothes and basic toiletries (like toothpaste, toothbrushes, soap, and razors) to people in need. 	<ul style="list-style-type: none"> Go to goodwill.org/locator/ to find a local Goodwill. Go to salvationarmyusa.org/usn/contact to find a local Salvation Army. Call 2-1-1 to ask for referrals to community-based organizations that offer toiletries and a place to shower.
Transportation or Public Transit Pass	<ul style="list-style-type: none"> If your loved one is on parole, they must report to their parole officer on the first business day following their release. CDCR does not provide transportation to parolees or others. Your loved one might need help getting to social services offices, the DMV, medical appointments, and/or job interviews. A public transportation pass or card can help your loved one inexpensively get where they need to be. If your loved one wants a Driver's License, they might be able to fill out DMV paperwork and applications online to save time. 	<ul style="list-style-type: none"> Call 2-1-1 to ask about free local transportation for seniors, people with disabilities, and people without personal transportation. If your loved one is a veteran, visit va.gov/HEALTHBENEFITS/vtp/map.asp#California to find free transportation to VA health services.
Financial Help	<ul style="list-style-type: none"> When released, your loved one is entitled to the money in their prison/jail trust account. If leaving CA state prison, your loved one is usually entitled to \$200 gate money (some exceptions). If on parole, your loved one <i>might</i> be able to get emergency "financial assistance funds." Their parole office gets to decide whether to give them cash assistance. This is a loan that your loved one must pay back. General Assistance/General Relief (GA/GR) are county-run programs that offer cash assistance if your loved one cannot receive most other public benefits. SSI and SSDI are federal programs that assists low- 	<ul style="list-style-type: none"> Call Root & Rebound's Reentry Legal Hotline for information on filing a CDCR Form 602 appeal if your loved one did not receive their gate money. Your loved one should ask their parole/probation officer about financial assistance funds. See Appendix F to find a public benefits advocate or legal aid attorney who can help your loved one apply for public benefits if this is something that you cannot help with. Go to calfresh.ca.gov/PG839.htm to find your loved one's local county social services office, where you or your loved one can apply for GA/GR.

	income people and people with disabilities.	
Cell Phone	<ul style="list-style-type: none"> Cell phones are important to stay in contact with family members, parole or probation officers, and employers. Your loved one can get a pre-paid or temporary cell phone if subscribing to a service plan is too expensive. 	<ul style="list-style-type: none"> California LifeLine (sometimes called “ObamaPhone”) is a program that helps low-income households get free and discounted cell phones and/or landlines. To see if your loved one qualifies, visit www.cpuc.ca.gov/General.aspx?id=2752#qualify. To find a LifeLine provider in your loved one’s area, visit: www.californialifeline.com/en/provider_search.
Watch with an Alarm	<ul style="list-style-type: none"> A basic digital watch with an alarm can help your loved one make sure they are on time for any important meetings, events, or job interviews. 	<ul style="list-style-type: none"> Look for an affordable watch with an alarm at one of the following places: clothing bank, Goodwill or another thrift store, OR a big box store like Target or Wal-Mart. Amazon.com has affordable options as well. There may also be reentry groups in your loved one’s area that help people get these items through donations.
Pocket Calendar or Notebook	<ul style="list-style-type: none"> An inexpensive pocket calendar or notepad can help your loved one stay organized and on time for any appointments, meetings, or job interviews. They can also write down important phone numbers, bus routes, or other information. 	<ul style="list-style-type: none"> You or your loved one can often pick up an affordable pocket notebook at any big-box store like Walgreens, Target or Wal-Mart, or at a paper/stationary store.
Email account (free)	<ul style="list-style-type: none"> Having an email account is a free and easy way for your loved one to fill out job applications and communicate with potential employers. Gmail accounts are simple to use and up-to-date. The email address chosen should be professional and appropriate for applying to jobs or school. 	<ul style="list-style-type: none"> See pg. 45 for tips on creating a professional email account. ACTION STEP! Computer Literacy: <i>Does your loved one want to learn the basics of using a computer and e-mailing?</i> There are many free computer classes both online and in-person. Try searching for free computer literacy classes on www.google.com or www.youtube.com.



CALL ROOT & REBOUND’S LEGAL TEAM: Remember that you or your loved one can always call Root & Rebound’s Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for a referral or more information about these procedures. We can speak with you or your loved one about things like connecting with local service providers, advocates, or provide more guidance on the process for things like getting public benefits or reinstating a license. Anything reentry-related, our team is here to help you and your loved one and meet your needs!

Conclusion

Part 2 covered steps your loved one can take, and how you can help them, to get some of the most important ID and basic items in reentry. Although the process of **getting official ID and other basic items** is not always straightforward—requiring you and/ or your loved one to fill out a lot of paperwork and visit different offices in person—it is one of the **earliest and most significant steps to successful reentry and reintegration**. Keep in mind, there is a close connection between getting official, government-issued ID and being able to access employment, housing, education and health care, open a bank account, and more.

part 3. VOTING RIGHTS

SUMMARY

Part 3 provides:

- **Information on the current law** and a **helpful chart** summarizing who can and cannot vote in California because of their incarceration or supervision status; and
- **Basic steps** about when and how to (re)register to vote.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Determine whether loved one is off state parole and out of state or federal prison		✓	Immediately. (If your loved one is no longer in prison or on state parole ,they are eligible to vote no matter what's on their record!)
Register or re-register to vote		✓	At least 15 days before the next election (if no restrictions apply). DMV staff will also help people register to vote at the DMV when they get a state ID or driver's license.
Vote!		✓	Next election!

voting rights

Voting is a way for your loved one to express their political voice. It is one way your loved one can help change the current practices and laws related to the criminal justice system and people's legal rights in reentry. This section will explain clearly what the current law says about voting rights, and how your loved one can re-register to vote.

KNOW YOUR LOVED ONE'S VOTING RIGHTS!

- **MYTH BUSTER:** *Very few Californians permanently lose their right to vote due to a criminal record. It is a BIG MYTH that once your loved one has been convicted of a crime or incarcerated that they can never vote again. That is **false!***
- **Unless your loved one is (1) currently incarcerated in state or federal prison (or are in county jail awaiting transfer to state or federal prison), (2) on state parole, OR (3) involuntarily committed for mental health reasons, THEY HAVE THE RIGHT TO VOTE!** People on county probation, on PRCS, on federal probation, or serving a sentence in jail CAN VOTE in California!
- **If your loved one is eligible to vote, they have the right to take paid time off from work to vote.** Be sure that your loved one makes arrangements with their employer at least *two working days* in advance. BUT NOTE: If your loved one is an independent contractor, this rule does not apply.
- **If your loved one is disabled, they have the right to reasonable accommodations to access voting locations AND use a voting machine that is accessible.** If your loved one is unable to read or have other physical difficulties submitting their vote, they have the right to select up to two people to assist them in the booth—so long as these people aren't affiliated with their employer.
- **Your loved one must register to vote at least 15 days before the next election to be able to vote in it.** If your loved one is able to register to vote online, they must do so before midnight on the deadline date (that is, by 11:59 PM 15 days before the election). If they register using a paper form, it must be postmarked or hand-delivered to their county elections office at least 15 days before the election.

The **box** below explains some key information for registering (or re-registering) to vote!

registering to vote

The deadline for registering to vote is **15 days before the next local, state, or federal election**. To register, your loved one will need to fill out a voter registration form and send it to their **county elections office**. They can either do this by filling out the online registration at <http://registertovote.ca.gov> or by filling out a paper form, or YOU can do this for them. Paper forms are available at any county elections office, public library, DMV, or U.S. Post Office. If your loved one is in jail and has the right to vote, they will need to ask the jail staff to provide them with a registration form.

Call the **California Secretary of State's toll-free voter hotline** with any questions: 1-800-345-VOTE (English), 1-800-232-VOTA (Spanish), 1-800-339-2857 (Chinese), or 1-800-833-8683 (TTY/TTD). If your loved one is incarcerated and cannot call these numbers, call **Root & Rebound's reentry legal hotline** any Friday, 9 a.m. – 5 p.m. PST, for information and support.

Even if your loved one registered previously, they will likely need to **re-register** to vote if any of the following is true:

- They have since changed their permanent address, legal name, or political party; OR
- They have completed a felony prison sentence *AND* they are off of state parole.

The **chart** below explains in more detail how incarceration or a criminal record affects voting rights in California.

CALIFORNIA: VOTING RIGHTS WITH A RECORD	
People with <u>State</u> Convictions	
<u>SUPERVISION STATUS</u>	<u>CAN I VOTE?</u> (Note: Your loved one must also be age 18 or older by the next election day, a U.S. citizen, and a California resident)
Currently incarcerated in California state prison	NO
On California state parole	NO
On probation (informal or formal)	YES
Under post-release community supervision (PRCS)	YES
Under mandatory supervision	YES
Currently incarcerated in county jail	IT DEPENDS: <ul style="list-style-type: none"> Because jail time is a condition of your loved one's probation: YES Because your loved one was sentenced to serve time in jail (not as part of a "split sentence"): YES Because of a felony sentence with a "split sentence" that combines jail and probation time on Mandatory Supervision: YES Because of an "AB 109" felony conviction with PRCS supervision to follow: YES Because of a parole violation: NO Because your loved one has been convicted and sentenced of a felony and are awaiting to be transferred to federal or state prison: NO
Pending felony charge(s) (meaning they're charged, but not yet convicted)	YES
Serving a sentence in jail or on probation due to a misdemeanor conviction.	YES (A misdemeanor never affects the right to vote in California.)
People with <u>Federal</u> Convictions	
<u>SUPERVISION STATUS</u>	<u>CAN I VOTE?</u> (Note: Your loved one must also be age 18 or older by the next election day, a U.S. citizen, and a California resident)
Currently incarcerated in federal prison <u>or</u> serving federal prison sentence	NO
On federal probation	YES
On federal supervised release	YES
On federal parole (applies to very few people)	YES



IMPORTANT! Once your loved one is **no longer incarcerated and off of state parole**, their right to vote is automatically restored in California for both state and federal elections. All they need to do is register (or re-register) to vote at least 15 days before the next election!

part 4.

CREATING A HOUSING PLAN

SUMMARY

Part 4 provides:

- **Guidance** on creating both a short-term and long-term housing plan;
- **An overview** of different housing options in reentry and how you may be affected;
- **Suggestions** for housing that may work better if your loved one has special needs; and
- **Information** about your loved one's housing rights, including **how to challenge illegal denials to public and private housing**.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Determine housing needs	✓	✓	6 months prior to release or immediately
Determine if your loved one will live with you	✓		6 months prior to release
If needed, contact shelters	✓	✓	Immediately
If needed, contact transitional housing programs	✓	✓	6 months prior to release or immediately
Get copy of your lease if renting	✓		Immediately
Consult attorney if needed	✓	✓	Immediately

creating a housing plan

Housing is one of the most important parts of a successful reentry plan. Whether your loved one is planning on living with family, looking for transitional or short-term housing, or seeking a long-term option, you and your loved one should: 1) start planning early; 2) consider multiple options (think creatively and stay as flexible as possible!); and 3) know your loved one's legal rights so together you can respond appropriately if those rights are violated.

KNOW YOUR AND YOUR LOVED ONE'S HOUSING RIGHTS!

- **Landlords could be violating state and federal law by discriminating against housing applicants with criminal records—especially if they are using language that bans all people with criminal records or all people with felonies (these are called “blanket bans”). It is also illegal for landlords to randomly run background checks, or only check the backgrounds of applicants in a protected group (like people of color, women, religious minorities, etc.).** Whether a housing provider is actually violating the law when they discriminate against people with records depends on a variety of factors, including whether the housing is public (receiving government funding) or private as well as the landlord's specific words and actions. For more information on housing discrimination based on criminal records, see pg. 37, and consult a housing lawyer if you believe your loved one's rights were violated.
- **Your loved one has the right to certain protections when a landlord runs a background check** (also called a “tenant report”). For more information about your loved one's protections, see pg. 38.
- **If your loved one's public OR private housing application was denied because of information in a criminal background check, they have the right to know why and to dispute the accuracy of that information.** For more information about public housing denials, see pg. 37. For more information about private housing denials, see pg. 38.
- **If your loved one was denied public housing or federally-assisted housing (like a Section 8 voucher), they have the right to challenge that denial.** This includes the right to request a “review hearing” where your loved one can have an impartial hearing officer review the denial. For more information on challenging public housing denials, see pg. 37.
- **If your loved one has a disability,** they have the right to request reasonable accommodations for their disability in transitional, public, and private housing. This includes accommodations for mental disabilities and past (but not current) drug addiction.

starter questions

Having a housing plan is often the first and most important step in reentry. Use the starter questions below to better identify your loved one's housing needs, options, and potential barriers.



ACTION STEP! Fill out the “STARTER QUESTIONS” below. The goal of these questions is to help you and your loved one assess their needs so that you can create a feasible housing plan. It is okay if you don't know the answers to all of these questions. What is most important is that you understand the many factors that can impact your loved one's housing search. We recommend that you and your loved one start planning 6-12 months prior to their release date.

STARTER QUESTIONS: HOUSING

☐ **Where will your loved one live?**

☐ **Who will live with your loved one?**

If your loved one will be living with you or other people (like family, friends, partners, or children), you, or the host, should make sure the landlord or public housing provider allows a person with a criminal record to live there--and your loved one specifically. Learn more on pg. 35.

- ☐ How long will your loved one be able to stay there? Where do they want to go when that time is up?
- ☐ If your loved one has housing costs, where will that money come from?
- ☐ Does your loved one have a back-up housing plan?
- ☐ What is *most important* to you and your loved one when making housing decisions?
- ☐ Is anyone else (family, friends, sponsors) helping your loved one's housing search?
- ☐ Does your loved one have a physical, mental, or other disability that will impact where they can live?
If so, their disability may mean they have the right to a "Reasonable Accommodation" from a landlord, public housing authority, or to change a parole/probation condition under law. See pg. 39 for more information.
- ☐ Was your loved one's conviction the result of substance abuse issues?
If so, your loved one's past substance abuse may qualify as a disability that gives them the right to a "Reasonable Accommodation" under law. See pg. 39 for more information.
- ☐ Was your loved one's conviction the result of a domestic violence charge involving a family member... and is there a protective or no-contact order in place that prevents them from being in contact with that family member?
If so, it is very important that your loved one does not violate the protective or no-contact order, as this could result in their arrest and/or re-incarceration.
- ☐ Is your loved one required by parole, probation, the Board of Parole Hearings (see note on Lifers, below), or some other correctional agency to have a housing plan before release? If so, by when do they need this plan?



REENTRY PLANNING TIP: If your loved one was sentenced to a life term in a California state prison, the BPH expects them to live in transitional housing in the months following their release. If your loved one is a lifer, they can seek and apply to transitional housing programs in the area to which they will be paroled. (See the Action Step on pg. 32 to find out how.) Appendix D (pg. 96) has a list of transitional housing programs that may accept applications from currently incarcerated people. **NOTE:** There are certain parole conditions that restrict where a person can live. For example Lifers usually cannot return to the county that they were convicted in.

short-term, transitional, and special needs housing

For many people in reentry, short-term, transitional, or special needs housing is necessary because long-term housing is not an immediate option. This is especially true for people who have been incarcerated for longer periods (usually in state prison), who cannot be approved for release without transitional housing secured, and/or who will be required by the rules of their community supervision (such as parole or probation conditions) to live in transitional housing before living on their own, with you or other family, or in long-term housing. They may also prefer transitional housing to have some structure and professional support before living with you, family, friends or loved ones.

1. Short Term Housing (Shelters):

Most shelters are free, and usually offer a bed, shower, and sometimes meals for one or more nights. Shelters can usually offer immediate housing and don't have applications or waitlists. While they are not a permanent solution, shelters can be a critical resource when short-term housing is needed right away. Some shelters require ID as proof of your loved one's identity and/or proof of homelessness. When possible, it is a good idea to ask about any documents they will need to be considered. Many shelters also have a time by which your loved one will need to arrive to secure a

spot for that night.



ACTION STEP! If you are concerned your loved one will be homeless, it can be very important to have a list of local shelters that will accept him or her right away. You can call Root & Rebound's Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662, to request information about shelters in their area. If you have access to the Internet, both the **Department of Housing and Urban Development (HUD)** and the **National Coalition for the Homeless** have lists of shelters and emergency housing on their websites (search "homeless shelters California"). Calling **2-1-1** is another great resource (see below).



HELPFUL RESOURCE: Call 2-1-1. If your loved one is no longer incarcerated and you or your loved one are in need of immediate shelter or other resources, you can call 2-1-1. Most counties in California offer a 2-1-1 service that provides free and confidential information and local referrals, including to organizations that offer shelter and housing (as well as food, employment, health care, and more). *Note: If you and/or your loved one are in San Francisco, the number to call is 3-1-1.*

2. Transitional Housing:

Transitional housing can help people adjust to life outside of prison or jail. Most transitional housing programs last between 18 and 24 months. Many transitional housing programs provide programs and services, like counseling, money-saving plans, food, job training, and computer classes. Additionally, there are special options for people who need extra support, such as mental health services or substance abuse treatment.

If your loved one is currently incarcerated, there are some transitional housing programs that they can apply to before their release date. *Please see Appendix D on pg. 96 for a starting list of places that accept housing applications from currently incarcerated people.*

Your loved one's parole or probation conditions may require them to live in transitional housing, and the Board of Parole Hearings (BPH) almost always requires it for **lifers to be found suitable for release onto state parole**. If your loved one is **serving a federal prison sentence**, they may be placed in a residential reentry center (RRC) for the last several months of their sentence. If your loved one is on federal probation or supervised release and still living in an RRC, the probation office will likely extend their stay there if they are unable to find another place to live. Your loved one is required to have a landline phone while on federal probation and probation conducts random home visits as part of their supervision so they are not allowed to be without an approved residence.



IMPORTANT! TRANSITIONAL HOUSING FOR LIFERS—If your loved one is a lifer, they will have to go before the California Board of Parole Hearings (BPH) to be approved for release, and they will need an approved transitional housing plan set up well in advance of the BPH hearing. Make sure your loved one discusses all of their reentry plans, including housing, with their parole attorney, who may also have referrals or suggestions. It can be difficult to find transitional housing that accepts a person pre-release, so you can also help by calling transitional housing to ask if they will accept someone pre-release. The parole office may also have referrals for the county where your loved one will return.



ACTION STEP: There are a number of ways your loved one can prepare for the process of getting transitional housing. In addition to determining the admissions criteria and putting together applications, you can:

- Learn how to get any **necessary identification** (see the ID information starting on pg. 19).
- If your loved one has a service provider supporting them, ask for a **signed letter** stating they are homeless. Some housing programs may require this as **proof of homelessness**. The letter may include details such as how long they have been homeless (time spent in jail or in the hospital usually does not count), where they have been staying, and why they would benefit from living in the housing.
- If your loved one is working with a doctor or other addiction treatment provider, they will need to ask for a **signed letter** that would show **proof of sobriety**. The letter may include information about their treatment history and, if appropriate, a professional assessment of their progress.



REENTRY PLANNING TIP: Not all transitional housing programs are the same--some are more supportive than others. Some have a blackout period for 30+ days that makes it very hard for your loved one to communicate outside of the transitional home. They should be prepared for challenges, and have people who know where they are going and can support them if issues come up. Finding transitional housing can also take a long time and can be a confusing process. If your loved one is currently incarcerated, you or your loved one should call or write to potential programs **well in advance of their release date**, if possible. You or your loved one can also call our Friday Reentry Legal Hotline for support related to issues with transitional housing.

3. Special Needs Housing:

Some housing programs provide extra support to people with **special needs**. Such programs may offer short-term or long-term housing options, so you or your loved one should ask! See Appendix D on pg. 96 for a starting list of special needs housing.

→ **For survivors of domestic violence:** There are more than 100 shelter-based domestic violence programs throughout California. Many of these offer both emergency housing (usually 30 to 60 days) and housing that is more long-term (six to 18 months). In addition to housing, these programs often offer services such as 24-hour hotlines, legal assistance, counseling, and referrals. Each program is different, but many do not conduct criminal background checks, or may be more willing to take the context of a domestic violence survivor's crime into account. To find a domestic violence shelter or for emergency support, contact the National Domestic Violence Hotline at 1-800-799-SAFE (7233). If your loved one is in the Bay Area, they can call W.O.M.A.N. Inc.'s hotline at (877) 384-3578 any time of day.

→ **For currently or formerly incarcerated parents who wish to live with their children:** California has a few special housing programs that permit residents' children to live on-site. Many—but not all—of these programs focus on mothers. Each individual program has its own requirements; for example, some may require residents to be on some type of supervision, and/or to participate in a substance abuse recovery program.



HELPFUL RESOURCES: A few programs that permit parents in reentry to live with their children include: **Family Promise of Sacramento**, 1300 North C Street, Sacramento, CA, 95811, (916) 443-3107; **Female Offender Treatment and Employment Program (FOTEP)**, (916) 324-5041 - locations in Los Angeles, Merced, Riverside, Sacramento, San Francisco, San Diego; **GRIP Family Housing Program**, 165 22nd Street Richmond, California 94801, (510) 233-2141; **Love--a--Child Missions**, 2279 Willow Pass Road Bay Point, California 94565, (925) 458-5663; **MOMS program**, 1904 Franklin Street, Suite 418 Oakland, CA 94612, (415) 456-9980; and **Residential Family Center - VOA**, 3434 Marconi Avenue, Sacramento, CA, 95821, (916) 443-4688.

→ **For people in recovery:** Sober living environments (SLEs) are a good housing option for individuals suffering from past addiction or alcoholism. CDCR operates several transitional housing programs that focus on substance abuse treatment and/or sober living. If your loved one is on state parole, they may be eligible to receive funding assistance for this type of housing through CDCR's Substance Abuse Service Coordination Agencies (SASCA). Your loved one should reach out to their parole officer for information.

→ For veterans:

- **If your loved one is still incarcerated...** they should get paired with a Reentry Specialist from the U.S. Department of Veteran Affairs (VA). The Reentry Specialist ensures your loved one has all the resources they need—including housing—for a successful transition back into the community. Connect with your loved one's Reentry Specialist if you have questions about navigating housing or other topics of reentry.
- **If your loved one is in the community...** they can reach out to a VA counselor at the National Call Center for Homeless Veterans. Their hotline is available 24/7 at 1-877-AID-Vet (424-3838). Your loved one can also find their local VA office at www.cacvso.org/county-contacts/, or reach out to nonprofit recipients of the VA's Supportive Services for Veteran Families Grants at www.va.gov/homeless/ssvf.asp.

→ **For senior citizens:** There are very few housing programs created specifically for senior citizens in reentry. However, seniors may be eligible for housing based on other factors such as *disability, low income, or veteran status*.²

² If your loved one is located in the Bay Area, consider looking into Bayview Senior Services' Senior Ex-Offender Program, located in San Francisco. It provides two transitional housing facilities for seniors in reentry.

→ **For 290 registrants:** If your loved one must register as a sex offender pursuant to Penal Code section 290, they may face restrictions on where they can live. These restrictions differ depending on the crime for which your loved one was convicted, their supervision status, and any related conditions imposed on them. Use the following guidelines to determine what limitations, if any, your loved one may face as a 290 registrant, and remember that they can be arrested and possibly returned to jail for failure to comply.

- **If your loved one is on state parole...** they CAN'T live in a single-family house with another 290 registrant unless they are legally related by birth, marriage, or adoption. Your loved one also must comply with any other residency restrictions CDCR places on them as a condition of parole.
- **If your loved one committed a crime against a minor...** they CAN'T live in a child day care facility, residential facility, or foster family home unless they are a client. Violation of this law is a misdemeanor.
- **If your loved one is on state parole, committed a crime against a minor listed under Penal Code sections 288 or 288.5, and CDCR has labeled them a "high risk parolee"...** they CAN'T live within half a mile from any K-12 school or park where children regularly gather. Please note that parole could impose a greater distance from K-12 schools or parks; the half-mile is the minimum distance imposed.
- **If any of the above restrictions apply but your loved one is homeless...** they MAY be able to live within half a mile of any K-12 school or park if they don't have any parole conditions explicitly preventing them from doing so. However, your loved one MUST keep their parole agent informed of their location.
- **If any of the above restrictions apply but your loved one is mentally ill and living in a licensed mental health facility...** they may be temporarily excused from having to follow residency restrictions during the course of their treatment. Be sure to check in with your loved one's parole agent.



WARNING: Some cities and counties (municipalities) have additional restrictions on where registrants can live or be present at. It is important you and your loved one ask about and follow these rules. (Note: Municipal restrictions are not permitted under the California Constitution, but may still be illegally enforced.) If your loved one encounters a local/municipal restriction, or have other legal questions related to 290 registration, you or your loved one may wish to contact **Alliance for Constitutional Sex Offense Laws (ACSOL)**, an organization that advocates on behalf of 290 registrants. Their website is all4consolaws.org. Contact information: Address: Alliance for Constitutional Sex Offense Laws, ACLU Building, 1313 W. 8th St., Los Angeles, CA 90017. Phone: (818) 305-5984.



ACTION STEP! Research & Contact Transitional Housing Programs — Transitional housing programs can be hard to get in touch with and are often full or have long waiting lists. They are especially hard to contact while incarcerated, so as a family member or loved one, you can really help! You can research and call potential programs and gather any application documents required. Keep in mind that many transitional housing programs will not let people fill out applications until after they are released. Still, it is worth contacting them and learning what your loved one will need as early as possible

Be sure that you ask a transitional housing provider the following:

- What are your eligibility requirements?
- What documents are needed to apply?
- Can someone apply while incarcerated as they prepare for release?
- Is there a waitlist to get into the program?
- How is the housing funded?
- How long does the housing program last?
- Does an applicant need a referral from an outside organization or agency?

In addition to searching online, you can try the following:

- Ask local reentry organizations about which housing providers they would recommend.
- Call 2-1-1 for referrals.
- Ask your loved one's parole or probation officer if they would have funding for transitional housing or can recommend housing for them, keeping in mind their special needs, disabilities, or accommodations.
- Call Root & Rebound's free, weekly Reentry Legal Hotline, any Friday, 9 a.m. – 5 p.m. PST at 510-279-4662, for a starting list of referrals by county.



CONSULT A LAWYER: You can call Root & Rebound's **Reentry Legal Hotline** any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for a starting referral list of housing providers by county. We can also speak with you about things like disability accommodations for housing, fair housing practices, flagging illegal or discriminatory housing practices, and legal guidance for 290 registrants.

long-term, permanent housing

Some people in reentry, especially those with shorter periods of incarceration in county jail, may be able to skip over short-term and transitional housing altogether. Others may have completed a stay in short-term or transitional housing and are looking for a permanent solution. No matter where your loved one is at in the reentry process, they will eventually need to find long-term housing that is a good fit for their life and needs. This section provides an overview of your loved one's options for long-term and permanent housing.

1. Different Types of Long-Term Housing: **Public (Government-funded) vs. Private Housing**

It is very important to know the difference between public (government-funded) and private housing because your loved one's rights will be different depending on which type of housing they live in.

- **Government-funded housing** refers to any housing program or landlord that receives funding from the federal government, including programs through the Public Housing Authority (PHA) and landlords who accept "Section 8" Housing Choice vouchers. Government-funded housing programs are designed to help low-income individuals.
- **Private housing** refers to the large category of housing that is owned and run by private landlords with no financial contribution from the federal government.

See pg. 37 below for more information on protections against discrimination in public and private housing.

2. Living with YOU, family or friends:

Many people in reentry find it convenient to live with friends or family after release. Whether your loved one plans on doing so temporarily or permanently the both of you, and you especially, should keep the following things in mind:

- **If the home is a rental...** review the rental agreement or lease to know the rules—especially any guest or visitor policies and policies about adding someone to the lease. Under California law, YOU can ask your landlord for a copy of your lease once every calendar year. The landlord must then provide it within 15 days.
- **If the home is government-assisted housing...** you should review both the Housing and Urban Development (HUD) and your local Public Housing Authority (PHA)'s rules. If you are unsure of how to find these rules, visit https://www.hud.gov/sites/documents/DOC_35654.PDF for HUD. To find your local PHA, visit https://www.hud.gov/program_offices/public_indian_housing/pha/contacts -- you may need to call and request to speak to someone if you have specific questions. To join someone else's government-assisted (meaning government subsidized) housing, your loved one will likely have to go through a full criminal history background check. *For more information on background checks for public housing, see pg. 38.*
- **If your loved one has parole or probation conditions that restrict where they can live...** for example, if they must follow rules that require them to live in a specific county OR live a certain distance from schools and parks, make sure their housing is approved in advance by their parole or probation office. If the housing is not approved, they may violate their conditions of supervision, which could lead to re-incarceration in some cases.

The **chart** below offers some considerations in deciding whether your loved one can or should live with you.

LIVING WITH FAMILY OR LOVED ONES AFTER RELEASE (Benefits & Challenges)	
There are benefits...	There are challenges...
Your loved one will have an immediate place to stay.	A parole or probation officer must approve their housing situation.
You might be able to better support and/or collaborate with your loved one.	Home visits and searches by parole and probation officers can impact the entire household - if your loved one's address is your "residence," parole and probation may search it!
A few days or weeks staying with you can give your loved one enough time to find employment, health care services, public benefits, and/or a long-term housing plan.	If you are a renter, allowing a guest to stay with you for a lengthy period of time may violate the property's guest policy, and can lead to eviction.
Your loved one can save up money while staying with you.	You and your loved one may need time to get used to physical closeness and them being back home.

→ **Important Information If You Are Renting:**

If you are someone **who rents their home or apartment**, you should be aware of any policies or restrictions that your landlord or public housing authority (PHA) has regarding guests/visitors as well as adding permanent residents

with criminal records. Additionally, private landlords *may* and PHAs *must* run criminal background checks before someone is allowed to move in. It is critical to find out this information as soon as possible! Keep the following in mind...

- While many lease agreements give tenants the right to have a guest (someone who is not listed on the lease) stay with them for about 15 days in a row, or 30 days in a 12-month period, allowing someone to stay longer than what is allowed in your lease could turn into a legal problem of having an “unauthorized occupant” living with you—meaning someone who is living there without permission of the landlord/owner. You could get evicted for allowing your loved one to stay with you when they were not allowed to be there.
- If your loved one’s stay is meant to be temporary, try to maintain a “light footprint.” You or your loved one may wish to wait to apply for certain benefits or identification using that shared address (which could later be used against you).

If You are Considering Adding Your Loved One to Your Lease:

- New additions to your household **must** apply and pass a background check. If denied because of their criminal record, your loved one has the right to appeal the decision.
- If you live in a smaller apartment building and have a relationship with the landlord, ask them in advance about adding your loved one to your lease.
- Please consider contacting your local legal aid office for help with this process.

If You Decide to Add Your Loved One to Your Lease: There are generally 5 steps you should take...

1. Submit in writing to your landlord a request to add another person to your lease.
2. Check the terms of your lease to determine how many people can live in your rental. California uses the “two plus one” formula, which permits two people to occupy each bedroom, with an additional person in the living space.
3. Have your loved one complete a rental application. Your landlord may require a background check (see above).
4. Get the decision from your landlord either approving or denying your loved one. If the application is approved, great! If not, your loved one has the right to appeal the decision (see below if you believe the denial was illegal).
5. Ask your landlord to sit down with you and review the details whether your loved one was approved or denied. If your loved one was approved, depending on whether you live in a rent controlled area, your landlord may have the right to have you sign a new lease agreement and increase the rent.



WARNING! You can get evicted from your apartment if you fail to follow the rules in your lease or the landlord’s/housing provider’s policies.



ACTION STEP! Look at your lease, talk to your landlord, and get help if you need it—

- Request your lease from your landlord at least 6 months before your loved one’s release.
- Do you have any questions for your landlord about your lease? If so, write them down first.
- If you are worried about your landlord using your loved one’s record against them, consider calling a lawyer or housing advocate first to see if they can answer your questions by looking at your lease.
- According to your lease, does your house or apartment have a “tenant screening” or “background check” policy for applicants with criminal records?
- If there is a tenant screening/background check policy, what evidence can you show your landlord to improve your loved one’s chances of being allowed to live there? Begin to gather it.



CONSULT A LAWYER: Do you think your loved one may need a housing advocate or lawyer? See Appendix A (pg. 91) for a starting list of legal aid organizations across California who may be able to help OR call Root & Rebound’s **Reentry Legal Hotline** any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662.

criminal record bans and housing discrimination

As you and your loved one weigh their short- and long-term housing options, it is important to understand the impact their criminal record may have on their eligibility for certain housing programs and rights more generally. This section will also help you understand the situations where you and your loved one have protection against discrimination by public housing providers and private landlords.

1. Criminal Record Bans in Public (Government-Assisted) Housing:

If your loved one can meet the income and eligibility requirements, government-assisted housing can be a long-term housing option. The following section describes the ways in which having a criminal record can serve as a barrier to getting public housing. Knowing your loved one's rights can help you spot legal issues and address them promptly!

→ **Background checks for public (government-assisted) housing:**

The Public Housing Authority ("PHA") typically conducts criminal background checks on all public housing applicants and residents. Each government-assisted housing program has its own set of criteria for acceptance, so you should determine whether any laws or program policies could disqualify your loved one based on their record. In some cases, your loved one may be completely banned from government-assisted housing due to their criminal record. This may seem unfair, but it is not always illegal. Other times, it is up to the PHA if they want to deny or accept your loved one.

→ **Mandatory bans:**

There are a few **mandatory lifetime bans** for housing that receives federal subsidies, like the Public Housing and Section 8 programs. People with the following convictions are banned from government-assisted housing:

- Methamphetamine production on federally-assisted property (mandatory lifetime ban);
- Sex offense requiring lifetime 290 registration (mandatory lifetime ban);³
- Past drug conviction that resulted in eviction from federally-assisted property (mandatory ban of at least three years); and
- Current illegal drug use (mandatory ban while drug use is "current;" please note that there has been legal debate about what is considered "current").

→ **Discretionary or "catch-all" bans:**

Bans that are not required by law but are still allowed are called discretionary or "catch-all" bans. The local Public Housing Authority (PHA) or a private owner who is receiving government assistance **may** deny someone on one of these *discretionary bans*. We often call these "catch-all" bans because SO MANY PEOPLE end up being denied by these discretionary bans, not the mandatory ones. While this is concerning in terms of who can or cannot access government-subsidized housing, it means local advocacy CAN be effective. PHAs are allowed to ban people for the following:

- Criminal activity that is "**reasonably recent**" and poses a threat to other property residents' health, safety, or peace. There is no exact definition of what is reasonable, so the time period that a PHA uses will likely depend on the nature of the offense.
- This rule can sometimes apply to people who were merely **arrested for** (but not convicted of) a crime—but only if the housing owner has proof that the conduct underlying the arrest actually occurred.



WARNING: ILLEGAL DISCRIMINATION TO LOOK OUT FOR!

Though some bans on people with criminal records may be allowed, your loved one is also protected from certain types of discrimination. Unfortunately, landlords often discriminate against rental applicants with criminal records, so it is important to know your, and your loved one's rights, in case this happens.

There are legal protections against:

- **Blanket bans like "no felons allowed here" or "no violent felonies"**—These are called "blanket bans" and could violate the federal Fair Housing Act and other state laws where there is an unfair impact on black and Latino/a people who are arrested, convicted, and incarcerated at much higher rates than white people.
- **Unfair treatment**—For example, running background checks on black applicants but not requiring the same of white applicants.
- **Illegal PHA policies**—If a PHA improperly denies your loved one based on their arrest record

³ Note: Low-Income Housing Tax Credit (LIHTC) properties and Rural Development (RD) housing are not required to deny admission to a lifetime registered sex offender; in other words, they have discretion to make their own rules.

alone (without underlying proof that the activity occurred), denies them based on a very old conviction, or denies them without sufficiently considering evidence their present positive actions or past issues that they have since resolved, they can challenge the PHA's decision at a **review hearing**.

- **Discrimination based on past addiction or mental health issues that caused the past offense**—Several federal and state laws protect people on the basis of disabilities. Your loved one can argue that a past addiction or mental health issue caused the past offense and cannot be used as a basis for denying housing; they would need to ask for a “Reasonable Accommodation” be made to allow them to live there despite the criminal records policy.
- **Discrimination based on criminal records for survivors of domestic violence where the conviction was tied to their abuse history**—The Violence Against Women Act offers protection for survivors of domestic violence in government-assisted housing.

→ **Challenging Illegal Discrimination in Public Housing**

Knowing the steps for challenging illegal public-housing discrimination can put you and your loved one in a stronger position to identify and address unlawful behavior.

How to file a legal claim: Your loved one has the right to receive a *detailed* notice listing the PHA's reasons for denying them. If any of the reasons listed on the notice appear to be illegal or discriminatory—whether based on your loved one's criminal background, disability, or the PHA's reliance on false information—have them submit **a written request for a review hearing** as soon as you/they receive the denial. The notice will provide instructions on the procedure for challenging a denial—including important deadlines—so go over the notice carefully.



CONSULT A LAWYER: If you believe you or your loved one will have to request a review hearing, Root & Rebound can refer you to a legal aid provider, or consult with you about the process by phone. Call our Reentry Legal Hotline any Friday from 9 a.m. to 5 p.m. PST at 510-279-4662 for more information.

Review Hearing Advocacy: The goal of the review hearing is to clearly explain what the PHA missed or got wrong in denying your loved one; if the denial was because of their criminal record, this is also their chance to show **evidence of rehabilitation**. Your loved one can be represented at a **review hearing** by someone who is *not* a lawyer! If they have been working with a service provider for reentry assistance, ask that person if they would be willing to help your loved one at a review hearing (or prepare). You can also contact a housing attorney at your **local legal aid organization** to see if they would represent your loved one at a review hearing. *See Appendix A on pg. 91 for a list of legal aid organizations across California.*

It may also be helpful to reach out to a local **housing rights committee** to get a sense of what your loved one is up against before meeting with a hearing officer. A housing rights committee is an organization that can provide information about renters' rights in a particular county, city or neighborhood.

2. Protection Against Criminal Records Bans in Private Housing:

Private housing offers you and your loved one fewer protections when it comes to criminal-record based housing denials. Nonetheless, it is important for you to be aware of the protections that do exist for individuals with criminal records exploring private housing options.

→ **Background Checks for Private Housing:**

Most private landlords will run a background check on applicants, and have broad discretion to deny applicants based on their past criminal involvement. Your loved one has the right to receive a copy of the background check report and the landlord **MUST** tell them if their criminal history is the reason they are not getting approved as a renter. The landlord must also give your loved one a copy of the Federal Trade Commission Summary of Rights and also give them an opportunity to clear up any inaccuracies in their background report.



WARNING! THERE ARE LIMITS ON BACKGROUND CHECKS RUN BY PRIVATE LANDLORDS:

Although private landlords are allowed to run background checks on rental applicants, the following information cannot show up on a private background check in California:

- Records that are over 7 years old, including:
 - Lawsuits or judgments
 - Criminal convictions

- Information about arrests or formal charges
 - Paid tax liens
 - Accounts placed in collections
 - Other negative information such as repossessions, foreclosures, check verification reports, motor vehicle reports, or drug test results
 - Criminal convictions that have been fully pardoned, dismissed, expunged, eradicated, or sealed under court order
 - Information about arrests or formal charges that did not result in a conviction (unless your judgment is pending)
 - Information about referrals to or participation in any pre-trial or post-trial diversion programs
 - Bankruptcies from more than 10 years ago
 - Eviction actions (“unlawful detainers”) won or resolved with a settlement agreement
- If there is an **error** in your loved one’s background check report, learn more about their options on pg. 38 below.

→ **Protections Against Illegal Discrimination in Private Housing:**

Although private landlords are specifically forbidden from discriminating based on race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, religion, disability, marital status, family status, genetic information, and source of income, there are no such protections based on past criminal involvement. There are, however, some situations where you and your loved one might have legal protection if a private landlord is discriminating against you and/ or your loved one based on their criminal record, including:

- **Blanket Bans:** In the view of the federal Department of Housing and Urban Development (HUD), it is unlawful to refuse to rent or sell to *any* person with a criminal record on that basis alone, for example by advertising that “felons need not apply.”
- **Arbitrary Discrimination:** According to HUD, a ban on renting or selling to people with specific types of criminal convictions *may* violate federal law if the ban does not serve a legitimate purpose (or is ‘arbitrary’). This means that policies that don’t acknowledge how much time has passed since your loved one’s conviction, or that don’t acknowledge the seriousness or nature of the crime, may be illegal. That being said, policies aimed at preventing harm to residents’ safety and/or property may be sufficient to overcome claims of discrimination.
- **Unfair Treatment (or Discriminatory Treatment):** Private landlords must apply the same standards for screening applicants. For example, a landlord can’t reject a black applicant based on their criminal record, but then accept a white applicant with a similar criminal record. Similarly, if a private landlord conducts a background check on an applicant, she or he must conduct the same background check on all other applicants.
- **Unfair Impact (or Disparate Impact or Discriminatory Effect):** The Fair Housing Act is the federal law prohibiting unlawful housing discrimination. In 2015, the United States Supreme Court held that a housing policy that affects people of color more than others may violate the Fair Housing Act if the policy is not supported by a legally acceptable reason. This decision was meant to prevent more general factors from being used as a stand-in for race-based discrimination.
- **Using Information from the Megan’s Law Website:** A landlord cannot use information they got through the Megan’s Law website to deny your loved one housing. However, they can use information about your loved one’s registration status that they got elsewhere - such as on a background check.



CONSULT A LAWYER: A housing rights attorney can help you or your loved one determine whether you have experienced illegal housing discrimination. See Appendix A, pg. 91, for a starting list of legal aid organizations that service low-income people in California.

3. Disability Protections in Public & Private Housing:

Under the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act, if your loved one is an individual with a disability, they have protections against discrimination by home sellers, landlords and housing providers. Your loved one has the right to “**reasonable accommodations**” to use and enjoy their housing and are allowed, at your loved one’s own expense, to make reasonable modifications to their housing to give them equal access and enjoyment. Reasonable accommodations can take the form of **a change in rules, policies, or practices**. Although public housing providers, sellers, and private landlords⁴ must follow federal and state fair housing laws, this does not mean that your loved one will automatically receive whatever accommodation they ask for. The requested accommodations cannot create an *unreasonable* financial or administrative burden on the housing provider.

⁴ There are some exceptions for landlords who live in and rent out one room of their single-family home. If this situation applies to you, contact a housing rights lawyer to better understand your legal rights and options.

To make a request for reasonable accommodation you or your loved one should:

- Explain that they have a disability to the landlord/housing provider,
- Describe the nature of the requested accommodation, and
- Provide an explanation of how the accommodation will help them.

→ Disability based on past drug addiction:

Past drug addiction can qualify as a disability under state and federal law. However, this only applies if your loved one is no longer engaged in illegal drug use, no longer abusing alcohol in a way that interferes with others' health, safety, or peaceful enjoyment of a property, and no longer pose a serious threat to others that cannot be controlled by a reasonable accommodation. It is important to keep in mind the difficulty of proving that past drug use qualifies as a disability. There is no hard and fast definition of "current" illegal drug use, which makes proving that your loved one has stopped using illegal drugs difficult.

Conclusion

Part 4 covered different options for both **short-term** and **long-term** housing in reentry, and information to empower you and your loved one with knowledge about their **legal rights** applying for housing with an arrest or conviction record. Although the housing search can be a challenging process that requires a lot of support, research, calling around, and time, if you and your loved one take it **one step at a time** and are aware of your **rights and options**, your loved one will have a better chance of finding the right housing situation for them. The goal is for your loved one's housing search to lead to safe and permanent housing!

part 5.

CREATING AN EMPLOYMENT PLAN

SUMMARY

Part 5 provides:

- **Important information about your loved one's legal rights** during the job application process;
- **A list of documents** your loved one will need to gather to apply for jobs;
- **Information** about different types of background checks;
- **Tips** and an **employment-ready checklist** to help your loved one prepare for job applications, interviews, and questions about their criminal record; and
- **Illegal discrimination** to look out for in the hiring process—and ways to **challenge** it!

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Review RAP sheet		✓	Immediately
Review work history	✓	✓	Immediately
Determine employment goals		✓	While incarcerated or immediately
Gather ID	✓	✓	While incarcerated or immediately
Create professional email & resume	✓	✓	While incarcerated or immediately
Practice interview questions	✓	✓	Immediately
Consult attorney if needed	✓	✓	Immediately

creating an employment plan

Employment provides financial security for your loved one and their family and for many, a strong sense of purpose and the ability to give back to society. Sometimes, parole or probation conditions also require your loved one to be employed. It is important to make a plan for employment and long-term career goals early on—which includes knowing your loved one's rights, planning for obstacles, and having back-up plans! This section covers such topics as job applications, barriers your loved one might face, and ways to challenge illegal discrimination in the hiring process.

KNOW YOUR LOVED ONE'S EMPLOYMENT RIGHTS!

On January 1st, 2018, the Fair Chance Act (also called “Ban the Box”) became the law statewide in California. Under this law, both private and public (government) employers with 5 or more employees must follow these rules:

- Employers **CANNOT** ask about or consider your loved one's criminal record until after they have given them a **conditional job offer**.
- Employers must make an **individualized assessment** of your loved one's record, considering **the nature of the offense, the time since the offense, and the nature of the job duties**. To take back their job offer, the employer must show that given these individual factors, the conviction(s) would **directly and negatively** impact your loved one's ability to perform the job duties.
 - *Please note:* Some cities and counties offer additional legal protections. For example, a Los Angeles County law requires employers to **write down** the outcomes of their **individualized assessments**.
- Employers **CANNOT** have “**blanket bans**” that deny all applicants with criminal records or all applicants with a **certain category of offense** (for example, all people with felonies).
- Employers must notify your loved one of their right to respond to what they found in the background check before they take back a conditional job offer.
- If an employer decides to take back your loved one's job offer based on their criminal record, they must tell them the **specific conviction(s)** that led to their decision **AND** provide them with a copy of the criminal history information they used (such as a background check report or a website print-out). **IN ADDITION, an employer must tell them that they have at least 5 days to respond with any errors as well as evidence of rehabilitation** (for example, evidence that shows issues that were present at the time of their offense are resolved; evidence of training, education, volunteering, work experience; and any information that places their conviction history in a less negative light). **If they respond within 5 days** to an employer's notice that they plan to take back the job offer, they then get **an additional 5 days** to submit this evidence.

Your loved one also has rights with respect to employers using outside companies to run background checks:

- First, an employer must notify them that a background check will be run on them, get their permission to run the check, tell them how to request a copy of the report, and give them information about their rights.
- Second, a background check company **CANNOT** report the following: arrests that never led to a conviction (unless the arrest is pending); dismissed, expunged, or sealed convictions; participation in court diversion programs; and certain minor marijuana convictions. *Learn more on pg. 48.*

If you or your loved one believe their rights have been violated, they can file a complaint with the California Department of Fair Employment and Housing. Learn more and file a complaint online at dfeh.ca.gov/complaint-process/file-a-complaint. Call Root & Rebound's reentry legal hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for more information and referrals.

starter questions

Finding employment can be one of your loved one's biggest challenges. Using the questions below, you and your loved one can get a better sense of their long-term goals and can plan for their specific employment needs in a manageable, step-by-step way.

STARTER QUESTIONS: EMPLOYMENT

- Does your loved one have a history of regular employment prior to incarceration?
- Was your loved one employed at the time they went to prison or jail? If so, what was that job?
- Did your loved one have a positive relationship with any previous employer?
- Did your loved one receive, or are they receiving, any vocational training while incarcerated?
- Is your loved one interested in furthering their education or vocational training?
- Is your loved one required to attend specific rehabilitative programs during typical work hours?
- Do any of the jobs your loved one is interested in have restrictions based on their criminal record? *If so, learn whether any record-cleaning options might reduce the impact of their record and remove that barrier. For more information on record cleaning, see pg. 65.*
- What is your loved one's long-term career interests? Do they require any specific occupational licenses, education, training, or other requirements?



REENTRY PLANNING TIP: One step at a time! It is important for your loved one to pursue work that will lead to a fulfilling career, but entering employment after a long period of incarceration can be difficult. It is normal for it to take longer to find employment than they expected. In those times, they should remember that this process is “a marathon and not a sprint.” Your loved one may find it helpful to talk with someone who has been through the job application process following a period of incarceration for support.

gathering documents before applying

To apply for jobs, your loved one will need to gather identification documents and fill out an I-9 authorization to work when they start a new job. We also recommend they request a copy of their RAP Sheet—just for them and any reentry/clean slate lawyers who are helping to review it. Most employers CANNOT ask for or see their full RAP sheet.

1. Identification Documents: Before starting a new job, your loved one will need government-issued photo ID. Ideally, they should have the following:

- A California State ID, A California State Driver's License, or a Valid U.S. Passport
- Either their Social Security Number (SSN) or Birth Certificate

Learn more about important types of ID, including how to get ID documents you need (whether you are incarcerated or back in the community), starting on pg. 19.

2. Authorization to Work: By law, your loved one has to show they are **authorized to work** in the United States (an employer is supposed to give them an I-9 to fill out at the start of employment). If they are a non-citizen, your loved one can use a Permanent Resident Card or Alien Registration Receipt Card (Form I-551) *or* an Employment Authorization Document Card (Form I-766) in place of a valid U.S. Passport. See a full list of the types of ID that may be used here: www.uscis.gov/i-9-central/acceptable-documents. See Appendix C on pg. 95 for immigration support referrals.

3. RAP sheet (a government-issued copy of your criminal record): Most employers cannot see your loved

one's RAP sheet (and it is illegal for most employers to even ask to see it). However, your loved one requesting a copy of their RAP sheet from the California Department of Justice (DOJ) can be helpful for THEM and a REENTRY LAWYER to review. By reviewing their RAP sheet, they can:

- Figure out if they can get parts of their record “cleaned up” at a free “clean slate”/expungement clinic;
- Feel prepared to answer questions about their history and address an employer's potential concerns; and
- Make sure that all information on the RAP Sheet is accurate (and if it is not accurate, have the time to correct any errors before applying to jobs).
- **PLEASE NOTE:** Most private employers **cannot** access your loved one's RAP sheet but will run a private background check on them instead. Learn more about private background checks below.

For more information about RAP sheets, how to fix errors, and record-cleaning services, see pg. 65.

different types of background checks

Many jobs require some kind of background check during the hiring process. There are some important differences between private background checks, in-house background checks, and RAP Sheets, and your loved one has different rights depending on the type of background check that is used. All employers can run a private background check if they wish. Some employers must run an FBI or California Department of Justice background check for certain positions—this usually requires the applicant be fingerprinted through a “Live Scan” machine. Live Scan fingerprints produce government-issued RAP sheets, which will have more information about your loved one's history than any other form of background check. The definitions and information below will help to explain the differences between the various forms of background checks.

→ Private Background Check:

A background check assembled by a private company, which draws from sources like court records, police, correctional, and CDCR records, other public records, Internet searches, and communication with people who know your loved one. **A PRIVATE background check report CANNOT include the following information:**

- Negative information, including records of convictions, older than 7 years
- Arrests not leading to conviction
- Expunged/dismissed/sealed convictions
- Court diversion program participation
- Certain minor marijuana convictions
- Credit report
- Full “RAP Sheet”

→ In-house Background Check:

An “in-house background check” is when an employer draws information about your loved one's criminal history from public records, interviews with people who know them, and online searches.

→ RAP Sheet:

A RAP Sheet stands for **R**ecord of **A**rrests and **P**rosecutions. It is the government's official record of your loved one's interactions with law enforcement and the criminal justice system including arrests, juvenile adjudications (juvenile crimes that had a finding of guilt), adult convictions (adult crimes that had a finding of guilt), acquittals, dismissals, and sentences. RAP sheets are kept by our county, state, and federal governments! A **county RAP sheet** lists contact with the criminal justice system in that county only; a **California Department of Justice (DOJ) RAP sheet** lists any contact with the criminal justice system within California; and an **FBI RAP sheet** lists all contact with the criminal justice system in all 50 states or with the federal criminal justice system.

If your loved one only has an arrest or conviction history in California, it's usually best to request a copy of their **state DOJ RAP sheet**. At a DOJ-approved Live Scan location, they will be fingerprinted and submit an application for a RAP Sheet. They could also be required to submit to a Live Scan fingerprint for certain government jobs, jobs requiring security clearance, or as a part of an application for an occupational license. *For more information on getting RAP sheets, see pg. 67.*



WARNING: If your loved one has to register as a sex offender, a conviction older than 7 years old may not appear on a background check, but their registration status might. It is legal for an employer to consider their status as a registrant if they received the information on a background check.

preparing for job applications & interviews

Now that we've discussed what ID is necessary to apply for jobs, the following **checklist** gives other suggestions for helping your loved one prepare for their job search. Some of these can be done before their release: look for the *.

EMPLOYMENT-READY CHECKLIST

- ☐ **Change all voicemail greetings, email addresses, and social media profiles to be professional and appropriate for work.**
- ☐ **Create a professional email address.** Write it here: _____
- ☐ **Volunteer.** While it is not necessary to volunteer before applying for jobs, volunteering can be a great way to learn new skills, gain job references, and find out about local job opportunities.
- ☐ ***Complete School.** Whether it's getting a GED or a college degree, completing school can show determination, responsibility, and can help your loved one gain necessary skills for a better job in reentry. Some facilities offer school programs while they are incarcerated. For more information and resources for going back to school, see pg. 49.
- ☐ ***Participate in a reentry program or a workforce development/job readiness program.** A workforce development program helps individuals (including people who are formerly incarcerated) to prepare to enter the job market, search for employment, learn job-interviewing skills, write resumes, learn networking techniques, learn job related technical skills, and find mentorship and support.
- ☐ ***Learn basic computer skills to fill out job applications online.** Some prisons and jails offer computer and Microsoft office classes--have them ask the staff at their facility if available!
- ☐ ***Practice answering "mock" interview questions.**
- ☐ ***Prepare a response to an employer that tries to take back a conditional job offer due to their record.** Call Root & Rebound's reentry legal hotline any Friday, 9 a.m. – 5 p.m. PST, at (510) 279-4662 for support.
- ☐ ***Create a resume that is up-to-date with professional and volunteer experiences, skills, and a list of references.** As your loved one prepares to apply for jobs, a resume is a great way to help them stand out to potential employers.
- ☐ ***Plan how your loved one would get to and from work.**
- ☐ ***[If applicable] Arrange for childcare.**
- ☐ ***[If applicable] Attend any required schooling, classes or vocational training for their desired job.**
- ☐ **Clean up their criminal record, if possible.** Record-cleaning can include reducing certain felonies to misdemeanors; dismissing certain convictions; correcting errors in your loved one's "RAP sheet"; and (for former state prisoners) seeking a Certificate of Rehabilitation later in reentry. To learn more about record-cleaning options in California, see pg. 65.



REENTRY PLANNING TIP: Workforce development ("job-readiness") programs vary by county. To find one in your loved one's area, visit the America's Job Center website at americasjobcenter.ca.gov. America's Job Centers (also called One-Stop Career Centers) are run by the CA Employment Development Department (EDD) and provide free job placement resources and services across the state. There are also nonprofit workforce development organizations that support people in reentry with job readiness. Call Root & Rebound's free Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662, for referrals.

Below you will find more detailed information about job readiness.

→ **Creating a Professional Email Address:** During the hiring process, first impressions are key. Many employers post job applications online and communicate with applicants by email. Having a professional email address can show that your loved one is focused, business-oriented, and responsible.

We suggest that your loved one set up a free email account with gmail.com because many employers and organizations are now using Google-based accounts and emails. Professional email addresses typically include a person's first and last names. We recommend your loved one insert a period (".") between their first and last name so it is clear where their first name ends and last name begins. With your loved one's permission, you can help them set up the account if they cannot.

If an email address is already taken, your loved one can create a variation by inserting underscores (“_”), adding a middle initial, or adding numbers. For example, if their name is “Darcy Albany” and the email address “darcy.albany@gmail.com” is taken, they can see if “darcy.t.albany@gmail.com” or “darcy.albany.1972@gmail.com” is available.

Once they have created their email account, they will be prompted to create a password to log in and access their email. Your loved one should write down their password in a safe place and **should not share it with anyone**.

→ **Searching for Job Opportunities:** There are many ways to find out about job opportunities, including the Internet, job fairs, and through your loved one’s own network and personal connections. There are search engine sites, such as [indeed.com](https://www.indeed.com), [craigslist.com](https://www.craigslist.com) or [70millionjobs.com](https://www.70millionjobs.com) that list open positions.



REENTRY PLANNING TIPS--WORKFORCE DEVELOPMENT PROGRAMS:

- **Nonprofit workforce development organizations** offer great job-readiness programs to help your loved one gain professional skills, experience, and contacts with employers. They help with things like: on-the-job training, assessing skills and talents, finding job opportunities, preparing a resume, and much more. Call Root & Rebound’s reentry legal hotline any Friday, 9 a.m. – 5 p.m. PST at 510-279-4662 for a list of nearby organizations. Your loved one can also try their nearest America’s Job Center by visiting www.americasjobcenter.ca.gov or attend a job fair in their area (see below).
- **Job fairs** invite employers with current job openings as well as organizations that provide resources to people seeking employment to meet and speak with applicants. To find job fairs in your loved one’s area, visit http://www.edd.ca.gov/jobs_and_training. You or your loved one can also contact a local community college and/or county Workforce Development Department about job fairs they are hosting.
- **YOU or a supporter could help.** You or a service provider may be able to help your loved one connect with workforce development programs and/or employers. You and other supporters often have a better understanding of your loved one’s probation or parole requirements and programming, and can help them find opportunities that will allow for a more flexible and functional work environment as they work on their reentry goals.

→ **Keep in Mind the Job Qualifications and Potential Barriers:** Many jobs can require specific educational credentials, vocational training, or occupational licenses. Most job postings will state the educational requirements for the job. For some positions, the job listing may not include information on whether an occupational license is required. Your loved one should make sure that they meet the educational and credential requirements before applying to a job, or explain to the employer why they are applying for the position even though they do not have the listed job qualifications.



WARNING! OCCUPATIONAL LICENSING BARRIERS: Roughly 200 occupations require a license or certification from the state of California. These are called occupational or professional licenses. To get licensed jobs, your loved one must complete any necessary schooling and submit an application to the appropriate state licensing board. The licensing board is legally allowed to consider an applicant’s whole criminal record, but cannot deny *everyone* with a criminal record. The record typically must be “substantially related” to the licensed job in order to serve as the basis of a denial. If your loved one is considering a career that requires an occupational license, or are currently going through the licensing application process before a board, we highly recommend that they talk to a reentry lawyer for advice. Call Root & Rebound’s **reentry legal hotline** any Friday, 9am-5pm PST, at 510-279-4662 for more information.

→ **Building a Resume:** Your loved one can create a resume by listing past education, work experience, training, languages spoken other than English (if relevant), any relevant skills with technology (like Microsoft Office or Excel), and professional references. **Your loved one can build a resume while they are still incarcerated.** If YOU are working with your loved one, you can help them by saving their resume information in a digital form for their future job searches. Having this information saved and easily accessible in a Word Document or email draft can streamline the process of filling out online job applications.

Your loved one should make sure to get permission from individuals to list them as references, and inform them of their job plans. The reference listed should be able to speak to their ability to perform the duties of the job and their work ethic.

→ **Preparing for an Interview:** To prepare for job interviews, practice a “mock” interview with your loved one using the following questions. Make sure they connect their answers to these questions to the specific job they are applying to, meaning that their answers will and should change from interview to interview.

Here are some mock interview questions you can use to practice with your loved one:

- Tell me about yourself.
- Why are you interested in this job?
- How would you describe your work ethic?
- What are your strengths or best qualities?
- Give an example of a time you contributed to a team or where you worked on a team project.
- What’s your biggest weakness?
- Where do you see yourself in three years? Five years? Ten years?



REENTRY PLANNING TIP: Employers with 5+ employees CANNOT ask your loved one about their conviction history on a job application form or during a job interview and MUST WAIT until a conditional offer of employment is made before they ask about conviction history or run a background check. Because of this law (called The Fair Chance Act), your loved one does not need to prepare an answer about their conviction history for the interview process. Instead, they will want to prepare a response to an employer’s letter stating that they intend to take back a job offer based on a criminal background check. If you believe your loved one’s rights have been violated, contact Root & Rebound’s reentry legal hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662.

→ **Preparing a Response to an Employer Taking Back a Conditional Job Offer because of your loved one’s Conviction History:** An employer with 5 or more employees cannot ask about your loved one about their conviction history or run a background check until after giving them a “conditional offer.” A conditional offer is an offer for the job that depends on your loved one’s criminal background check.

Your loved one should be prepared to provide information in response to an employer’s notice that they intend to take back the job offer based on their conviction history. This response should acknowledge their history while focusing on how they are well-suited for the job and their rehabilitation.

An example response could be: “In 2012, I was convicted of grand theft and sentenced to 3 years in prison. During my incarceration, I realized how my actions hurt other people and learned how to overcome the urge for instant gratification. I dedicated my time to reflection, self-improvement and ultimately discovered my passion for learning and technology. After taking all of the available classes on computers and engineering, I am grateful to have received extensive training in this field. Also, I worked as a mechanic for 18 months and was proud of being promoted after a year of hard work. I am excited by this job and the opportunity to work for you.”



REENTRY PLANNING TIP: If your loved one is unable to work because of a disability, they may qualify for Supplemental Security Income (SSI) benefits. Learn more about SSI and other benefits starting on pg. 72.

employment bans & discrimination

The job application process can be more challenging for people with records--so it’s very important to know what rights your loved one has. This section answers questions like: When can an employer see or ask about my loved one’s record? How are they allowed to consider it? What can my loved one do if their rights have been violated?

→ **Blanket Bans in Employment:** In most cases, it is illegal for employers to have “blanket bans” that exclude all applicants with criminal records, or all applicants with a particular type of conviction (for example, an employer is likely violating the law if they say: ‘anyone with a serious felony is banned from employment at my company’ or ‘felons need not apply’). Instead, employers **MUST** do an **individual assessment** of any candidate with a criminal record that takes into account: (1) the nature and seriousness of the conviction; (2) how much time has passed since the conviction; and (3) the duties and responsibilities of the job.

There are also some jobs that may have **legal restrictions** for people with certain convictions -- these are usually jobs where employees have access to private or sensitive information (like financial records), vulnerable people (like

children or the elderly), or high-security places (like airports). Even where an employer might be legally barred from hiring your loved one for a particular position based on their conviction history, there still may be other jobs at that organization that they could be hired for.

→ **Your Loved One's Rights if an Employer Runs a Background Check:**

Assuming they did not apply to a job for which the employer is legally required to disqualify them based on their conviction, keep the following questions in mind if they feel they may have been denied a job because of their record...

If the answer to one of these questions is **no**, the employer **may have violated** your loved one's legal rights:

1. If the employer ran a background check, did they first extend a conditional offer of employment to your loved one?
2. If the employer ran a background check, did they get your loved one's permission to do so? Did the employer offer them a copy of the report or records they obtained?
3. If the employer's background check report included errors, did the background check company correct those errors and notify the employer afterward?
4. Did the employer evaluate your loved one's individual circumstances, including their age at the time of the offense, employment history, and efforts at rehabilitation?
5. Did the employer comply with all statewide and, if applicable, your loved one's county or city's "Ban the Box" laws? (See Reentry Planning Tip above on pg. 47.)
6. Did the background check report properly exclude negative information, including convictions, that is more than seven years old?

→ **Your Loved One's Rights if an Employer Denies Them a Job Based on Their Background Check:**

If the answer to one of these questions is **yes**, the employer **may have violated** your loved one's legal rights:

1. Did the employer ask about an old arrest that never led to a conviction? Did the employer ask about a conviction that was dismissed, expunged, or sealed?
2. Did the employer ask about your loved one's criminal record before giving them a conditional job offer?
3. In its job notice or application, did the employer mention a complete ban on all people with criminal records (i.e. stating "felons need not apply")?
4. Does it seem like the employer gave your loved one's criminal history more weight than it otherwise would based on their race, color, religion, sex, or national origin?

→ **Challenging Illegal Employment Discrimination:** If you or your loved one believe that an employer has violated their rights, it is very important that they gather all of their job application materials and any other evidence that supports their claim. Information that can be helpful may include: job postings, application materials, employer written policies, or handbooks that say the employer will not hire people with certain criminal records. If the employer tells your loved one anything verbally, have them write those statements down as close as they remember them.



IMPORTANT! FILE A DISCRIMINATION COMPLAINT: Before your loved one can file a lawsuit in court, they first have to file a *discrimination complaint* with the federal U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). **In California, you must report employment discrimination within 300 days to the EEOC and/or within 1 year to the DFEH.**



CONSULT A LAWYER: If you or your loved one suspect that an employer discriminated against them, it may be a good idea to contact a legal aid organization (see pg. 91 for a statewide list) or a plaintiff's employment attorney (visit <http://cela.org/find-a-member/> for a searchable list of employment attorneys in California). As a first step, you can call Root & Rebound's Reentry Legal Hotline, any Friday, 9 a.m. – 5 p.m. PST, at (510) 279-4662 with any questions or concerns about employment discrimination.

Conclusion

Part 5 covered important information about your loved one's rights in the hiring process, and tips to prepare for employment and interviews. Unfortunately, job applicants with records run into a lot of roadblocks, and many employers still don't follow the law. It's important to remember that your loved one finding a career that is right for them is a *process*: the most important thing is to not give up and ask for help! Many service providers, nonprofit and government workforce development agencies, reentry groups, and legal aid attorneys can support your loved one in finding employment—so YOU get extra support and your loved one knows that they don't have to go at this alone!

part 6.

CONTINUING EDUCATION IN REENTRY

SUMMARY

Part 6 provides:

- **Information** on different educational programs for all levels;
- **Tips** for incarcerated individuals interested in going back to school; and
- **Information** on how a criminal record could impact your loved one's ability to receive financial aid.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Get educational assessment		✓	While incarcerated or immediately (if needed)
Determine educational goals		✓	Anytime
Gather ID	✓	✓	While incarcerated or immediately
Apply to program based on need	✓	✓	Anytime
Apply for financial aid	✓	✓	Prior to enrolling (check FAFSA deadlines)
Seek support programs	✓	✓	Anytime (or when possible)

continuing education in reentry

No matter where your loved one is in their educational journey, going back to school opens up opportunities to learn new skills, build a support network, and advance their career and future earning potential. This section summarizes different educational paths and provides key know-your-rights information about financial aid and other topics.

KNOW YOUR LOVED ONE'S EDUCATION RIGHTS!

- **Your loved one's parole or probation officer should be supportive of their efforts to get an education.** If your loved one is not getting the support they need and/or their conditions of supervision are too restrictive to allow for education, this might be a violation of their rights.
 - **Impact of a criminal record on federal financial aid: It is a common MYTH that people with felony records can't get financial aid--this is false!** Even if your loved one is on parole or probation, their criminal record doesn't prevent them from applying for federal financial aid (using the FAFSA) unless one of the following applies to them:
 - 1) If they were convicted of a felony drug offense while they were receiving financial aid in the past, their conviction may affect their financial aid eligibility; but this is not a permanent ban.
 - 2) If they were sent to involuntary civil commitment after prison due to a conviction for a sex offense, they cannot receive Federal Pell Grants. However, they may still be eligible for other types of federal financial aid.
- Federal and state financial aid is available to many applicants on parole or probation, and some forms of financial aid are available to people who are incarcerated. If your loved one is discouraged about moving forward with their education for financial reasons, they can seek advice from an expert.
- **Get legal support if needed:** If your loved one's transitional housing provider is trying to take money out of their financial aid for school, please call us. You can call Root & Rebound's Reentry Legal Hotline any Friday, 9 a.m. - 5 p.m. PST, at 510-279-4662 to learn more about their educational rights and other resources.
 - **Selective Service registration:** All men between the ages of 18 and 25 who live in the U.S. must register for the Selective Service before their 26th birthday. If your loved one can't show proof of registration, they may be denied financial aid—unless they can meet an exception. If your loved one was prevented from registering because they were incarcerated between their 18th and 26th birthdays, they may be able to get a "Status Information Letter" that exempts them from the registration requirement. Learn more at <https://www.sss.gov/Registration/Status-Information-Letter> or call Root & Rebound's reentry legal hotline any Friday, 9 a.m. - 5 p.m. PST, at 510-379-4662, for support with the process.
 - **Disability accommodations:** If your loved one has a disability, they have a legal right to extra learning support in school. Accommodations often include things like extra time to take tests, using a calculator, help with reading or writing, and receiving notes from other students.



WARNING: If your loved one has to register as a sex offender, they must register both with the sheriff's department where they live AND the campus police of the school they are attending. Your loved one has **five days** from the date of enrollment to register. This is a requirement whether they are enrolled full-time or part-time. Your loved one should also be aware that their registration status is considered public information, so school staff or other students can share that information without their consent. Campus police are authorized to inform students and staff of your loved one's registration status, even by mass email.

starter questions

For many people with a history of incarceration or system involvement, continuing their education is a way to build skills, open new career opportunities, demonstrate rehabilitation, and share their knowledge with others. Continuing education often leads to better long-term stability and earning potential. The first step is to figure out where your loved one is with their education now and where they want to be--then learn about the options that make sense for their goals!



ACTION STEP! Fill out the “STARTER QUESTIONS” —The goal is to develop and assess your loved one’s educational goals and let them determine whether continuing education should be part of their reentry plan. It is okay if they don’t know the answer to all of these questions -- it is more important to think critically about their educational and professional goals.

STARTER QUESTIONS: EDUCATION

Below are some starter questions to help your loved one decide what educational pathway might make the most sense for them:

1. **What level of education/schooling has your loved one completed?**
2. **Did your loved one receive any education or career training while incarcerated?**
3. **Is your loved one interested in furthering their education?**
4. **What academic subjects or career fields is your loved one interested in learning more about?**
5. **Does your loved one’s career goals require special training, degrees or licenses?** *If the jobs they want will require professional licenses or certifications, it would be smart to talk with a reentry lawyer as soon as possible about how their arrest or conviction history may impact their ability to get those licenses or certifications.*
6. **Will your loved one need financial aid to help pay for school?** *If so, there are financial aid resources and scholarships that exist. See pg. 53 for more information.*
7. **How much time does your loved one have to dedicate to school each week?** *Depending on the answer, either full-time or part-time programs may make more sense for them.*
8. **Does your loved one have to register as a sex offender?** *If so, they will also have to register with campus police and be aware of other rules and requirements.*

educational options & pathways

The educational path your loved one pursues will depend on what education they have already completed as well as their personal interests and career goals. Additionally, because the specifics of your loved one’s conviction history might affect what jobs and professions they can pursue, it can be very helpful to get advice from a reentry lawyer before they choose a final career path in school. Learn more below.

Different Levels and Types of Education:

- **Adult Basic Education (ABE) & English as a Second Language (ESL):** ABE is geared towards adults who would like to build their skills in basic English, reading, writing, and math. ESL is for students who are looking to improve their English as a native speaker of a different language. There are many free and low-cost ABE and ESL programs in California. *Call Root & Rebound any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for referrals.*
- **High school credentials (like a GED or diploma):** A high school equivalency certificate (like the GED) or high school diploma is a minimum requirement for many jobs and college programs. If your loved one is an adult and did not get very far in high school, they may want to look into preparing for a high school equivalency exam like the GED. There are many free and low-cost GED programs in California. *Call Root & Rebound any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for referrals.*
- **Career Technical Education (CTE):** CTE is usually short-term, career-focused programs and can be good options for people who have a specific professional goal in mind but lack the technical knowledge or expertise required. Many of these programs can be completed in one year, and sometimes lead to certificates or applications for professional/occupational licenses. Because certain professional licenses and certificates deny applicants with particular conviction histories, it can be very helpful to talk to a lawyer. *They can call Root &*

Rebound's free Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for support.

- **College Degree:** Two and four-year college degrees are a good option for people with broader professional or academic interests who want to learn a wide variety of general skills. Associate or Bachelor's degrees are often required for entry-level jobs in certain fields.
- **Graduate/Professional School:** If your loved one already has a college degree, they may want to look into advanced education—particularly if they are interested in becoming an expert in their particular field or want to become professionally licensed in fields like social work, law, or nursing/medicine. Again, because many professional schools require them to apply for a state license to do the job for which they are trained, it can be very helpful to talk to a lawyer: call Root & Rebound's free Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for legal support and information.



REENTRY PLANNING TIPS:

- **Beware of school scams!** Your loved one should figure out the quality of a school program before they enroll. Research if the school or program has **state accreditation through the Western Association of Schools and Colleges (ACS WASC)**; ask about the percentage of graduates with **gainful employment**; and speak to current and former students about their **experiences**.
- **If your loved one is currently incarcerated;** do not trust any program that says they can earn a high school diploma just by paying money.
- It is also important to figure out if the field your loved one wants to enter will require a **professional license or certification**. If so, get legal advice from a reentry attorney! You can call Root & Rebound's reentry legal hotline any Friday, 9 a.m. – 5 p.m., at 510-279-4662 for legal information about professional licensure rules.

resources for currently incarcerated students

The quality of education for incarcerated people varies considerably depending on the type of facility and the location. In general, the following options are available:

- **If your loved one is in county jail...** they should check with their facility to see what educational programs are available, as the quantity and quality of programs differs by county.
- **If your loved one is in California state prison...** CDCR provides free access to assessment testing, ABE classes (including literacy and ESL), GED programs, high school diploma programs, CTE and job readiness programs, occupational licensing, library services, and tutoring support programs.
- **If your loved one is in federal prison...** they should have free access to assessment testing, ABE classes (including literacy and ESL), GED programs, CTE and job readiness programs, and correspondence courses by mail.

resources for formerly incarcerated students

There are also resources available to assist those looking to further (or get back-on-track with) their education by providing financial help, mentoring, and other needs:

- **Five Keys:** Free school that offers educational assessments, adult basic education (ABE), and GED/High School Equivalency test preparation. Visit <https://www.fivekeyscharter.org/> for a list of areas that they serve.
- **Campus Groups for Formerly Incarcerated Students:** Many community colleges and an increasing number of four-year colleges and universities in California have formed groups specifically for system-impacted and formerly incarcerated students on campus. For a complete list of these programs, visit the website: www.correctionstocollegeca.org.
- **EOPS, EOP, The Puente Project:** Offered on some California public college campuses, these programs provide students from disadvantaged backgrounds additional resources, mentorship, academic counseling, and financial assistance in some cases. Your loved one can ask their school counselor if this program is available.
- The **Way-Pass program** serves formerly incarcerated women attending City College of San Francisco. It serves as a bridge for women transitioning from incarceration to education and strives to increase retention and educational completion rates among formerly incarcerated women at CCSF. For more information please call 415-452-4889 or email waypass@gmail.com.
- **Project Rebound:** Project Rebound is a special admissions program that helps formerly incarcerated individuals enter the California State University (CSU) system, and receive ongoing support as enrolled students. It is currently available at the following CSUs: SFSU, Cal State LA, San Bernardino, Bakersfield, Fullerton, Pomona, Sacramento, Fresno, and San Diego. Visit <http://www.prexpanded.org/> for more information.

- Find other college programs that specifically support formerly incarcerated and system-impacted students online at <http://correctionstocollegeca.org/>.

financial aid

In California, there are both state and federal financial aid opportunities your loved one can apply to, including:

- **The California College Promise Grant (formerly the California Board of Governor's Fee Waiver):** This grant waives enrollment fees at any California community college for qualifying low-income students. If your loved one qualifies for this waiver, their community college tuition **is free**. For more information and to apply, visit: <https://home.cccapply.org/money/california-college-promise-grant>.
- **Cal Grants:** People who recently graduated high school or got their GED are eligible to apply for Cal Grants from the State of California. For more information, visit: <https://mygrantinfo.csac.ca.gov/>.
- **Chafee Grant:** People who are or were in foster care can apply for this grant. For more information and to apply, visit: <https://mygrantinfo.csac.ca.gov/>.
- **California Dream Act:** The Dream Act allows eligible undocumented and nonresident documented students to apply for scholarships and community college fee waivers. For more information and to apply, visit: dream.csac.ca.gov/.

Before your loved one applies, go online to learn more about the requirements for these different types of financial aid. They often have a VERY strict deadline by which you must apply, and usually the applications are entirely online.

If your loved one is **currently incarcerated** in an adult institution, they may be eligible for some forms of financial aid:

- **Federal Pell Grants:** Under the "Second Chance Pell Pilot Program" launched in 2015, a few prisons are now able to offer Pell Grants for incarcerated students to pursue college. In California, this is available at CSP-LA, CIW, Sierra Conservation Camp (SCC), and RJD Correctional Facility. Even if federal aid isn't offered at your loved one's prison, they can still submit the application so they are prepared to receive funding when they get out.
- **State Financial Aid:** Your loved one may still be able to get some forms of state aid while incarcerated (like the California College Promise Grant if they do "distance learning" or a "correspondence course" with one of California's community colleges).

Conclusion

Educational opportunities and financial aid are likely more accessible to your loved one than they may think! If your loved one is actively pursuing their education or strongly thinking about going back to school in their reentry, we encourage them to read Root & Rebound's toolkit: *My Education, My Freedom: A Toolkit for Formerly Incarcerated and System-impacted Students Pursuing Education in California*. To request a copy, call us at (510) 279-4662 or visit rootandrebound.org/roadmap.

part 7.

ADJUSTING TO LIFE ON COMMUNITY SUPERVISION (*parole, probation, and federal supervision*)

SUMMARY

Part 7 provides:

- **Starter questions** for understanding what your loved one's time on community supervision will require;
- **Tips** for your loved one's success on community supervision;
- **Information** on your loved one's rights on supervision; and
- **A summary of the process** for challenging conditions of supervision.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Get all probation/parole info	✓	✓	Prior to release
Understand ALL terms & conditions	✓	✓	Prior to release
Challenge any unfair conditions		✓	Immediately after release (if needed)
Apply for transfer		✓	Before or after release

adjusting to life on community supervision

There are many types of community supervision in California—state parole, county probation, PRCS, mandatory supervision, federal probation, and federal supervised release. The rules (called “terms and conditions”) of supervision can be confusing. It is important that you and your loved one get to know their conditions very well, because they can impact where your loved one can live and who they can be around. Supervision conditions can impact all areas of life—employment, housing, school, and community reintegration. You and your loved one should seek out support from a service provider or legal professional when needed.

KNOW YOUR LOVED ONE’S RIGHTS ON COMMUNITY SUPERVISION

- **If your loved one is being released on parole or PRCS**, they should receive a written document of their supervision conditions (a “Form 1515”) at least 45 days before release. **If your loved one is being released on any type of probation or mandatory supervision**, they will likely have a written document of their conditions after sentencing or be able to request a document of their conditions from the court that sentenced them.
- **Your loved one can challenge certain conditions of their parole or probation.** Your loved one has the right to challenge *certain conditions* of parole or probation that are unlawful.
- **Your loved one can request a transfer to another county or District—while they are incarcerated and/or after they are released.** Your loved one has the right to request a transfer of their parole or probation to another county—but they usually have to prove a strong reason and show evidence: for example, they are transferring for a new job, stable housing, or to live closer to family members and other reentry support.
- **Your loved one has the right to receive reasonable accommodations for physical and/or developmental disabilities** impacting their community supervision (see more on pg. 60).

starter questions

One of the big reasons that people go back to prison and jail is because of parole or probation violations, not always new crimes. It is critical that you and your loved one know what to expect on community supervision (parole or probation) so that they are able to comply with their conditions, advocate for their self against unlawful ones, and complete their supervision with as few obstacles as possible.



ACTION STEP! Fill out the IMPORTANT CONTACT INFORMATION AND “STARTER QUESTIONS”

below. If you and your loved one can’t answer some of the questions, consider having them request court documents or contact their parole agent or probation officer, if applicable. *(Please note: It is also possible that your loved one could be under more than one type of supervision, or under different types back-to-back. If they don’t know and are still incarcerated, they can ask a correctional counselor in their institution. If your loved one doesn’t know and they are in the community, they can ask the case manager or supervising officer to whom they report, or contact the public defender’s office for the county where they are supervised.)*

IMPORTANT CONTACT INFORMATION

It is very important to keep contact information for your loved one’s parole or probation office and agent in one place. You can write that information here:

- Your loved one will be supervised in the following **county** (if on county probation or state parole) or federal district (if on federal probation or supervised release): _____
- The office address where your loved one has to report is: _____
- The name of your loved one’s supervising officer is: _____
- Your loved one’s supervising officer’s contact info is:
_____ (office phone) _____ (cell phone) _____ (email)
- Other important information to remember: _____

STARTER QUESTIONS: LIFE ON COMMUNITY SUPERVISION

Do your best to answer the questions below about your loved one's supervision (parole or probation) with them. If your loved one does not know some of the answers, it may help to call Root & Rebound's reentry legal hotline, any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 to talk to one of our reentry lawyers.

What Type of Supervision is my Loved One on or Will be on?

- ☐ State Parole (supervised by a state parole agent)
- ☐ Formal Probation (supervised by a county probation officer)
- ☐ Informal Probation (required to check in with court, but only if your address changes, if you are arrested, or to submit proof of completion of assigned classes or programs)
- ☐ Post-Release Community Supervision (PRCS) (supervised by a county probation officer)
- ☐ Mandatory Supervision (supervised by county probation officer)
- ☐ Federal Probation (supervised by federal probation officer)
- ☐ Federal Parole (very rare) (supervised by federal probation officer)

Length of my Loved One's Supervision:

- How long will my loved one be on supervision? _____
- On what date is my loved one expected to get off supervision? _____
- Is there an opportunity for my loved one to get **early discharge** (from parole, probation, etc.)?



IMPORTANT NOTE: People on state parole usually have a minimum and maximum amount of time they will spend on supervision, set by law. People on county probation can usually ask to get off early (after completing at least half of the probation time ordered).

Supervision Conditions (the rules my loved one must follow):

- What are my loved one's **general (or standard) conditions** of supervision?
 - o The **search and seizure rules** that apply to my loved one include:
 - o My loved one's search laws could also affect ME and other people I live with in the following ways:
- What are my loved one's **"special" (or extra) conditions** of supervision?

HELPFUL HINT: What are special conditions? Special or discretionary conditions are added when people are convicted of certain offenses (e.g., a person convicted of drug possession being required to attend outpatient rehabilitation and Narcotics Anonymous meetings); or any requirement beyond the general conditions that everyone has to follow.

Does my Loved One Have Registration Requirements? Yes or No (Circle one.) If yes, they are:

HELPFUL HINT: What are registration requirements? In California, people convicted of certain crimes must register—adding their names and identifying information to databases that inform local law enforcement about their general whereabouts. There are four registries in California: Sex Offender Registration, Arsonist Registration, Narcotic Offender Registration, and Gang Member Registration. *Note:* In addition to registering with local and school police, people who must register with California's Sex Offender Registration will also have their photos, offense type, and other identifying information publicly available online.

Victim-Related Restrictions:

Does my loved one have a "no contact" order with a victim in their case? Yes or No (Circle one.)

Does my loved one have to stay away from a certain area or a certain distance away? Yes or No (Circle one.)

Does my loved one owe court-ordered debt and restitution to a victim? Yes or No (Circle one.)

(To learn more about court-ordered debt, see pg. 62.)

tips for your loved one's success on supervision

If your loved one is under community supervision, below are some tips to keep in mind.

- Your loved one will have to check in with their supervising officer on the **first business day after release** if they are on parole.
- If your loved one is on PRCS or Mandatory Supervision, they must check in with their supervising officer **within two business days of their release**.
- If your loved one is on federal probation, they must check in with their supervising officer **within 72 hours of their release**, unless a judge orders that they do so more quickly than that.
- If your loved one is on informal probation, they will have to check in with the county court to determine what their conditions will be as soon as possible. If your loved one is on formal probation, they should report to their probation officer as soon as possible after release. If your loved one is not sure how long they have to check in, they should consult with their corrections counselor before release.
- Your loved one will have to follow certain **rules**, called “**terms and conditions**,” of supervision.
- These rules can include:
 - When and where your loved one is allowed to go and where they can live;
 - Who your loved one can be around or contact;
 - Whether your loved one must have a job;
 - How your loved one must report and communicate with their parole or probation officer; and more.
- These conditions **can also impact any children involved**.
 - For example, your loved one could have a no-contact order from the criminal court, a civil family court, or from the rules of your supervision—and this could apply to children, partners, or other family members. If your loved one could have a no-contact order, please read more on *pg. 83*.



IMPORTANT! People on supervision can usually have their homes, belongings, and selves searched at any time by law enforcement, even without a warrant. These **CONDITIONS CAN ALSO IMPACT YOU**, if you are living or spending time with your loved one while they are on supervision.

- Your home can be searched by your loved one's parole or probation officer or any police officer regardless of the number of days or nights spent there.
- Your vehicle may be searched by your loved one's parole or probation officer or any police officer. You may also be subject to a “pat-down” search to ensure the safety of the officer(s).
- These instances can result in an officer searching your personal belongings. Even if you legally possess certain items (such as a weapon or prescription medication), your loved one can be in violation of a probation condition by being around the prohibited item.



ACTION STEP: Have a conversation—Talk with your loved one about how you think the conditions of their supervision will impact you and your family. This conversation can help set expectations for your loved one and family while your loved one is under community supervision.



WARNING: If your loved one must register as a sex offender, they will have to follow additional conditions and rules. Most of these are required by law and cannot be challenged, depending on their conviction. These conditions may include restrictions on living with or near children, using social media, visiting school grounds, and more. There is more information for 290 registrants below.

→ Special Rules for 290 Registrants on State Parole in California

If your loved one is on state parole and on the 290 registry, they must:

- Report to their parole officer **within one working day after their release**;
- Register with the local chief or police or sheriff's department, or risk being charged with a new crime of “failing to register” (see more information below);
- Attend a sex offender treatment program for at least one year;
- Participate in a polygraph examination if told to do so by parole;
- Give up the right not to incriminate their self for interviews, polygraphs and other tests; and
- Give up the right to confidentiality between them and state-funded psychotherapists.

GPS Requirement: By law, if your loved one went to prison for a felony sex offense, they are also required to wear a GPS monitor for the rest of their life—whether or not they are still on supervision. However, this requirement is currently being challenged in court.

Registration Requirement: In addition, your loved one will need to follow their registration requirements. “Failure to register” is a new crime (sometimes a felony) that can result in your loved one’s re-incarceration. This is a lifetime requirement. Your loved one has **5 working days to register after release** at the sheriff’s office or police department of the county they will be residing in. From that point, your loved one must re-register every year **within 5 days of their birthday**; they will be required to register more frequently in addition to this if they fall into the following categories:

- If your loved one has ever been found to be a Sexually Violent Predator (“SVP”), they must register every 90 days.
- If your loved one is homeless (“transient”) they must register every 30 days.
- If your loved one changes their name, they are required to notify law enforcement within 5 days of the change and within 5 days of their birthday each year.
- If your loved one has a home but becomes homeless, they must notify law enforcement within 5 days. If your loved one is staying at a shelter they must use that address.

Additionally, your loved one’s name, date of birth, photograph, physical description and ZIP code will be published on the **“Megan’s Law” website**. It is illegal for your loved one to look up their own information on the Megan’s Law website. There are very few exceptions that allow someone to remove their information from Megan’s Law.



HELPFUL RESOURCE: **Sex Law and Policy Center** is a national nonprofit that advocates for people on the sex offender registry. They publish the **Registering with Dignity guide** and other resources to advise registrants of their rights and provide emotional and social support. Visit sexlawandpolicy.org, or write to: **Sex Law and Policy Center**, 507 Jersey Ave, Ste. 2, Jersey City, NJ 07302.

challenging supervision conditions

If you or your loved one believe one or more conditions of their supervision is violating their rights, the way to challenge those conditions will depend on what type of supervision they are on. Learn more below.

CHALLENGING STATE PAROLE CONDITIONS

The process for challenging state parole or PRCS conditions depends on which government agency imposed it: either the Department of Adult Parole Operations (DAPO or “Parole”) or the California Board of Parole Hearings (BPH).

→ **If Parole imposed the unfair condition...** Your loved one should look into filing a “602” administrative appeal. The 602 appeal process has three levels, each of which has its own time limits. If this is something your loved one wants to pursue, make sure they act quickly or they will lose their right to appeal. Your loved one can get the necessary forms (CDCR Forms 22 and 602) by speaking with their parole officer. The following is a general timeline for challenging parole or probation conditions imposed by Parole:

- **Step 1:** Your loved one should get a copy of their Notice & Conditions of Parole form (CDCR Form 1515), which has a list of all their parole conditions. Your loved one should sign this form, even if they have problems with it, and challenge conditions they believe are illegal through the administrative appeals process.
- **Step 2:** Get a Request for Interview, Item or Service form (CDCR Form 22), which is used to notify your loved one’s parole officer they have an issue they wish to discuss. Fill out the form and deliver it to their local parole officer by mail or in person.
- **Step 3:** Get an administrative appeal form (CDCR Form 602) from their parole agent, and gather supporting documents listed on the form. Your loved one must submit a Form 602 and supporting documents to the Regional Appeals Coordinator. Supporting documents include copies of both the signed CDCR Form 1515 (Step One) and completed Form 22 (Step Two).
- **Step 4:** Your loved one receives a response from Parole to their Form 22 within three working days. If Parole decides to change the unfair condition, there is no need to continue beyond this step.
- **Step 5:** Your loved one receives a response from CDCR to their 602 appeal within 30 working days. If CDCR grants their appeal, there is no need to continue beyond this step. If CDCR denies their appeal, they have 30 working days to submit an appeal at the second level (Step Six).
- **Step 6:** File a second-level appeal to CDCR. If CDCR grants your loved one’s appeal, there is no need to continue beyond this step. If CDCR denies their appeal, they have 30 calendar days to submit an appeal at the third level (Step 7).
- **Step 7:** Your loved one files a third-level appeal to CDCR. If CDCR grants their appeal, there is no need to continue beyond this step. If CDCR denies their appeal, they must file a writ of habeas corpus in the county superior court. For more information on how to file a habeas corpus petition, consult the Prison Law Office’s website at prisonlaw.com.

→ **If the Board of Parole Hearings (BPH) imposed the unfair condition...** Your loved one can immediately

file a **petition for writ of habeas corpus** with the superior court in the county of parole. For more information on how to file a habeas corpus petition, visit the Prison Law Office's website at www.prisonlaw.com.

CHALLENGING COUNTY PROBATION CONDITIONS

→ **If your loved one is on county-level probation (including formal or informal/court/summary probation, or mandatory supervision)** and believe one of their conditions is unfair, they can request a **modification of the terms** of their probation by following these steps:

- **Step 1:** Your loved one can contact the Court Clerk of the local county superior court where they were convicted. Ask the Clerk if there is a local form to challenge probation conditions. If so, your loved one should fill out that form according to its instructions. If not, continue to Step 2.
- **Step 2:** Your loved one should find a lawyer who can draft, file, and argue a motion to change probation conditions. If they were originally represented by a public defender, the Public Defender's office may be able to assist with this motion. Otherwise, your loved one can call their county bar association or call Root & Rebound's Reentry Legal Hotline, any Friday, 9 a.m. – 5 p.m. PST, at (510) 279-4662 for possible referrals.

→ **If your loved one is on PRCS** and believe one of their conditions is unfair, their remedies depend on whether the probation department ("Probation") or the court placed the conditions on them.

- ***If the condition was set by Probation***, your loved one will have to challenge the condition through the Probation grievance process, through all levels of administrative review. If they have reached the last level of review and were denied, your loved one may file a state petition for writ of habeas corpus in court.
- ***If the condition was set by the court***, your loved one must file a notice of appeal with the court within 60 days.

CHALLENGING FEDERAL SUPERVISION CONDITIONS

If your loved one is on federal probation or supervised release and believe one of their conditions of supervision is unlawful, they can file a **Notice of Appeal** with the Clerk of the Court, then reach out to the Federal Public Defender's Office in their district for assistance. For a list of Federal Public Defender's Offices in California, visit:

<http://www.fd.org/docs/defender-contacts/federal-public-and-community-defender-directory.pdf?sfvrsn=9>.

transferring locations on supervision

This section explains how your loved one can apply to transfer to a different location while on supervision. If they are on state- or county-based supervision, there are processes to transfer to different counties in California or to a different state. If your loved one is on a form of federal supervision, then they would be requesting transfer to a different federal district.

TRANSFERRING COUNTIES ON STATE PAROLE

Your loved one can request transfer of state parole before or after release. Below is a summary of how to do so.

- ***If your loved one is incarcerated...*** they should ask their correctional counselor for a Transfer Investigation Request (TIR) form. On that form, your loved one can explain why transferring counties would benefit their rehabilitation. They should include documents that support their claim, including letters from potential employers, housing providers, and family or friends who commit to supporting them.
- ***If your loved one is back in the community...*** they should ask their parole agent about the transfer, either in person or in a dated letter. Your loved one should explain why transferring counties would benefit their rehabilitation. If your loved one opts to write a letter, be sure to also include supporting documents.

TRANSFERRING COUNTIES ON COUNTY-LEVEL PROBATION

The California Superior Court of the county where your loved one was convicted of a crime has jurisdiction over their county-to-county probation transfer. A judge will decide whether your loved one's transfer is appropriate, and will look at:

- Whether the county your loved one would like to transfer to is their permanent residence;
- Whether local programs are available for your loved one in the transfer county; and
- Whether there are open restitution orders and victim issues.
- If your loved one has to register as a sex offender, they will face additional restrictions.

TRANSFERRING STATES WHILE UNDER ANY TYPE OF COMMUNITY SUPERVISION

The Interstate Compact for Adult Offender Supervision (ICAOS) applies in all 50 states, Puerto Rico and the U.S. Virgin Islands. It sets out the requirements for requesting transfer to a different state while under community supervision. Learn more about the ICAOS rules online at: <https://www.interstatecompact.org/step-by-step>.

- ***If your loved one is currently incarcerated***, the earliest California can send an interstate transfer request for you is 120 days before their expected release date (ERD). The receiving state should respond within 45 days of receiving the transfer request, though the process can be sped up in an emergency.
- ***If your loved one is formerly incarcerated***, they can request to transfer their supervision if they meet the following requirements:
 - At the time your loved one's application is submitted, they must have at least 90 days left to serve on supervision;
 - Your loved one must have a valid supervision plan;
 - Your loved one must have never had their supervision revoked nor any pending revocation charges;
 - Your loved one must *either* be a resident of the receiving state *or* they must have family there who is willing to assist them as well as a way to support their self there (such as an employment offer); and
 - ***If your loved one is on state parole***: They must have paid off all of their restitution (unless they are able to post a bond for the restitution amount OR a judge finds the transfer to be "in the interest of justice").

Once your loved one's parole or probation agent confirms that they meet the eligibility requirements, their request will be sent to CDCR's **Interstate Compact Unit** in Sacramento, CA. If CDCR approves the request, it then sends the transfer request to *the receiving state*. The receiving state will then decide whether to approve your loved one's transfer request.

TRANSFERRING DISTRICTS ON FEDERAL SUPERVISION

Transferring location on federal supervision (federal probation or supervised release) is different than transfers on state supervision. The federal supervision system is split into **districts**. Generally, districts are larger than most counties but smaller than most states.

- ***If your loved one is currently incarcerated*** and trying to transfer, they can submit a request to their BOP Case Manager.
- ***If your loved one is formerly incarcerated*** and trying to transfer districts, they can ask their probation officer for a "courtesy supervision," which technically keeps their case in the original district but allows them to live in the new district. It is much easier to transfer officially once your loved one is on courtesy supervision.
- ***If your loved one is denied courtesy supervision***, it's still possible to go straight to requesting a formal transfer through their probation officer.

The same factors used in determining if a state transfer can be approved are considered in a determination for federal transfer, such as stable housing, family connections, employment, and other evidence that your loved one would be better off in the new district.

disability rights on supervision

State and federal law protect your loved one from discrimination on the basis of a disability. If they are on community supervision (parole, probation, or federal supervision), your loved one generally has rights to the following disability accommodations:

1. **Accommodations** designed to help your loved one understand all information that is communicated with them. This includes sign language interpretation, reading written materials out loud, and simplifying information according to their education or language skills;
2. **Accessible locations** for meetings and mandatory programming;
3. **Allowing the use of medical appliances**, such as wheelchairs, canes, and prosthetics;
4. **Accessible transportation** in the event that parole or probation must transport your loved one somewhere; and
5. **In the event of an arrest**, consideration of disability when putting on physical restraints, such as handcuffs.

If your loved one is not receiving proper accommodations, they have options to advocate for their self. Below is a summary of what they can do:

- **If county-level probation is not accommodating your loved one's disability**, they can contact their county probation officer. Although each county addresses disability issues differently, explaining their situation to the probation officer may be enough to initiate change. If your loved one's probation officer doesn't provide the accommodations, they can bring it to a judge. Each county has its own procedures for disability grievances.
- **If state parole is not accommodating your loved one's disability**, they can fill out CDCR Form 1824, "Request for Modification or Reasonable Accommodation." This form should be available at all parole offices.
- **If federal probation is not accommodating your loved one's disability**, they can contact their federal probation officer. Although there is no formal process for seeking disability accommodations, it may be helpful for your loved one to approach their probation officer with a letter or other documentation verifying their disability. If your loved one has a doctor or therapist who can write this letter on their behalf, it will help them show proof of their disability.

Conclusion

Part 7 covered key issues that come up on community supervision (parole or probation). Your loved one following all the rules and requirements of their supervision is a vital part of staying free in reentry. Your loved one knowing their rights *before release* can help prevent a misunderstanding from turning into a crisis (like a violation and revocations). Part 7 also covered some legal procedures and tools your loved one can use to advocate for their self if they are having difficulties on supervision.

part 8.

MANAGING COURT-ORDERED DEBT

(restitution, fines & fees)

SUMMARY

- **Information** on your loved one's rights around court-ordered debt;
- **Definitions** of the various types of court-ordered debt;
- **Instructions** on how to determine the debt your loved one owes; and
- **Tips** if your loved one is struggling to pay their court-ordered debt.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Determine type(s) of debt owed	✓	✓	Immediately
Determine what fines can be reduced/waived	✓	✓	Immediately
Make plan for managing payments	✓	✓	Prior to release (if possible) or immediately

key information about court-ordered fines & fees

If your loved one had any interaction with the criminal justice system—even if they were not convicted of a crime—the court probably ordered them to pay money to one or more entities. This could be the court itself, a government agency, or the victim(s). Taking control of court-ordered debt requires an understanding of what kind of debt it is and to whom it is owed. This section provides an overview of the different types of debt and options for repayment.

KNOW YOUR LOVED ONE'S RIGHTS REGARDING COURT-ORDERED DEBT (RESTITUTION, FINES & FEES)

- Your loved one can almost always **set up a monthly payment plan** to reduce monthly debt owed.
- With the exception of victim's restitution, your loved one can ask a judge to **reduce or waive most fines and fees** due to financial hardship/inability to pay. Your loved one can also **request community service** in exchange for reduced fines and fees.
- **Traffic court debt can sometimes be exchanged for traffic school or through fee waivers on a county-by-county basis.**
- **As of 2018, driver's licenses cannot be suspended for traffic debt**, but this new law is not retroactive! If you or your loved one have questions about getting their driver's license, go to pg. 21.

starter questions

The first step in your loved one taking control of their debt is to know what and how much they owe. After they know the status and amount of debt owed, they can begin to take the steps to manage or possibly reduce their payments.



ACTION STEP! The starter questions below are meant to help you write down the types and amount of court-ordered debt your loved one owes before figuring out how to best address it. If you don't know some of the answers, see pg. 63 for ways you or your loved one may be able to find out how much they owe.

STARTER QUESTIONS: COURT-ORDERED DEBT

Does your loved one owe restitution, court fines, and fees? Yes or No (circle one)

If yes, my loved one has the following amounts of court-ordered debt:

- **Restitution:** \$ _____
- **Court fines** (e.g., drug program fine, alcohol education fine, domestic violence fine): \$ _____
- **Criminal court fees** (e.g., jail booking fee, public defender fee): \$ _____
- **Traffic court fines and fees:** \$ _____

What government agency or collections company is collecting/demanding the debt from my loved one?

- **Restitution:** _____
- **Court fines:** _____
- **Criminal court fees:** _____
- **Traffic court fines and fees:** _____

Has any of my loved one's debt gone to "collections" (meaning it is being demanded by a private collections company and not a government agency)? Yes or No (Circle one.)

If yes, write down below any details you have about the: name of the agency; reason for the debt (if given); amount owed; case or account numbers; phone number and address of the agency, and any other related information here:

finding out how much court-ordered debt your loved one owes

Determining how much court-ordered debt your loved one has, and to whom it is owed, is a matter of understanding which types of debt are involved. Court-ordered debt generally falls into three categories:

- **Restitution**—money paid to the victim(s) to compensate them for harm caused (this is called "victim's restitution" and could be owed directly to a harmed individual, their family, or even to a business or government entity that suffered losses) **OR** money paid to California's Victim's Compensation Fund that is ordered as a symbolic debt to society ("restitution fines");
- **Fines and penalties**—financial punishment for the act committed; and
- **Administrative fees**—costs of running the court and related agencies.

The court usually orders these payments at *sentencing* (the judge will say into the court record any fines or fees your loved one will be required to pay as part of their sentence). Your loved one can usually find more information about what type of court-ordered debts they owe by looking at their court records. The exact terminology used in court records can differ by county. If your loved one still cannot determine what type of debt they have, the public defender or lawyer who represented them may be able to help.

- **If your loved one owes restitution:**
 - **...and is incarcerated:** they should be able to get a copy of their balance sheet from their prison or jail.
 - **...and is on parole, probation, or community supervision:** their parole agent or probation officer should be able to give them a copy of their balance sheet.
 - **...and is not on any form of supervision:** Once they are off state parole, CDCR will refer their debt to the Franchise Tax Board (FTB). Your loved one can also call the CDCR Office of Victim & Survivor Rights & Services Restitution Unit at (877) 256-6877 even once they are no longer on parole. If your loved one's restitution is related to probation, they can contact the debt office in the county where their case took place. The FTB has a webpage that lists the debt information contact for each county: https://www.ftb.ca.gov/online/Court_Ordered_Debt/contact.shtml.
- **If your loved one owes other court-ordered fines, penalties, or administrative fees related to their criminal case or supervision:** They can call the criminal court in the county where they were arrested or convicted to learn more about other fines, penalties, and administrative fees. The clerk should be able to explain how much your loved one owes and whether their debt has been sent to collections. If their debt has been sent to collections, the clerk should also know which collection agency took charge of it.
- **If your loved one owes traffic fines and fees:** Their license should not be suspended based solely on traffic fines and fees *if the suspension occurred after June of 2017*. See pg. 22 in the ID section for more information.
- **Please note:** For information about your loved one's rights and options related to **child support debt**, please see pg. 84 in the family and children section of this Toolkit.

managing and reducing payments

The **chart** below offers helpful information about managing different types of court-ordered debt--especially important if your loved one is having trouble making payments.

Victim's Restitution	Court Fines & Fees
<p>Reducing amount owed:</p> <ul style="list-style-type: none"> • Victim's restitution can almost never be reduced or waived. It doesn't go away in bankruptcy either. • If your loved one wants to dispute the amount owed, they should contact the criminal court and ask for the contact information for its debt collection agency. Your loved one can then contact the collection agency directly about the disputed amount. <p>Payment plans:</p> <ul style="list-style-type: none"> • Your loved one can set up a payment plan (or ask to lower their monthly installment amounts) by calling the California Franchise Tax Board at (916) 845-4064. <i>Note:</i> A payment plan cannot reduce the total amount of restitution owed, but it can make it easier to pay off the debt in smaller amounts over time. 	<p>Reducing amount owed:</p> <ul style="list-style-type: none"> • Your loved one can always request to have their fines and fees be lowered. To do this, they should contact their parole/probation officer or the court where they were convicted. • The judge can decide to lower or waive fines and fees due to financial hardship. The judge can also order your loved one to do community service in exchange for reduced fines or fees. <p>Payment plans:</p> <ul style="list-style-type: none"> • Your loved one can contact their parole/probation officer or the court of conviction to set up a payment plan or request to lower installment amounts.

Conclusion

Part 8 covered the three main categories of debt ordered by criminal courts, as well as some options for managing or reducing these debts. Even small reductions or smaller monthly payment plans might make a huge difference, and can be a powerful factor in helping your loved one to secure their financial future.

part 9.

RECORD CLEANING

SUMMARY

Part 9 provides:

- **Information** on your loved one requesting and understanding the information on their RAP sheet;
- **Summaries** of different record-cleaning options; and
- **Criteria** your loved one must meet to be eligible for various record-cleaning options.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Get and review RAP sheet		✓	Prior to release
Review chart for cleaning options	✓	✓	Prior to release or immediately
Seek lawyer or clinic for help	✓	✓	Immediately after release

record-cleaning options in california

There are many different ways by which people can **change or “clean up” their criminal records** (often referred to as **expungement**). Your loved one’s record-cleaning options will depend on their conviction history and individual situation. The best thing they can do is to talk to a **reentry lawyer** through a free “clean slate” legal clinic or their local public defender’s office. Record-cleaning now includes a lot of different legal options including: reducing a felony to a misdemeanor; having a conviction dismissed; getting a certificate of rehabilitation; and sealing a juvenile adjudication.

If your loved one’s record has ever prevented them from getting a job, housing, or public benefits, in some cases record-cleaning can hide their conviction from certain people (like private employers or landlords) and restore certain legal rights. Record-cleaning can be time-consuming, but it can also improve your loved one’s job and housing prospects and sometimes gives them the chance to prove their rehabilitation to a court.

KNOW YOUR LOVED ONE’S RECORD-CLEANING RIGHTS!

- **Your loved one has the right to see their own RAP sheet.** This can help your loved one determine which types of record remedies they might be eligible for.
- **If your loved one determines that their RAP sheet contains errors, they have the right to challenge those errors with the Department of Justice (DOJ).** If the DOJ disagrees with your loved one’s claim, they have the right to request an administrative hearing.
- **Your loved one has the right to have a lawyer help them with a Certificate of Rehabilitation.** If your loved one can’t afford a lawyer, the court is required to assign a public defender or other lawyer to help. A public defender may also be able to help with other forms of expungement.
- *Please note: If your loved one’s local public defender’s office does not provide support for record-cleaning and expungement, please contact Root & Rebound’s **Reentry Legal Hotline** any Friday, 9 a.m. - 5 p.m. PST, at 510-279-4662 for more information about your loved one’s legal options and referrals.*



CONSULT A LAWYER: With the laws related to record-cleaning changing almost every year in California, it is incredibly helpful for your loved one to talk to a reentry lawyer (or their local public defender if they offer help with record-cleaning) about their options. As a start, your loved one can call Root & Rebound’s Reentry Legal Hotline, any Friday, 9 a.m. – 5 p.m. PST, at (510) 279-4662 (we accept collect calls), to learn more.

starter questions

Below are some starter questions that will help your loved one gather and organize the information they will need to understand which record-cleaning options might be available to them.



ACTION STEP! “STARTER QUESTIONS” These are some questions that will help a “clean slate” attorney determine which record clearing options your loved one is eligible for. If they don’t know the answer to these questions, the “clean slate” attorney may be able to help. Your loved one can also call Root & Rebound’s Legal Reentry Hotline any Friday, 9 a.m. - 5 p.m., at (510) 279-4662, to discuss their record-cleaning options.

STARTER QUESTIONS TO PURSUE RECORD-CLEANING

When your loved one meets with a reentry lawyer or public defender, they will usually have to answer some or all of the following questions to pursue record-cleaning options in California. They should bring their RAP sheet and all the paperwork they have!

- **Are you a citizen of the United States?**
- **For what offense or offenses were you convicted?**
- **In which county did the offense(s) occur?**
- **If you weren’t convicted, for which crime were you arrested?**
- **Was the conviction for a felony or a misdemeanor?**
- **What sentence did you receive (for example, time in jail, time in prison, time on supervision, and/or**

any fines and fees)?

- Did you serve your sentence in prison or county jail?
- If you were sentenced to probation, did you successfully finish your probation?
- Do you still owe any fines or fees?
- Do you have any pending (ongoing) arrests or criminal cases?
- Are you currently on parole or probation? If so, how much longer will you be on it? (Note: In some cases, you or a lawyer representing you can request early discharge.)

understanding & ordering a RAP sheet

A **RAP sheet**, or “Record of Arrests and Prosecutions,” is a fundamental government document that covers every encounter your loved one has had with law enforcement. RAP sheets are the most complete criminal record they have, and contain misdemeanor and felony convictions; convictions that have been dismissed, reduced or expunged; arrests that did not lead to prosecution or conviction; parole and probation violations; juvenile records; and diversion programs. A RAP sheet is a **confidential document**; though most government entities, such as law enforcement, professional licensing boards, prosecutors, and judges can see it, *a private employer or landlord cannot—in fact, private employers and landlords can’t even ask to see it.*

*For your loved one to clean up their record, it is important to know exactly what is on it. They can request a **RAP sheet** from the county, the California Department of Justice (DOJ), and/or the Federal Bureau of Investigation (FBI). If your loved one only has convictions in the state of California (and no federal convictions), then the DOJ RAP sheet is the most complete. Below are steps your loved one can take to get their California state DOJ RAP sheet.*

- **Step 1—The Form:** Print out a copy of the DOJ’s Request for Live Scan Service form. It is available for download on the DOJ website at: https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/BCIA_8016.pdf. If your loved one is unable to access the website, contact Root & Rebound for assistance. If they are homeless, your loved one will need to find a reliable address to provide to the Department of Justice.



REENTRY PLANNING TIP: California Department of Justice RAP Sheet Fee Waiver: If your loved one receives public benefits, they likely qualify for a RAP Sheet request **fee waiver**. Your loved one can use this fee waiver to get a copy of their RAP Sheet for a reduced cost. Contact Root & Rebound for more information about DOJ Fee Waivers. **To get a fee waiver** (NOTE: they must still pay the fingerprint fee): 1) fill out the “Application and Declaration for Waiver of Fee for Obtaining Criminal History Record Waiver”; 2) attach their proof of income; 3) prepare a brief letter addressed to California Department of Justice (DOJ), Record Review Unit, P. O. Box 903417, Sacramento, CA 94203-4170 stating they are requesting a copy of their Rap Sheet because they want to expunge their convictions; and 4) fax this request to fax no. (916) 227-1964. If your loved one’s Fee Waiver is approved, the DOJ will send them a preprinted “Request for Live Scan Service” about 2 weeks later.

- **Step 2—The Fingerprints:** Find a list of Live Scan providers in your loved one’s area. If they are having trouble locating this information, Root & Rebound can help them find the closest and cheapest provider. Contact this provider for more information about scheduling a fingerprint rolling. Live Scan operators can set their own fingerprint-rolling fees, which can range from \$15 to more than \$100. The DOJ website lists Live Scan operators and their fees, organized by county. Visit <https://oag.ca.gov/fingerprints/locations> to learn more.
- **Step 3—The Document:** In 2 to 8 weeks, your loved one should receive a copy of their RAP sheet in the mail. Once they have received this document, your loved one should get in touch with a Clean Slate attorney who can review their RAP sheet and provide them with information about record remedies they may be eligible for. Many public defender offices have Clean Slate departments that handle record-cleaning/expungement cases, so your loved one may want to call their county’s public defender for more information *OR* call Root & Rebound’s Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST, at (510) 279 - 4662 for referrals to clean slate legal clinics.

Be aware most record-cleaning remedies require a **court order**, and the court process can take several weeks to many months and may require your loved one to appear in person at the courthouse. However, for many people, record-cleaning is a way to open up more opportunities for employment and housing, show rehabilitation to the courts, and reduce barriers to reuniting with children. As one woman said upon having her felonies dismissed, “now the court sees *me* instead of my criminal record.”

options for record-cleaning relief in california

The following **chart** provides a brief summary of different record-cleaning options that are available in California. Your loved one can use this information to get a general sense of whether they are eligible to seek record-cleaning relief and how these options could benefit them. Though we did our best to summarize legal options in this chart, please keep in mind that record-cleaning laws can be very complex (even for lawyers!), so we recommend your loved one get in touch with a “clean slate” or “expungement” clinic and reentry lawyers to discuss their options further.

SUMMARY OF LEGAL OPTIONS FOR CLEANING UP CRIMINAL RECORDS IN CALIFORNIA				
LEGAL REMEDY	ELIGIBILITY CRITERIA	WHEN YOU CAN APPLY	WHAT THE REMEDY DOES	WHAT THE REMEDY DOES <u>NOT</u> DO
Fix errors on RAP sheet	NONE - Your loved one has the right to request their RAP sheet and challenge any errors at any time.	NONE - Your loved one can request their RAP sheet and fix errors at any time.	Ensures that your loved one’s RAP sheet accurately reflects their history with the criminal justice system.	This is not “cleaning up” anything that is <i>accurately showing up</i> on your loved one’s RAP sheet .
Dismissal	<p>A conviction may be eligible for a dismissal if <u>all</u> of these conditions are met:</p> <ul style="list-style-type: none"> • No time spent in prison for the offense; • Not on probation or parole for the offense; and • Not currently charged with, serving a sentence for, or on parole or probation for any other offense. 	Certain sentences will require your loved one to wait one or two years before applying.	<p>Most private employers, private landlords, insurance companies, creditors, and other people will NOT be able to see a dismissed conviction if they run a background check on your loved one.</p> <p>Most private employers CANNOT ask about or consider a dismissed conviction.</p>	<p>Does not remove the conviction from public record or delete it from their official RAP sheet (which the government keeps on them).</p> <p>Does not remove all of the legal burdens that come with certain convictions (for example, registries, restriction on jury service, restriction of gun rights, etc.).</p>
Reduce felony to a misdemeanor under Cal. Penal Code section 17(b)	<p>Your loved one may be eligible if <u>all</u> of these conditions are met:</p> <ul style="list-style-type: none"> • Conviction was for a felony “wobbler;” • NOT sentenced to state prison or county jail under Realignment; • Sentenced to probation. 	None by law, but they will have a <i>much better chance</i> if they wait until they are at least halfway done with their probation term.	<ul style="list-style-type: none"> • Allows them to lawfully say they were never convicted of a <u>felony</u>. • If they have not already been restored, this would restore their rights to vote and sit on a jury; and may also restore gun rights. • Removes some barriers to employment (for example, some employers ask about felonies but not misdemeanors). 	<ul style="list-style-type: none"> • If the conviction was for a <u>serious or violent felony</u>, it will still count as a “strike” if they are prosecuted for another crime in the future. • Does not remove sex offender registration requirements. • May not restore gun rights. • Conviction may still be considered a felony for certain state licensing purposes.

Reduce felony to a misdemeanor under Prop. 47	<p>Your loved one is eligible if their conviction is for one of the following offenses:</p> <ul style="list-style-type: none"> • Second degree burglary • Forgery • Grand Theft • Receiving stolen property • Petty theft w prior • Simple drug possession (including of meth) <p>Your loved one must <u>also</u> meet the following criteria:</p> <ul style="list-style-type: none"> • No conviction for a “super strike” felony; • No conviction requiring sex offender registration. 	<p>Must file a petition before November 2022.</p>	<p><i>If they are currently incarcerated or on parole/probation for the conviction in question:</i></p> <ul style="list-style-type: none"> • Reduces felony to misdemeanor; • Reduces sentence or term of supervision; • Offers immediate release if incarcerated; • Removes legal barriers and restores most rights lost due to felony conviction. <p><i>If their sentence (including time on supervision) has ended:</i></p> <ul style="list-style-type: none"> • Changes felony to misdemeanor; • Removes legal barriers and restores most rights lost due to felony conviction. 	<ul style="list-style-type: none"> • Does not restore gun rights if they lost them due to their particular conviction. • Does not remove the conviction from their record, just reduces it to a lower offense. • Does not give them the right to be compensated for time served in excess of what they would have served for a misdemeanor.
Reduce felony to a misdemeanor OR dismiss conviction under Prop. 64	<p>Your loved one is eligible if their conviction is for one of the following offenses:</p> <ul style="list-style-type: none"> • Possession of marijuana; • Cultivation of marijuana; • Possession with intent to sell marijuana; • Sales or transport of marijuana. <p>They can usually still get this relief if they have a “super strike” felony conviction or if they have to register as a sex offender.</p>	<p>NONE.</p>	<ul style="list-style-type: none"> • Legalizes certain marijuana offenses related to personal use if they are 21 or older; • Automatically seals and destroys records of convictions for some marijuana offenses; • Reduces certain marijuana felonies to wobblers or misdemeanors. • Reduces certain marijuana misdemeanors to infractions. • In some circumstances, restores all civil rights denied due to a felony conviction, such as firearm or jury rights. 	<ul style="list-style-type: none"> • Does not allow them to seek compensation for time spent in custody under outdated laws.
Certificate of Rehabilitation	<p><i>Your loved one may be eligible if they meet the following requirements:</i></p> <ul style="list-style-type: none"> • Convicted of felony and served a state prison sentence or a prison sentence in county jail <u>OR</u> convicted of a misdemeanor sex offense that was later dismissed; • No recent history of incarceration; • Not on probation; • Residency in California for last 5 years. <p>[continued on next page]</p>	<p>They must wait 7 to 12 years (depending on the conviction offense) from the date of release from incarceration (<i>Note: Your loved one can request a COR before the end of their required waiting period, but it must be “in the interests of justice” for a judge to grant it early.</i>)</p>	<ul style="list-style-type: none"> • Serves as official government proof that they have been rehabilitated. • Can be shown to landlords, employers and government agencies as evidence of rehabilitation. • May protect them from occupational license denial based on criminal record. • May remove sex offender registration requirement, depending on their conviction. • Serves as automatic application for governor’s pardon. 	<ul style="list-style-type: none"> • Does not erase or seal a record of conviction. • Does not prevent the offense from being considered a prior if they are convicted of a new offense. • If convicted of a felony, does not enable them to tell employers they have no felony record. • Does not restore gun rights.

	<p><i>They may NOT be eligible if <u>any</u> of the following conditions apply:</i></p> <ul style="list-style-type: none"> • Conviction for certain serious sex offenses; • Received the death penalty; • On mandatory lifetime probation; • Are in the military • No longer a California resident. 			
California Governor's Pardon	<p>Your loved one is eligible if they were convicted of a felony in California.</p>	<p>If they applied for a COR, their application for a pardon is automatic.</p> <p>Otherwise, 10-year waiting period for direct application.</p> <p>If they are incarcerated, they can be recommended for pardon by Board of Parole Hearings (BPH).</p>	<p>May restore their gun rights.</p> <p>Restores the right to vote and sit on a jury.</p> <p>Removes sex offender registration requirement.</p> <p>Allows them to work as parole agent or probation officer.</p> <p>Restores the right to hold public office.</p>	<ul style="list-style-type: none"> • Does not seal or erase the record of conviction • Does not prevent the offense from being considered a prior if they are convicted of a new offense. • Does not enable them to tell employers they have no felony record. • Does not restore gun rights if conviction involved use of a dangerous weapon. • Does not pardon convictions from other states or federal convictions. • May not prevent deportation. (<i>See pg. 85 to learn more about the immigration consequences of having a criminal record.</i>)
Sealing adult arrest records	<p><i>As of January 1, 2018, your loved one is automatically eligible if <u>any</u> of the following conditions are met (with certain exceptions):</i></p> <ul style="list-style-type: none"> • No criminal charges were filed • Criminal charges were filed but later dismissed, • They were found "not guilty" in a jury trial, • Their conviction was vacated or overturned on appeal • They successfully completed a pretrial diversion or pre-sentencing program. 	<p>Should apply as soon as possible, although no time limit has been established.</p>	<p>All records related to arrest and criminal proceedings are sealed and destroyed.</p>	<p>Please note that this relief is not automatic, but may be granted by a judge in the interests of justice, if they have a history of arrests and/or convictions for domestic abuse, elder abuse, or child abuse.</p>

Sealing juvenile records	<p><i>Your loved one may be eligible if <u>all</u> of the following conditions are met:</i></p> <ul style="list-style-type: none"> • Case started and ended in juvenile court; • No adult conviction for felony or misdemeanor involving “moral turpitude;” • No open civil lawsuit stemming from juvenile offense. <p><i>They are NOT eligible if <u>all</u> of the following conditions apply:</i></p> <ul style="list-style-type: none"> • Juvenile adjudication was for certain violent offenses; • Over 14 years old at time of offense. 	Should apply as soon as they turn 18 years old <u>OR</u> after five years have passed since their last arrest or discharge from probation.	All court, law enforcement, and other records are sealed and destroyed.	
Federal expungement or dismissal	<p><i>Your loved one may be eligible if <u>all</u> of the following conditions are met:</i></p> <ul style="list-style-type: none"> • Convicted of “simple” possession of certain drugs under federal law; • No more than one drug-related conviction (state or federal); • Successfully completed probation without violating. 	They should file as soon as they complete probation.	<p><i>If they were less than 21 years at time of offense:</i></p> <ul style="list-style-type: none"> • All records of conviction, arrest, and criminal proceedings are <u>destroyed</u>. <p><i>If they were 21 years or older at time of offense:</i></p> <ul style="list-style-type: none"> • All records of conviction, arrest, and criminal proceedings are <u>sealed</u> but not <u>destroyed</u>. 	
Presidential pardon	<p><i>Your loved one may be eligible if <u>all</u> of the following conditions are met:</i></p> <ul style="list-style-type: none"> • Convicted of a federal offense; • Sentence (including parole or probation) is complete. 	They must wait at least five years from the date of release (or the date of conviction if never incarcerated).	Restores any civil rights lost due to federal conviction, including gun rights.	Does not restore rights lost due to state convictions.



REENTRY PLANNING TIP: Depending on the type of relief your loved one seeks, they may need to submit letters of support along with their petition. The goal is to get a detailed letter from someone who knows them intimately and who can attest to their growth and rehabilitation in the time since they were convicted.

Conclusion

Part 9 covered different options for record-cleaning in California. Record-cleaning is one of the legal tools that California law provides to prove that your loved one has been successful in reentry. It can help open doors to greater employment and housing opportunities. Though a record in California never disappears entirely, going to a reentry lawyer to help them pursue record-cleaning options can remove some of the barriers that a conviction creates. Now that you and your loved one have an idea of what options may be available to them, we encourage your loved one to pursue record-cleaning with the assistance of legal aid lawyer or a public defender and unlock some of the doors that have been closed to them.

part 10.

SETTING UP PUBLIC BENEFITS & HEALTH CARE

SUMMARY

Part 10 provides:

- **A list** of key public benefits programs;
- **Information** on whether your loved one can apply for public benefits;
- **Tips** for ensuring your loved one has access to health care after release;
- **Suggestions** for planning for your loved one's immediate medical needs; and
- **A summary of your loved one's rights** when applying for public benefits.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Determine past benefits	✓	✓	Prior to release or immediately
Determine health needs	✓	✓	Prior to release or immediately
Get health records (if needed)		✓	Prior to release or immediately
Ask for prescription (if applicable)		✓	Prior to release
Review benefits & records chart	✓	✓	Prior to release or immediately
Apply for health care/ benefits	✓	✓	Prior to release or immediately

setting up public benefits & health care

This section describes how a criminal record can affect access to public benefits and health care. It will also provide information on whether your loved one can apply for public benefits while incarcerated.

KNOW YOUR LOVED ONE'S PUBLIC BENEFITS RIGHTS!

- Generally, your loved one's criminal record will **not** automatically prevent them from receiving public benefits. As of 2015, California no longer bans people with past drug-related felony convictions from receiving CalWORKS and CalFresh. If they were denied in the past, your loved one should consider re-applying under the new rules!
- Your loved one can apply for certain benefits before they are released from prison/jail. (See Chart on pg. 75.)
- Your loved one is required to get 30 days of medication if they are leaving state or federal prison. If leaving county jail, they are entitled to a pharmacy prescription (at the very least) so their medication can be refilled.
- Your loved one can appeal a denial of public benefits—but there are time limits. If they are denied, your loved one should talk to a legal aid attorney as soon as possible.

starter questions

Your loved one having all of their necessary information in one place can help them to better communicate with their doctor, organize their care with a loved one, and keep track of ongoing health needs.



ACTION STEP! Start by filling out the “STARTER QUESTIONS”: These questions help you and your loved one keep track of what benefits they have received in the past and how their record *may* impact their ability to receive certain public benefits. **We recommend you and/or your loved one complete this checklist while incarcerated** (at least six months before their release), or **immediately after release**.

STARTER QUESTIONS: PUBLIC BENEFITS AND HEALTH CARE

My loved one received the following public benefits in the past:

- ☐ CalWORKS
- ☐ CalFresh
- ☐ General Assistance or General Relief (GA/GR)
- ☐ Medi-Cal
- ☐ Medicare
- ☐ Tribal/Native American benefits (“settlement checks”)
- ☐ Tribal Temporary Assistance for Needy Families (TANF)
- ☐ Social Security Income (SSI)
- ☐ Supplemental Security Disability Income (SSDI)
- ☐ Social Security (SS) retirement benefits
- ☐ Veteran's benefits (VA)
- ☐ LifeLine Phone
- ☐ Benefits from the local city government (fill in program name here): _____
- ☐ My loved one was receiving public benefits in the past, but I don't know which ones.
- ☐ My loved one was not receiving any benefits before incarceration.

Is your loved one currently receiving treatment for a medical diagnosis or condition? Yes or No (Circle one.)
Write more information here:

Is your loved one currently taking medications? Yes / No (Circle one.)
If yes, add more information about their medication and prescription below:

Medications your loved one takes: _____

Pharmacy Name: _____ Pharmacy phone number: _____

Pharmacy address: _____

Does your loved one have health insurance? Yes or No (Circle one.)

If yes, fill in the information below. If they are on MediCal or Social Security, you can make notes about that here:

Provider name: _____
Plan number: _____
Provider customer service number: _____
Provider appointment number: _____

Was your loved one's conviction drug-related? Yes or No (Circle one.). If yes, see chart on pg. 75.

Has your loved one been violated on parole or probation in the past? Yes or No (Circle one.) If yes, see chart on pg. 75.

Does your loved one have an outstanding warrant? Yes or No (Circle one.) If yes, see chart on pg. 75.
If your loved one has any outstanding warrants when they come home from prison or jail, it can affect their eligibility for public benefits. If your loved one doesn't know if they have a warrant and are currently incarcerated, they can request a legal status summary from their corrections counselor. Additionally, after release your loved one can contact the county court where the warrant may have been issued - but be aware that if they go in person, it may result in their immediate arrest. It may also be possible to have the local public defender's office run a search for them.

Does your loved one owe any court-ordered debt? Yes or No (Circle one.)
If yes, the court may order a "garnishment," meaning money will be taken out of certain benefits, including Social Security checks (except SSI). The government agency providing the benefit can garnish a maximum of 25 percent of your loved one's monthly benefit amount. For more information about court-ordered debt, see pg. 62.

health care providers: contact information



ACTION STEP! Once your loved one's health benefits are set up, you can use the chart below to keep track of their doctors' contact information and upcoming appointments.

Doctor's Name:	Appointment Information:
General practitioner (primary care doctor):	Address: Phone number: Appointment time:
Optometrist (vision):	Address: Phone number: Appointment time:
Dentist:	Address: Phone number: Appointment time:
Gynecologist:	Address: Phone number: Appointment time:
Specialists:	Address: Phone number: Appointment time:
Therapist/ Psychiatrist:	Address: Phone number: Appointment time:
Other: _____	Address: Phone number: Appointment time:

accessing prison or jail health care records

If your loved one has any sort of medical issues, it's important to get a copy of their healthcare records so that they can receive continuing care when they're released. Having documentation of any medical conditions, diagnoses, surgical procedures or prescriptions they've had can be important for receiving medication, receiving ongoing treatment, and proving if they're disabled for the purposes of Social Security benefits.

In order for your loved one to get their health care record, they must request copies from the institution or hospital where they received care. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects the privacy of an individual's health information, called "**protected health information**" (PHI). Upon request, the correctional institution, or a covered health care provider acting under the direction of the correctional institution, must provide your loved one's medical records to them **unless** giving them those records would risk their health, safety, security, custody, or rehabilitation, or that of other inmates, or the safety of anyone at the correctional institution or responsible for transporting them.⁵

→ ***If your loved one is or were incarcerated in a California state prison:*** To request a copy of their medical records from a **CDCR facility**, your loved one will need to send a request for their records with their name, date of birth, CDCR number and the "scope of request" (a fairly detailed description of what records you want). If your loved one is unable to send the request their self, you can send it on their behalf, but your loved one will need to include a HIPAA release authorizing you to receive the information alongside all the information they would need to send.

- If incarcerated, send request to: Health Records Center, PO Box 942883, Sacramento, CA 94283.
- If out of prison, send request to: CDCR Departmental Archives, 2015 Aerojet Rd., Rancho Cordova, CA 95742.

→ ***If your loved one is or were incarcerated in a federal prison:*** To request a copy of their records from a **Federal prison**, your loved one must fill out a BP-AO148 Form (Inmate Request to Staff) and provide it to the prison staff, which will allow them to view their medical records. **Your loved one will not be allowed to keep a copy of their records for their self; however, if they authorize it in writing, your loved one can send a copy to you, a friend, other family member or service provider.** The BOP will not release records if they determine there is a safety risk to your loved one or others if they release them.

→ ***If your loved one is or were incarcerated in a county jail:*** To request a copy of their records from a **county jail**, your loved one must find out which policies the county jail has in place; they are all different. They are entitled to see their medical records, but not entitled to a copy of those records. Some jails will provide copies and some will not. Many jails will offer the option to forward a copy to a third party so long as your loved one requests and authorizes it in writing.

types of public benefits in california

Below is a **chart** on how your loved one's public benefits may be impacted by their record. Use this chart as a reference guide. Call Root & Rebound's **Reentry Legal Hotline** any Friday, 9 a.m. – 5 p.m. PST, at (510) 279-4662 for support.

IMPACT OF A CRIMINAL RECORD ON PUBLIC BENEFITS			
Benefit Type	What is it?	Apply while incarcerated?	Will a criminal record affect their benefits?
Medi-Cal	Offers free or low-cost health care coverage for low-income California residents.	Yes.	No.
Medicare	A federal health care program for people who are elderly and people who have disabilities.	Yes.	No.

⁵ 45 CFR § 164.524 (a)(2)(ii).

General Assistance (GA) or General Relief (GR)	Cash assistance for adults who have little money, no sources of support, and are not currently receiving any other public benefits. (Each county in CA runs its own version of the program.)	No. However, your loved one can call the county social services agency to determine whether they will be eligible for GA/ GR (note: special rules may apply if your loved one will be on house arrest).	Maybe. Your loved one's county may have special rules restricting who can get this benefit. If one of the following describes your loved one's situation, you should contact the local welfare agency to ask about its policy: <ul style="list-style-type: none"> • Have drug-related conviction(s); • Have an outstanding warrant; or • Violated parole or probation.
CalWORKS	Monthly cash assistance, access to food and health care benefits, and other services for low-income families with children.	No. Your loved one can only apply for CalWORKS once they have been released from prison or jail AND have active custody of a child as parent or caretaker.	Maybe. Your loved one's county may have special rules restricting who can get this benefit. If one of the following describes your loved one's situation, you should contact the local welfare agency to ask about its policy: <ul style="list-style-type: none"> • Have a conviction for intentional program violation ("welfare fraud"); • Have an outstanding warrant; or • Violated parole or probation. <p><i>NOTE: As of 2015, drug felonies are no longer a bar to receiving CalWORKS.</i></p>
CalFresh	Money for low-income adults and their families to buy food.	Yes.	Maybe. Your loved one's county may have special rules restricting who can get this benefit. If one of the following describes your loved one's situation, you should contact the local welfare agency to ask about its policy: <ul style="list-style-type: none"> • Have a conviction for intentional program violation ("welfare fraud"); • Have an outstanding warrant; or • Violated parole or probation. <p><i>NOTE: As of 2015, drug felonies are no longer a bar to receiving CalFresh.</i></p>
Social Security retirement benefits	Retirement money and other benefits that are paid out of money collected from Social Security taxes on individual worker's paychecks.	Yes.	Maybe — but this might be temporary. Your loved one's monthly benefits may be temporarily suspended if any of these circumstances apply: <ul style="list-style-type: none"> • Have an outstanding warrant on a <u>felony charge</u>; • Violated parole or probation; or • Incarcerated for at least 30 days in a row.
Social Security Disability Income (SSDI)	Cash assistance for individuals who can no longer work due to a disability, paid out of money collected from Social Security taxes on individual worker's paychecks.	Yes.	Maybe — but this might be temporary. Your loved one's monthly benefits may be temporarily suspended if any of these circumstances apply: <ul style="list-style-type: none"> • Have an outstanding warrant on a <u>felony charge</u>; • Violated parole or probation; or • Incarcerated for at least 30 days in a row.
Supplemental Security Income (SSI)	Cash assistance for low-income people who are 65 years old or older and/or have a disability.	Yes.	Maybe — but this might be temporary. Your loved one's monthly benefits may be temporarily suspended if any of these circumstances apply: <ul style="list-style-type: none"> • Have an outstanding warrant on a <u>felony charge</u>; • Recently violated parole or probation; or • Incarcerated for at least 30 days in a row.
Veteran's Benefits	A broad range of programs and services provided by the Department of Veterans Affairs, available to people who were honorably discharged from the military.	Yes.	Yes. Some of your loved one's benefits may be permanently revoked if any of these circumstances apply: <ul style="list-style-type: none"> • Have an outstanding warrant on a <u>felony charge</u>; • Recently violated a parole or probation on a <u>felony charge</u>; • Discharged from the military due to a <u>felony conviction</u>; or • Incarcerated for 60 days or more for a <u>felony conviction</u>.

WIC	Nutritious food, nutrition education, breastfeeding support, and health service referrals for low-income women who are pregnant, postpartum or breastfeeding, and infants and children under age 5.	No.	No.
Tribal TANF (Temporary Assistance for Needy Families)	A range of benefits including cash assistance and educational and employment services available through Native American/American Indian Tribes for families with children.	No. Your loved one must have a minor child currently residing with them.	Maybe. Some of your loved one's benefits may be revoked, suspended or denied if any of these circumstances apply: <ul style="list-style-type: none"> • Have an outstanding warrant; • Recently violated parole or probation; • Have a recent drug conviction; or • Have a sex offense conviction involving a minor. As tribal TANF benefits are distributed and regulated by your loved one's tribe, they will need to check with their Tribal Office for any additional restrictions.
Food banks funded by the Emergency Food Assistance Program	A federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food and nutrition assistance at no cost.	No.	No.



WARNING: With the exception of some Veteran's Benefits, none of these benefits reach your loved one while they are incarcerated. Your loved one will begin to receive them once released. For some benefits, the time between release and activation of the benefits can take thirty days or more.



WARNING: NOTE: Adding a loved one to your food benefits: Adding a person to the CalFresh household generally gives you more food benefits. If the person is also added to CalWORKs, and the cash aid goes up, the CalFresh benefits may go down. You will get a separate notice if your CalFresh food benefits change. Make sure that your loved one is in compliance with all of their probation/ parole conditions (if applicable) so that your benefits are not negatively affected.



ACTION STEP! Make a plan for applying to public benefits—Using the charts above, along with your loved one, determine which programs they are eligible for and which ones they can apply to before their release.

tips for getting help with public benefits applications

The application process for public benefits can take time and may require assistance, from you especially. Here are some tips to make the application process easier so that your loved one has a better chance to receive their benefits as soon as possible.

1. If your loved one is applying for **Medi-Cal, Medicare, CalWORKS, or CalFresh** while **currently incarcerated**, they can select YOU or any adult to serve as an “**Authorized Representative**” (AR) to apply and have the interview on their behalf. To find out how, contact your county social services agency. Look up your local public social services office here: <http://www.cdss.ca.gov>.
2. To apply for **Social Security benefits (including Social Security retirement benefits, SSDI, and SSI) while currently incarcerated**, your loved one's prison or jail must have an agreement (or “MOU”) with a local Social Security Office, allowing a counselor at the facility to serve as their “Authorized Representative.” If not, it will be decided on a case-by-case basis whether the local Social Security Office will process their application or not. Your loved one may have to go in person after release. For more information, call our Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST at phone number (510) 279-4662. Their potential Authorized Representative can find local Social Security offices here: <https://secure.ssa.gov/ICON/main.jsp#officeResults>.
3. **If your loved one needs help enrolling in Medi-Cal after release**, they can go to Covered California's website at <http://www.coveredca.com/get-help/local> to find a list of certified enrollers and community clinics that enroll people in Medi-Cal for free.
4. **2-1-1:** In most California counties, you can call 2-1-1 for referrals and emergency help. 2-1-1 provides free and confidential information and county-specific referrals to organizations that provide food, housing, employment, health care, counseling, and more.

Appealing Public Benefits Denials:

If your loved one is denied public benefits or owe money for a previous “overpayment” (an overpayment is when the government agency sent too much money one month for benefits), they should talk to a legal aid lawyer as soon as possible for advice. Your loved one has the **right to appeal** the denial or termination of public benefits. The appeals process is different for each benefit program. There is always **a set time period in which they MUST file a “notice of appeal”—usually less than 30 days**—if they want to challenge the denial of benefits. For this reason, if your loved one believes that public benefits were wrongfully denied or ended, they should seek immediate legal advice.



CONSULT A LAWYER: To find a public benefits lawyer, see Appendix A on pg. 91 for a starting list of legal aid organizations across California that may be able to help you. You can also call Root & Rebound's weekly Reentry Legal Hotline, any Friday, 9 a.m. – 5 p.m. PST, at (510) 279-4662 (we accept collect calls), for general legal information about your rights in reentry.

Conclusion

Part 10 covered key information about planning for your loved one's health care and accessing public benefits if your loved one is low income or has a disability. It is never too early to begin gathering your loved one's health care records, learning about which benefits they can apply for, and getting the application forms they need. If you or your loved one believe their rights to public benefits have been violated, contact a legal aid lawyer (see a starting list of legal aid organizations across California in Appendix A, pg. 91). Having a plan for your loved one's benefits and health care will go a long way in providing them a sense of security and early access to life-sustaining resources in reentry!

part 11.

FAMILY LAW ISSUES & CHILD REUNIFICATION

SUMMARY

Part 11 provides:

- **Tips** on your loved one staying connected with family or loved ones while incarcerated;
- **Steps** your loved one can take to reconnect with family or loved ones after release;
- **Information** that can help your loved one find out if they or their child are involved in any court orders or ongoing court cases; and
- **Basic information** on dealing with child support debt.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Determine reunification needs	✓	✓	Prior to release or immediately
Review court-ordered conditions	✓	✓	Prior to release or immediately
Make plan for communicating with children	✓	✓	While incarcerated
Locate child(ren) (if needed)	✓	✓	Prior to release or immediately
Make a plan for court-ordered child support (if needed)	✓	✓	Prior to release or immediately

introduction to family & child reunification

When the criminal justice system becomes involved in a person's life in any way (even at the moment of arrest), it is very common for **family-related courts** to become a part of their family's life as well, especially if the person arrested is a parent or caregiver. If your loved one has children, they may be working through questions about where their child will stay and what your loved one's legal rights are during and after any time spent in custody. While this Toolkit cannot answer every individual question, this section provides a general overview of the steps required to reunify with family after incarceration.

KNOW THE RIGHTS OF PARENTS & CAREGIVERS!

- **for Mothers:** If your loved one gave birth to a child, they have the automatic right to care for that child unless one of the following events have taken place: (1) they have voluntarily given up their parental rights through adoption OR (2) the state limited or took away their parental rights.
- **for Fathers:** Contrary to popular belief, fathers have the exact same rights as mothers when it comes to the care and custody of their children. If your loved one has established paternity OR were married to the child's mother when the child was born, they have the automatic right to care for that child unless one of the following events have taken place: (1) they have voluntarily given up their parental rights through adoption OR (2) the state limited or took away their parental rights.
- **Both parents** have the right to be involved in every important aspect of their child's life, unless a court says otherwise. This includes the right to have frequent, regular contact with the child. Make sure your loved one's custody arrangement is written down in a **court order**. That way, if the other parent makes crucial decisions related to the child without your loved one's input or consent, they may have the right to pursue a contempt of court action. For more information, visit the California courts' family law website at <http://www.courts.ca.gov/selfhelp-family.htm>, or contact a lawyer who practices family law.
- **for Grandparents:** Although grandparents do not have an automatic legal right to see or care for their grandchildren, they can make information arrangements to see or care for them and can also ask the judge in court for custody or visitation if the child's parent(s) is incarcerated or unavailable.

The Rights of Incarcerated Parents:

- **If there is an open legal case relating to your loved one's child(ren), they have the right to:**
 - Be notified about the case (even while incarcerated);
 - Be sent copies of the court documents, (even while incarcerated);
 - Be notified if their parental rights might be ended ("terminated"); and
 - Have the right to respond in court if their parental rights could be ended at that court hearing.
- **Incarcerated parents have the right to request transportation to:**
 - A court hearing in a dependency case;
 - Any hearings that might affect their parental rights (such as cases about custody, visitation, divorce, paternity, guardianship, and child support); and
 - Request visitation (though it may be best for your loved one to first attempt to informally come to a visitation agreement with the child's other parent).

starter questions

Family situations can be complicated when your loved one is returning from prison or jail, and the stakes can be very high when it comes to issues of child custody and visitation, restraining orders, child support debt and more. Understanding your loved one's situation early and setting reasonable goals is a key factor in handling what can be a very emotional part of the reentry process.



ACTION STEP! Fill out the "FAMILY REUNIFICATION QUESTIONNAIRE" -- Before reading about the legal steps to reunify with family and children through California courts, the following questionnaire can help you and your loved one, or other advocates they may be working with, figure out where to begin.

STARTER QUESTIONS: FAMILY REUNIFICATION QUESTIONNAIRE

Is your loved one ready to rejoin family?

How involved does your loved one want to be with their child(ren), and how involved do the child(ren)'s caregiver(s) want them to be?

Where are your loved one's children currently (for example, are they with a relative or in foster care)?

What is the current status of your loved one's parental rights?

Are there any court orders or parole/probation conditions in place that prevent your loved one from contacting certain family members or children? Yes or No (Circle one.)

If yes, you can write more details below:

- **Criminal Court orders:**

- Which court made the order (name and county of the court)? _____
- Who is the order against? _____
- Who does the order protect? (List names and relationship to your loved one) _____
- When does the order begin and end (any dates listed)? _____
- Any other information about the order you want to write down can go here: _____

- **Civil restraining or DV (domestic violence) order:**

- Which court made the order (name and county of the court)? _____
- Who is the order against? _____
- Who does the order protect? (List names and relationship to your loved one) _____
- When does the order begin and end (any dates listed)? _____
- Any other information about the order you want to write down can go here: _____

- **Orders related to visitation or custody with your loved one's children:**

- Which court made the order (name and county of the court)? _____
- Write down the rules of the custody and/or visitation order here: _____

- **Parole or probation conditions related to your loved one's family or children:**

- Write down any parole or probation rules your loved one must follow that are related to their family members or children here: _____

Are there any court cases involving your loved one's children (that they are aware of)?

☐ **Dependency Court Case** (when there is CPS/Child & Family Services involvement):

- County case is in: _____ Case number(s): _____
- Last hearing date: _____
- Information about my loved one's child(ren)'s current placement (For example: Is their child in foster care? Placed with a long-term guardian? Was their child adopted?): _____

☐ **Probate Court Guardianship Case:**

- County case is in: _____ Case number(s): _____
- Last hearing date: _____
- Information about my loved one's child(ren)'s current guardian: _____
- Does your loved one support this guardianship placement? Yes or No (Circle one.) _____

☐ **Family Court Case:**

- County case is in: _____ Case number(s): _____
- Last hearing date: _____
- Any custody or visitation orders? (You can write down details here.): _____

☐ **My loved one is trying to find their child(ren).**



IMPORTANT INFORMATION FOR PEOPLE CONCERNED ABOUT THEIR IMMIGRATION STATUS OR DETAINED BY IMMIGRATION ENFORCEMENT (ICE): If you or your loved one is concerned about their current immigration status or have been detained by ICE, and they want to develop a plan for their family and children, see pg. 88 in the Immigration section for information and resources. Root & Rebound also accepts calls from immigration detention facilities on our weekly Reentry Legal Hotline, every Friday, 9 a.m. – 5 p.m. PST at 510-279-4662.

tips for maintaining ties with family and children while incarcerated

Incarceration creates a lot of barriers to keeping in close contact with family—it can be difficult for your loved one to reach you or other family on the phone or they may have restricted visits. Your loved one may need to be creative in how they communicate and also plan ahead so that their phone calls and visits are as meaningful as possible. This is especially true if your loved one has children.

→ Tips for Currently Incarcerated Parents:

If your loved one has children, communicating with them while ensuring that the children feel understood and cared for can be difficult. Here are a few ideas and tips for your loved one in starting and maintaining communication with their children while incarcerated.⁶ These tips will not only maintain a relationship with their children while they are in custody, but they will also help them generate documentation they may need for future child custody or visitation hearings.

- **Make a Record.** Your loved one can keep records of all communication with their children and about their children. Once released, your loved one can show these records to the judge at any court hearings about child custody and visitation. It is very important for the parent in reentry to show the *effort* he or she has made! Here are steps your loved one can take to make a record:
 - **Get a notebook or journal and use it only to keep track of communication about their child.** In this notebook, your loved one should write the date and time of:
 - Any calls with their children;
 - Each time their children visit prison or jail;
 - Any calls with the children's caregiver (and what the call was about);
 - Any calls with social workers (and what the call was about);
 - Any calls with your their attorney; and
 - Each meeting your loved one has with their attorney.
- **Write letters to their children (or draw pictures).** Whenever your loved one writes a letter to their children, they should save a copy for their own records too. If your loved one's children are too young to read, their children can draw them pictures.
- **Ask to see their children's report cards and ask about school assignments and projects.** Keep copies and notes of this information.
- **Attend parenting classes and other meetings, programs, and support groups offered at the prison or jail.** These programs can demonstrate to the judge that your loved one is taking steps to better their self and prepare for an active role in their children's lives. They should keep track of any certificates received from classes or programs.

→ Tips for phone calls between your loved one and their children:

- Let your loved one know the best times to reach the child by phone.
- Before the phone call, help the child think of things to talk to your loved one about.
- If possible, give the child a photo of your loved one to look at during the phone call.⁷

→ Tips for helping your child write letters to your loved one:

⁶ The following list was adapted from Legal Services for Prisoners with Children, *Incarcerated Parents Manual: Legal Rights and Responsibilities* (2015), available at <http://www.prisonerswithchildren.org/wp-content/uploads/2015/03/IPM-final-2-12-2015.pdf>.

⁷ *Little Children Big Challenges: Incarceration: A Guide to Support Parents and Caregivers*, SESAME STREET (2013).

- Ask your child questions to help them think of what to write.
- If your child is unable to write, have them tell you what to include in the letter.
- Have your child draw pictures for your loved one.
- Include copies of your child's report cards, artwork, or other important experiences or events.⁸

The above list provides **general tips** for maintaining communication with children while incarcerated, but of course, no two families are the same. Each family has its own unique goals, needs, and issues. Figuring out how to stay in communication and planning to reunify one day will usually require many people in a family to communicate with each other and make tough decisions. Do what is best for you and your family.



HELPFUL RESOURCES FOR INCARCERATED PARENTS:

- **Legal Services for Prisoners with Children (LSPC)**—For more information about parental rights, custody, and visitation, you or your loved one may contact LSPC by phone at (415) 255-7036 or by mail at Legal Services for Prisoners with Children, 1540 Market St., Suite 490, San Francisco, CA 94102.
- **Friends Outside**—Friends Outside is a family-centered organization that seeks to reduce the trauma of incarceration on families. They assist currently and formerly incarcerated people and their families at chapters located across California. Their services include **Visitor Centers** at each California state prison. These visitor centers sometimes offer childcare, help to children who want to write letters to their incarcerated parent; transportation from public transit stops to the prison; and institution-approved clothing for visitors. They also have a **Family Liaison Services (FLS) specialist** at each California state prison who may be able to help you and/ or your loved one with reentry planning, parenting classes, resources referrals, and family communication. To learn more or find a chapter in your area, visit friendsoutside.org, write Friends Outside, P.O. Box 4085, Stockton, CA 95204, or call 209-955-0701.

a summary of key legal steps to child reunification

If the courts became involved in your loved one's children's care before or during their incarceration, keep in mind that the standard a judge uses to make decisions about child custody and visitation is deciding what is in the **"best interest of the child."** When your loved one is asking a court (whether family, dependency, or probate court) to give them custody or visitation for their children, they should think about whether their declarations and supporting documents show: 1) personal accountability; 2) that they are able to be the parent that their child needs them to be; and 3) why their involvement in the child's life is in the child's best interest. Below are some additional key steps to take!

Step 1: Find out if there are any court orders that could limit or prevent your loved one from contacting their child(ren), you, or a caregiver (such as a no-contact order, civil restraining order, or criminal protective order).



IMPORTANT! Violating criminal or civil court orders can have very serious legal consequences and can prevent your loved one from visiting their child in the future.

Step 2: Find out if there are any conditions of parole or probation that could limit or stop your loved one from contacting their child and/ or the child's caregiver. The conditions of your loved one's supervision will likely have rules about where they can travel and anyone they are not allowed to contact.

Step 3: [If applicable] Locate their child. If your loved one doesn't know where their child is living, they can learn more by: 1) Contacting Child Protective Services (CPS) (*if CPS is involved in the child's case) OR 2) Contacting family members or friends who may know of the child and/or the child's caregiver's location.

Step 4: Find out if there are any court cases involving their child. Depending on the county in which your child is located, your loved one may be able to access limited family law case information on the county court's website. If that service is unavailable, they will have to search for family law records in person at the courthouse. The county court's website will have information about where and how to do this.

Step 5: [If applicable] If there is a court case involving your loved one's child, they should contact the court clerk at their county to request a copy of any court orders and other documents about the case.

Step 6: [If applicable] If there is no court case involving your loved one's child, they may need to open a new case in order to ask the judge for more rights and responsibilities. This process is called filing a "petition" in court, and if they want to gain custody, visitation, or guardianship of their child, they may need to file a

⁸ Little Children Big Challenges: Incarceration: A Guide to Support Parents and Caregivers, SESAME STREET (2013).

petition to start a case.



TIPS FOR THE COURT PROCESS:

- **If your loved one is an incarcerated parent, they should know their rights and tips for staying engaged with their child(ren) while incarcerated**—see the “know your rights” box on pg. 80 and tips starting on pg. 82.
- **If your loved one has Internet access, find California court forms online** at www.courts.ca.gov/forms/htm. They can also request help from their local court’s Family Law/Self-Help Facilitator—find a list at <http://www.courts.ca.gov/selfhelp-facilitators.htm>.
- **Visitation Before Custody**—After release from incarceration, it is easier for a parent to get visitation rights first, and then try to get custody of their children later in the court process. Asking for visitation rights first allows your loved one some time to show a judge that the visits are going well. Successful visits can then serve as the first step towards getting custody rights (by custody rights, we mean the legal rights to live with and make decisions for a child). Visitation allows your loved one to show the judge that they are responsible and have a healthy relationship with their children.



HELPFUL FAMILY LAW RESOURCE: Every family court in the state of California has a Family Law/Self-Help Facilitator, which can help your loved one with filling out court forms and provide general information about family law issues if they do not have a lawyer. To find a local Family Law Facilitator, go to <http://www.courts.ca.gov/selfhelp-facilitators.htm>. Root & Rebound also offers guidance through family law clinics and its Reentry Legal Hotline—call us any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662.

court-ordered child support

If a judge ordered your loved one to pay child support but they did not while incarcerated, your loved one may be responsible for paying the balance upon their release, depending on their circumstances. Having child support debt can seriously impact your loved one’s reentry—it can be taken out of their wages or public benefits; it can affect their housing; and it can be a condition of their community supervision. Whether your loved one is incarcerated or not, it is best to figure out the status of their child support payments and make a plan to manage them as soon as possible!

→ **If your loved one’s child support order was issued on or after July 1, 2011 AND they were incarcerated for at least 90 days**, their child support payments should have stopped while they were incarcerated. If they didn’t, your loved one can petition the court to adjust their child support arrears (money that they owe) to reflect their period of incarceration. Download the request form (Form FL-676) from <http://www.courts.ca.gov/documents/fl676.pdf>, and file it with the family court that issued the order.

→ **If your loved one’s child support debt was issued before July 1, 2011 OR they were incarcerated for less than 90 days**, their options depend on whether they owe money to the state or to the other parent. You loved one can find this out by asking their Local Child Support Agency (LCSA) for a detailed list of their arrears.

- **If your loved one owes money to the state**: they can apply for the Compromise of Arrears Program (COAP), which can reduce (but not eliminate) debt. Make sure they understand COAP’s strict penalties for missing payments.
- **If your loved one owes money to the other parent**: they can try to reach a settlement with the other parent to forgive some or all of the overdue child support. Make sure your loved one puts this agreement in writing, in case the LCSA or family court needs it.

Conclusion: Although it can be frustrating for you and your loved one to deal with communication and legal barriers that may come up as your loved one tries to maintain ties or reunify with their children, persistence is important. Judges like to see that your loved one is working on their self and that they won’t give up -- it shows to the court that they care about their children and are working to be a good parent for them. And that’s an important thing for your loved one’s children to see as well.

part 12.

REENTRY RESOURCES

FOR IMMIGRANTS

SUMMARY

Part 12 provides:

- **Important information** about the relationship between having a criminal record and immigration concerns;
- **Tips** for safe family planning if your loved one is an undocumented Californian; and
- **Referrals to organizations (and hotlines)** that offer information, representation, and resources for non-citizens.

CHECKLIST

Below is a quick summary of what can be done, who can do it, and when to start - if there is a check mark it means you can do it, your loved one can do it, or you both can.

★ ACTION STEP	YOU	YOUR LOVED ONE	START
Determine immigration status	✓	✓	Prior to release or immediately
Review options for record cleaning	✓	✓	Prior to release or immediately
See steps to take if detained by ICE	✓	✓	While detained
Make plan for potential deportation	✓	✓	While detained
Consult attorney if needed	✓	✓	Immediately

starter questions



ACTION STEP! If you do not know the answers to the questions below, it may help to talk to a lawyer to get support for your loved one. See a list of immigration rights organizations in Appendix C, pg.95.

STARTER QUESTIONS: IMMIGRATION & CRIMINAL RECORDS

- Do you know your loved one's current immigration status?
- If your loved one is currently in custody, do they have an immigration (ICE) detainer on them (also called a "hold")?
- If your loved one is at risk of being detained by ICE and if they have children, what is your loved one's plan for their care while they are in custody?
- Has your loved one looked into record-cleaning options that might reduce some of the immigration consequences of their past convictions?

immigration & criminal records

Contact with the criminal justice system can have serious consequences for people who are not United States citizens. Even if your loved one is lawfully in the United States, certain convictions can lead to deportation or other negative immigration consequences, which are devastating for individuals, families, and communities (and even arrests not leading to conviction can have serious immigration consequences). The information below will help your loved one prepare for the elements of reentry that are specific to individuals who are not U.S. citizens.

In the U.S., a "non-citizen" could be someone with all sorts of different immigration statuses, including:

- Lawful Permanent Residents (Green Card holders)
- Individuals granted a visa for a particular purpose
- Refugees and asylees
- Undocumented individuals
- DACA recipients
- Individuals with temporary protected status (TPS)

Although rare, it is possible for a naturalized citizen to get naturalization taken away if there is proven:

- Willful misrepresentation of facts on your loved one's naturalization application;
- Affiliation with a terrorist organization (within 5 years of naturalization); or
- Dishonorable discharge from the military (within 5 years of naturalization).⁹



IMPORTANT! If your loved one is not a citizen of the United States, it is critical that they seek legal help as soon as possible after contact with the criminal justice system. An immigration attorney may be able to help your loved one take steps to avoid negative immigration consequences.

options for changing a criminal record to reduce negative immigration consequences

Interactions with the criminal justice system can have serious consequences on a person's immigration status—even minor interactions like an arrest that never led to a conviction. For example, a criminal conviction could result in **deportation/removal** (being removed from the United States and sent back to one's birth country), **incarceration** (in prison, jail, or an ICE detention facility), or **ineligibility to stay in the U.S. through things like asylum**. Even if your loved one is not deported, contact with the criminal justice system can **delay or prevent their eligibility** for U.S. citizenship or a Green Card. However, there are some **limited protections and legal options** for people with criminal records who are looking to avoid negative immigration consequences. Learn more about these options below.

1. Removing a Plea of Guilty or No Contest and Possibly Reopening the Criminal Case:

Both state and federal law require criminal defense lawyers (such as public defenders) to advise clients of and defend against the immigration consequences of a criminal conviction. Specifically, the law requires defense lawyers to ask

⁹ See <https://www.uscis.gov/policymanual/HTML/PolicyManual-Volume12-PartL-Chapter2.html>

about their clients' citizenship status; investigate potential immigration consequences; advise their clients about those immigration consequences; and plea-bargain with an eye toward avoiding them.

If these things did not happen in your loved one's case, they may be able to **challenge their plea agreement** if they were not adequately advised on the immigration consequences of their plea deal. Your loved one should consult with a lawyer who specializes in criminal and immigration law to find out what makes sense under their particular circumstances. *See Appendix C on pg.95 for referrals to immigration rights legal organizations.*

2. Record-Cleaning Options for Non-Citizens:

Some of California's record-cleaning laws may help your loved one **reduce certain felonies to misdemeanors, and/or dismiss certain convictions** – which in some cases can also help reduce their chances of being targeted for deportation and other negative immigration consequences.

Below is a summary of California's record-cleaning laws that may help people with their immigration status:

- **Dismissals (also known as “expungements”)**: When lawyers refer to “expungements” in California (which don't really exist here), they usually mean “**dismissals**,” which allow people to dismiss a felony or misdemeanor conviction after completing any time they were sentenced to jail, prison and/or probation. While dismissals can help with applying to some jobs and housing, they usually do not erase the conviction for immigration purposes. *However*, there is one important exception for **certain first-time simple possession offenses** that occurred **before July 14, 2011**, where a dismissal may help prevent negative immigration consequences.
- **Completing a Drug Diversion Program**: Under **California Penal Code section 1203.43**, someone who received a “deferred entry of judgment” (DEJ) for a drug offense can get rid of the conviction for immigration purposes. Your loved one is considered to have a conviction for immigration purposes if they entered a guilty plea, even *if the charges were later dismissed through a diversion program*. So getting relief through section 1203.43 gets rid of your loved one's guilty plea for immigration purposes as well. Upon completion of the court-ordered DEJ program, they must **proactively file papers with the court** to ask the judge to withdraw the guilty plea and dismiss the charges once again under Section 1203.43.
- **Reducing Felonies to Misdemeanors**: The following newer laws help people reduce felonies to misdemeanors for all purposes, including for immigration purposes.
 - Under **Cal. Penal Code section 17(b)(3)**, the court can reduce felony “wobblers” – offenses that originally could have been charged as either felonies or misdemeanors – down to misdemeanors if your loved one was not sentenced to state prison.
 - Under California's **Proposition 47**, your loved one can petition the court to reduce a felony conviction for simple drug possession or a lower-level theft offense to a misdemeanor (called “reclassification” or “redesignation”).
 - Under California's **Proposition 64**, your loved one may be able to change their record (called “reclassification”) if they have a conviction for a marijuana offense, which means they might be able to reduce or dismiss prior marijuana-related convictions.
- **Retroactively Changing the Length of a Misdemeanor Sentence**: California Penal Code section 18.5(b) (effective January 1, 2017) is a state law that reduces the *maximum possible sentence* for any California misdemeanor from 365 to 364 days. This is important because under federal law, certain offenses can lead to deportation if they carry *even a potential sentence* of one year or more. **This new law is retroactive**, meaning it applies to old misdemeanors as well as current and future cases. **However, if your loved one was convicted of a misdemeanor before January 1, 2015**, and were sentenced to a term of one year, they must proactively ask (“petition”) the court that sentenced them to change their sentence under this law.



WARNING! A Warning about “Legalized Marijuana” under Prop. 64 in California: Although California state law permits some use and cultivation of marijuana, *federal law* does **NOT** allow this – and immigration law is run by the *federal* government! So, here are some warnings:

- **Your loved one SHOULD NOT use marijuana or carry anything that may indicate their use of marijuana.** If they have a real medical need and there is no good substitute for medical marijuana, get legal counsel.
- **Your loved one SHOULD NEVER admit to any immigration or border official that they ever have used or possessed marijuana**, unless they have expert legal advice that this is OK. If a federal official asks you or your loved one about marijuana, say that you don't want to talk to them and you want to speak to a lawyer. You and/or your loved one have the right to remain silent.

immigrant family preparedness plans

Many families include members who are not United States citizens. It is important to keep in mind information about your rights when it comes to Immigration and Customs Enforcement (“ICE”) detention or proceedings, especially if you fear your loved one being separated from their family.



The **Immigrant Legal Resource Center (ILRC)** has developed a range of written resources to support immigrants including a Family Preparedness Plan (available at <https://www.ilrc.org/family-preparedness-plan> in English, Spanish & Chinese).

→ **First Steps for your loved to take if they are Detained by ICE:**

If your loved one is detained by ICE and have children, these initial steps may help:

1. **Try to get released.**
 - a. Your loved one should tell the processing staff (who put your information into the computer) at the detention center that they have children, especially if they are the only person who cares for them. Your loved one should ask ICE if they can be released so they can care for them. It may be helpful to mention the ICE directive, “*Facilitating Parental Interests in the Course of Civil Immigration Enforcement Activities*,” when making this request.
 - b. Your loved one should keep asking if they can be released to care for their children, even if ICE does not release them at first. If your loved one asks to be released but ICE will not release them, they should keep asking, especially if there are any changes to their children’s custody status or concern about their safety.
2. **Your loved one should tell ICE that they need to make a phone call right away to make sure they are being cared for properly.** ICE does not have to give your loved one more than one free phone call when they arrive in detention, but ICE may be willing to help your loved one, so it’s worth a try.
3. **Your loved one should request a Bond Hearing.**
 - a. Your loved one should also ask their Deportation Officer how to request release on **Humanitarian Parole, Release on Recognizance, Supervised Release or Alternatives to Detention and how to request a bond hearing.**
 - b. Your loved one should make sure their Deportation Officer (sometimes called a Case Officer) knows they have children, especially if your loved one is a single parent or the main caregiver for their children. Your loved one should ask him or her to exercise discretion in their case (discretion is a word that has a particular meaning for ICE, so use this word when asking).

→ **Additional Steps for Your Loved One to Take if ICE Does Not Immediately Release Them:**

If ICE does not immediately release your loved one, the steps below may help:

1. **If your loved one does not know where their children are, help your loved one try to find out where they are as soon as you can.** Once you and your loved one find out where their children are, ask relatives or friends outside to put money into their detainee account so they can call and talk to their children and the person taking care of them. If this is not possible, your loved one should tell ICE they need to make arrangements for their children and ask if they can make free calls to deal with child custody issues.
2. If your loved one thinks their children are not with a friend or family member and that **they might be in the custody of a Child Family Service Agency (CFSA) (often called “CPS”)**, your loved one should talk to their Deportation Officer and ask to contact the CFSA right away. CFSA has a 24-hour, toll-free Hotline here: 202-671-7233.
3. **Request a Family Court Lawyer** to represent your loved one if their child is in CFSA custody or there is a Family Court case. You and/ or your loved one can communicate with their child’s lawyer or the Law Guardian.
4. **Your and/ or your loved one should contact their country’s nearest Consulate.** If possible, you or your loved one should register their children with the Consulate: Your loved one’s U.S. citizen children will keep their U.S. citizenship even if they are registered with the consulate of your loved one’s home country. Apply for Passports for children - If your loved one is deported and they want to take their children with them, it will be much easier to do this if they have passports.
5. **Maintain Contact with their Children.** Your loved one should stay as involved with their children as much as possible. They should write letters to them. Your loved one is allowed to receive letters and pictures from their children even in detention. Have them take notes on everything they send to their children and receive from them, and save everything. – **Maintaining contact and involvement in their child’s care will be an important factor in any CFSA and/or Immigration case.**
6. **Ask for Visitation.** ICE will also facilitate parent-child visitation, to the extent practicable, when required by a family or dependency court or a child welfare authority AND documentation is provided of this requirement, including but not limited to: a reunification plan; a scheduling letter; or other documentation issued stating

the visitation requirement. It may be helpful to mention the ICE directive on “Facilitating Parental Interests in the Course of Civil Immigration Enforcement Activities” when making this request.

7. **Participate in all hearings related to the custody of their children either in person, by video (if available) or by telephone.** It is also good to have a relative or friend attend hearings, especially if you cannot be there. Alert Family Court or CFSA that your **detention is CIVIL** and not a criminal matter. Provide A Number to CFSA/Family Court.
8. **Your loved one has the right to an interpreter in family court proceedings.** ICE can also provide your loved one with access to interpretation if they need help communicating with people in the immigration detention system. If your loved one does not speak English or if they cannot read or write, they should not be afraid to ask the family court, the child welfare caseworker, their lawyer(s) or ICE and detention center staff to provide them with an interpreter and/or other assistance.
9. **Do not sign any documents related to their immigration or child welfare case if they don't understand what they say.**
10. If your loved one's children are in the child welfare system, they may be assigned a **case plan (also called a service plan or a reunification plan)**. Your loved one should make sure do what is asked of them in the case plan because this will impact the outcome of their case. If they cannot do certain things that the plan requires because they are detained or have been deported, make sure everyone involved in the child welfare case knows this. Your loved one should **do their best to complete the services required by the case plan.**

→ **Choosing Someone to Care for Children While Detained if You are Not the Caregiver:**

There are different ways in which your loved one can give a relative or friend permission to care for their children while they are detained:

- 1) An informal arrangement without legal papers (no court involved).
- 2) An informal arrangement with legal papers (no court involved).
- 3) A family court-approved custody arrangement.

We explain each of these options further below.

- 1) **INFORMAL without LEGAL PAPERS or COURT** - Just as your loved one can have their children stay with a babysitter without signing any papers, they can choose to have their children live with someone for a longer period of time without signing any papers. Your loved one simply needs to talk to the person and get his or her verbal agreement that they will care for their children. This type of arrangement may work well for your loved one if they expect to be detained for only a short time. Make sure that the caregiver they choose does not need public benefits in order to care for their children (like Medicaid or food stamps). Be sure to **choose someone whom they trust**, and make sure that there is no reason why anyone would object to this choice of caregiver.
- 2) **INFORMAL WITH LEGAL PAPERS without COURT** - A **Caregiver's Authorization Affidavit** is a form to give to your loved one's child's school or health care provider so a non-parent relative can enroll their child in public school, make school-related medical decisions, and make other important decisions on their child's behalf if your loved one is unable to. **It allows non-relatives to enroll their child in school and to receive school-related medical treatment** (though likely not the power to get public benefits such as Medicaid or food stamps for the children). **A Caregiver's Authorization Affidavit does not affect your loved one's rights as their child's parent – they still have custody and control of their child.**
- 3) **FORMAL Arrangement – Family court-approved custody** - When your loved one makes court-approved arrangements, they may have two or three different options: 1) temporary custody (time-limited); 2) custody (also called conservatorship); or 3) guardianship. One option may provide greater parental rights than the other. These family court-approved custody arrangements provide greater stability for your loved one's children. It gives the caregiver the right to make decisions for their children, but be aware that they are more difficult to end. Your loved one should get advice from a lawyer to decide if this kind of arrangement is the right choice for them.

See Appendix C (pg. 95) for a list of immigration referrals, including ICE raid hotlines, general immigration support resources, and organizations that provide deportation (removal) defense.

Conclusion: Part 12 covered important information if your loved one has a criminal record and have immigration concerns, as well as tips for making plans with their family if they are detained by ICE. Because immigration issues are very complex, it is critical to talk to an immigration lawyer, if possible. To get a referral to a deportation defense organization, or to get advice about any options your loved one has cleaning up an old criminal record to reduce negative immigration consequences, you or your loved one can start by calling Root & Rebound's reentry legal hotline, any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662, for more information.

~ conclusion ~

We hope this *Reentry Planning Toolkit for Family & Loved Ones* has provided **helpful information, resources, and steps** for building a reentry plan with your loved one and for providing as much support to them as possible as they navigate reentry or life with an arrest or conviction record. We hope some of the information can **empower** you and your loved one in being your family's own best advocate!

As we have mentioned throughout this Toolkit: reentry looks different to different people. You, your family, and your loved one's individual circumstances, strengths, needs, dreams, expectations, and concerns are what matter when planning for and navigating reentry. **Always remember** that Root & Rebound is here to support you however we can, and we will do our best to point you to other resources when we do not have the answers.

While this Toolkit does not cover everything that could (and will) come up in reentry, the goal was to provide useful conversation starters, suggested timelines, practical steps, and simple information about legal rights with a record – tools you can use with your loved one as you help them to create a strong plan for reentry, and prepare for many of the things to come.



FIND MORE KNOW-YOUR-RIGHTS LEGAL INFORMATION IN THE ROADMAP TO REENTRY LEGAL GUIDE:

Do you have individual questions about barriers related to reentry or involvement with the criminal justice system that we did not cover in this Toolkit? Root & Rebound publishes and updates an encyclopedic, know-your-rights reentry legal guide called the *Roadmap to Reentry*. It is available online, in print, and for free in prison and jail libraries (where possible).

SEARCH THE ONLINE GUIDE OR REQUEST A PAPER COPY: Search by **key terms** on our searchable website of the *Roadmap to Reentry Legal Guide* at roadmap.rootandrebound.org. Download the PDF or order a print copy at www.rootandrebound.org/roadmap, or by calling us at 510-279-4662.



CONTACT ROOT & REBOUND FOR FREE FOLLOW-UP SUPPORT.

If you have any questions about the information in this Toolkit or would like to speak with someone on Root & Rebound's legal team, please call our free, weekly Reentry Legal Hotline, any Friday, from 9 a.m. - 5 p.m. PST at phone number (510) 279-4662 (we accept collect calls from people in custody); write us confidential, legal mail at: 1730 Franklin Street, Suite 300, Oakland, CA 94612 (ATTN: Katherine Katcher, SBN: 295448); or view our online resources at rootandrebound.org/roadmap.

WE ARE THINKING OF YOU, WISHING YOU AND YOUR LOVED ONE THE BEST, AND LOOK FORWARD TO HEARING FROM YOU ALONG THE JOURNEY.

APPENDIX A: Legal Aid Referrals Across California

In Appendix A, you will find a list of statewide resources that can help you connect with a **civil legal aid lawyer**, a list of legal aid organizations **by region** in California, as well as a few **prisoners' rights** clinics and organizations.

STATEWIDE RESOURCES:

- Call **Root & Rebound's Reentry Legal Hotline** any Friday, 9 a.m. – 5 p.m. PST, at phone number 510-279-4662, with any questions related to navigating the impact of a criminal record, and other reentry-related questions. (Please note: We accept collect calls from people in prison, jail, or detention.)
- Call **2-1-1**, or visit www.211database.org for referrals to legal aid organizations and other helpful services in your area.
- Contact a local **County Bar Association** or **Ethnic Bar Association** to see if they offer free or low-cost legal support.
- Look at the **California State Bar's legal aid listings** online at: <http://lawhelpca.org/find-legal-help>.
- **Self-Help Family Law Resource:** Every family court in the state of California has a **Family Law/Self-Help Facilitator**, which is an office that can help you with family court forms, answer questions, provide general information about family law issues, and walk you through the steps of your case if you do not have a lawyer. To find your local Family Law Facilitator, go to <http://www.courts.ca.gov/selfhelp-facilitators.htm>.

LEGAL AID REFERRALS BY REGION:

Northern California

- a. ACLU of Northern California
Location: San Francisco, CA
Phone: English Legal Assistance (415) 621-2488; Spanish Legal Assistance (415) 293-6356
Website: <https://www.aclunc.org/vote>
- b. East Bay Community Law Center
Location: Berkeley, CA
Phone: (510) 548-4040
Website: <http://www.ebclc.org>
- c. Legal Services of Northern California
Locations and Phone: Eureka (707) 445-0866, Toll-Free: (800) 972-0002; Ukiah, CA (707) 462-1471, Toll-Free: (877) 529-7700
Website: <http://www.about.lsn.net>
- d. Public Defender's Office, Yolo County
Location: Woodland, CA
Phone: (530) 666-8165
Website: <http://www.yolocounty.org/law-justice/public-defender>

Bay Area

- a. Asian Americans Advancing Justice – Asian Law Caucus Immigrant Rights Program
Location: San Francisco, CA
Phone: (415) 896-1701
Website: <http://www.advancingjustice-alc.org>
- b. Bay Area Legal Aid –Federal Student Loan Consolidation and Disability Discharge Assistance
Locations & Phone: Toll-Free: (800) 551-5554; Alameda County (510) 250-5270; Contra Costa County West (510) 250-5270; Contra Costa County East (925) 219-3325; Marin County (415) 354-6360; Napa County (707) 320-6348; San Francisco (415) 354-6360; San Mateo County (650) 472-2666; Santa Clara County (408) 850-7066
Website: <http://www.baylegal.org>
- c. California Rural Legal Assistance
Locations & Phone: Gilroy (831) 724-2253, (831) 688-6535; Santa Rosa, CA (707) 528-9941
Website: <http://www.crla.org>
- d. Centro Legal de la Raza
Location: Oakland, CA
Phone: (510) 437-1554
Website: <http://www.centrolegal.org>
- e. Dolores Street Community Services

- Location: San Francisco, CA
Phone: (415) 282-6209
Website: <http://www.dscs.org>
- f. East Bay Community Law Center
Location: Berkeley, CA
Phone: (510) 548-4040
Website: <http://www.ebclc.org>
- g. Homeless Action Center
Locations & Phone: Oakland (510) 836-3260 ext. 301, Berkeley, CA (510) 540-0878
Website: <http://www.homelessactioncenter.org>
- h. Immigrant Legal Resource Center (counsels about immigration consequences of criminal records)
Location: San Francisco, CA
Phone: (415) 255-9499
Website: <http://www.ilrc.org>
- i. Law Foundation of Silicon Valley: Fair Housing Law Project & Health Legal Services
Location: San Jose, CA
Phone: (408) 293-4790
Website: <http://www.lawfoundation.org>
- j. Lawyers Committee for Civil Rights: Second Chance Legal Clinic
Location: San Francisco, CA
Phone: (415) 814-7610
Website: <http://www.lccr.com>
Website 2: <http://www.lccr.com/programs/immigrant-justice/immigrant-post-conviction-relief-project/>
- k. Legal Aid Society – Employment Law Center
Location: San Francisco, CA
Phone: (415) 864-8208, Toll-Free (866) 864-8208
Website: <https://las-elc.org>
- l. Legal Aid Society of San Mateo
Location: Redwood City, CA
Phone: (650) 558-0915, Toll-Free (800) 381-8898
Website: <http://www.legalaidsmc.org>
- m. Legal Assistance for Seniors
Location: Oakland, CA
Phone: (510) 832-3040
Website: <http://www.lashicap.org>
- n. Legal Assistance to the Elderly
Location: San Francisco, CA
Phone: (415) 538-3333 | Website: <http://www.laesf.org>
- o. Legal Services of Northern California
Location: Vallejo, CA

Phone: (707) 643-0054
 Website: <http://www.about.lsn.net>
 p. Positive Resource Center
 Location: San Francisco, CA
 Phone: (415) 777-0333
 Website: <http://www.positiveresource.org>
 q. Pro Bono Project
 Location: San Jose, CA
 Phone: (408) 998-5298
 Website: <http://www.probonoproject.org>
 r. Public Defender's Office, Alameda County
 Locations & Phone: Main Office (510) 272-6600; Oakland (510) 268-7400; Hayward (510) 670-5000; Fremont (510) 795-2600; Pleasanton, CA (925) 551-6863
 Website: <http://www.co.alameda.ca.us/defender>
 s. Public Defender's Office, San Francisco City and County
 Location: San Francisco, CA
 Phone: (415) 553-1671
 Website: <http://sfpublicdefender.org>
 t. Record Clearance Project at San Jose State University
 Location: San Jose, CA
 Phone: (408) 924-2758
 Website: <http://www.sjsu.edu/justicestudies/programs-events/rcp>
 u. Rubicon — Rubicon legal services are provided to existing clients of their social services programs (career coaching, parenting classes, financial coaching)
 Location: Richmond, CA
 Phone: (510) 412-1725
 Website: <http://www.rubiconprograms.org>
 v. Senior Adults Legal Assistance
 Location: San Jose, CA
 Phone: Main Office (408) 295-5991; North County Toll-Free (650) 969-8656; South County Toll-Free (408) 847-7252
 Website: <http://www.s393914827.initial-website.com>

Central Valley & Central Coast

a. California Rural Legal Assistance
 Locations & Phone: Main Office (415) 777-2752; Arvin (661) 854-3839; Coachella (760) 398-7261; Delano (661) 725-4350; Fresno (559) 441-8721; Hollister (831) 724-2253; Madera (559) 674-5671; Marysville (530) 742-5191; Modesto (209) 577-3811; Salinas (831) 757-5221; Seaside (intakes on Mondays only) (831) 757-5221; San Luis Obispo (805) 544-7997; Santa Cruz (831) 688-6535; Stockton (209) 946-0605; Watsonville, CA (831) 724-2253, (831) 688-6535
 Website: <http://www.crla.org>
 b. Central California Legal Services
 Locations & Phone: Fresno, (559) 570-1200, Merced (209) 723-5466; Visalia, CA (209) 723-5466
 Website: <http://www.centralcallegal.org>
 c. Greater Bakersfield Legal Assistance (GBLA)
 Location: Bakersfield, CA
 Phone: (661) 325-5943
 Website: <http://gbla.org/>
 d. Legal Services for Seniors
 Locations & Phone: Salinas (831) 442-770; Seaside, CA (831) 899-0492
 Website: <http://www.legalservicesforseniors.org>
 e. Legal Services of Northern California
 Locations and Phone: Sacramento (916) 551-2150; Auburn (530) 823-7560; Chico (530) 345-9491, Toll-Free: (800) 345-9491; Redding (530) 241-3565, Toll-Free: (800) 822-9687; Woodland, CA (530) 662-1065
 Website: <http://www.about.lsn.net>

f. Senior Citizens Legal Services
 Locations & Phone: Santa Cruz (831) 426-8824; Watsonville (831) 728-4711; Hollister, CA (831) 637-5458
 Website: <http://www.seniorlegal.org>
 g. UC Davis, Immigration Law Clinic
 Location: Davis, CA
 Phone: (530) 752-6942
 Website: <http://www.law.ucdavis.edu/clinics>
 h. Voluntary Legal Services Program of Northern California — License Reinstatement Clinic
 Location: Sacramento, CA
 Phone: (916) 551-2102
 Website: <http://www.vlsp.org>
 i. Watsonville Law Center
 Location: Watsonville, CA
 Phone: (831) 722-2845
 Website: <http://www.watsonvillelawcenter.org>

Southern California

a. A New Way of Life Reentry Project
 Location: Los Angeles, CA
 Phone: (323) 563-3575
 Website: <http://www.anewwayoflife.org>
 b. Asian Americans Advancing Justice — Asian Law Caucus
 Immigrant Rights Program
 Location: Los Angeles, CA
 Phone: (213) 977-7500
 Website: <http://www.advancingjustice-la.org/>
 c. Bet Tzedek
 Location: Los Angeles, CA
 Phone: (323) 939-0506
 Website: <http://www.bettzedek.org>
 d. California Rural Legal Assistance
 Locations & Phone: Coachella (760) 398-7261; El Centro (760)-353-0220; Oxnard (805) 483-8083; Santa Barbara (805) 963-5982; Santa Maria (805) 922-4563; Vista, CA (760) 966-0511
 Website: <http://www.crla.org>
 e. Harriet Buhai Center for Family Law
 Location: Los Angeles, CA
 Phone: (213) 388-7515
 Website: <http://www.hbcfl.org>
 f. Inland Empire Latino Lawyers Association Legal Aid (wage garnishment due to unpaid child support)
 Location: Riverside, CA
 Phone: (951) 369-3009
 Website: <http://www.iella.org>
 g. Inner City Law Center
 Location: Los Angeles, CA
 Phone: (213) 891-2880
 Website: <http://www.innercitylaw.org>
 h. Legal Aid Foundation of Los Angeles
 Location: Los Angeles, CA
 Phone: (800) 399-4529
 Website: <http://www.lafla.org>
 i. Legal Aid Foundation of Orange County & Community Legal Services of Southeast Los Angeles County
 Locations & Phone: Anaheim (714) 571-5200, Toll-Free: (800) 834-5001, Compton (310) 631-7382, Norwalk (562) 864-9935, Toll-Free: (800) 834-5001, Santa Ana, CA (714) 571-5200, Toll-Free: (800) 834-5001
 Website: <http://www.legal-aid.com>
 j. Legal Aid Foundation of Santa Barbara County - Legal Resource Center
 Locations & Phone: Santa Barbara (805) 568-3303; Santa

Maria (805) 349-1289; Lompoc, CA (805) 737-5452
 Website: <http://www.lafsbcb.org>
 k. Legal Aid Society of San Diego
 Location: San Diego, CA
 Phone: (877) 534-2524
 Website: <http://www.lasdsd.org>
 l. Mental Health Advocacy Services
 Location: Los Angeles, CA
 Phone: (213) 389-2077
 Website: <http://www.mhas-la.org>
 m. Neighborhood Legal Services of Los Angeles County
 Locations: Glendale; Pacoima; El Monte, CA
 Phone: (800) 433-6251
 Website: <http://www.nlsla.org>
 n. Pepperdine Legal Aid Clinic
 Location: Los Angeles, CA
 Phone: (213) 347-6300 ext. 4413
 Website: <http://urm.org/services/clinics/#PepperdineLegal>
 o. Public Defender's Office, Orange County
 Location: Santa Ana, CA
 Phone: (714) 834-2144
 Website: <http://www.pubdef.ocgov.com/main.htm>
 p. San Diego Volunteer Lawyer Program
 Location: San Diego, CA
 Phone: (619) 235-5656
 Website: <http://www.sdvip.org>
 q. Urban League San Diego County, female reentry support
 4305 University Ave, Suite 360
 San Diego, CA 92105
 619-266-6237
 Website: <https://www.sdul.org/>

PRISONERS' RIGHTS ORGANIZATIONS:

a. Prison Law Office
 Location: San Quentin, CA; Berkeley, CA
 Phone: n/a (Note: Due to the high volume of inquiries they receive, the Prison Law Office requests that people get in touch with them by mail at: Prison Law Office General Delivery, San Quentin, CA 94964)
 Website: <http://www.prisonlaw.com>
 b. Center for Human Rights
 Location: Los Angeles, CA
 Phone: (213) 388-8693
 Website: <http://www.centerforhumanrights.org>
 c. UC Davis Law School, Prison Law Clinic
 Location: Davis, CA
 Phone: (530) 752-6942
 Website: <http://www.law.ucdavis.edu/clinics>
 d. University of the Pacific McGeorge School of Law, Prisoner Civil Rights Mediation Clinic
 Location: Sacramento, CA
 Phone: Michael Colatrella, Clinical Professor (916) 739-7303
 Website: www.mcgeorge.edu/Students/Academics/Experiential_Learning/Legal_Clinics/Prisoner_Civil_Rights_Mediation_Clinic.htm
<http://www.law.ucdavis.edu/clinics>
 e. Legal Services for Prisoners with Children
 Location: San Francisco, CA
 Phone: 415-625-7056
 Website: www.prisonerswithchildren.org

PAROLE RELEASE SUPPORT FOR LIFERS:

a. Uncommon Law
 Location: Oakland, CA
 Phone: (510) 271-0310
 Website: <http://uncommonlaw.org>

APPENDIX B: Reentry Organizations Supporting Individuals & Families Impacted by Incarceration Across California

Below is a list of several organizations that provide services and support to individuals and families impacted by incarceration. It may be helpful for you and/ or your loved one to contact these organizations upon their release. Please note that this list is by no means comprehensive--just a starting place! (*Listed alphabetically.*)

ACSOL: The Alliance for Constitutional Sex Offense Laws works to restore civil rights to individuals on California's Sex Offender Registry, as well as to provide support and information to those individuals and their families. To learn more, visit: <http://all4consolaws.org>, call: (818) 305-5984, or write: Alliance for Constitutional Sex Offense Laws, ACLU Building, 1313 W. 8th Street, Los Angeles, CA 90017.

ACCIPP: The Alameda County Children of Incarcerated Parents Partnership includes social service providers, government representatives, advocates, and other individuals working to provide support for children at all stages of their parents' involvement in the criminal justice system. To access their resources and learn more, visit: <http://www.accipp.org>

All of Us or None: All of Us or None is a grassroots civil and human rights organization fighting for the rights of formerly and currently incarcerated people and our families. To learn

more, visit: <http://www.prisonerswithchildren.org/our-projects/all-of-us-or-none/>

Amity Foundation: Amity Foundation is a holistic program that services many facets of reentry, including: addiction, housing, job-training, and de-incarceration. Housing is open to parents with young children. To learn more, visit <http://www.amityfdn.org>; or call: (213) 741-2276 (Los Angeles), or (760) 599-1892 (Vista).

Anti-Recidivism Coalition: The Anti-Recidivism Coalition works to provide support, mentorship, and access to social services and education for previously-incarcerated individuals. ARC also works to change conditions inside prison and jail and undertakes policy advocacy efforts to improve conditions for system-impacted people. To learn more, visit: <http://www.antirecidivism.org>.

A New Way of Life: A New Way of Life is a non-profit reentry program that provides housing and support to formerly incarcerated women for successful community

reentry, family reunification, and individual healing, as well as reentry legal services in Los Angeles. You can contact them by mail at P.O. Box 875288, Los Angeles, CA 90087; call: (323) 563.3575; or email: info@anewwaylife.org.

BBISB: BBISB provides seminars led by highly educated and criminal justice system impacted women, with a focus on educational support resources. To learn more, visit: <https://www.bbisb.org/>, or call: (510) 458-8105.

CARES for Youth (CARES Calls): CARES for Youth is a coalition of family, friends, and community members of people who were sentenced as youth. CARES Calls are conference calls that happen on the first and third Tuesday of every month at 8 p.m. PST (phone number: (805) 399-1000, access code: 817682#). During CARES Calls, friends and family members can share their stories, offer support, and listen to presentations from attorneys and advocates dedicated to sentencing reform for youth and supporting people through reentry. To learn more, visit: <http://fairsentencingforyouth.org/family-friends/> or email Elizabeth Calvin at ecalvin@hrw.org.

Center for Living and Learning: Center for Living and Learning helps formerly incarcerated persons develop work-readiness skills by providing on-the-job training and mentorship. To learn more, visit: center4living.org.

Extended Family: Extended Family is a non-profit organization that provides support, a large local resources database, reentry assistance and networking/fellowship opportunities to family members of incarcerated people. To learn more, visit: extendedfamilyhelp.org.

Essie Justice Group: Essie Justice Group is a support group created to empower women impacted by mass incarceration through family and community healing, organization, and education. To learn more, visit: essiejusticegroup.org.

Friends Outside: Friends Outside's regional offices provide programs and services inside and outside of jail, and also host support groups, recreational programs, emergency assistance, and other resources to assist those impacted by the criminal justice system. To learn more, visit: friendsoutside.org.

Get on the Bus: Get on the Bus is an annual event, offering free transportation for the children of currently incarcerated parents and their caregivers to the prison. It provides travel bags for the children, comfort bags for the caregivers, a photo of each child with his or her parent, and meals for the day at no cost to the families. To learn more, call (818) 980-7714 or email info@getonthebus.us

Homeboy Industries: Homeboy Industries provides hope, training, and support to formerly gang-involved and previously incarcerated men and women allowing them to redirect their lives and become contributing members of the community. To learn more, visit:

<https://www.homeboyindustries.org>; call (323) 526-1254, write: Homeboy Industries, 130 W. Bruno St., Los Angeles, CA 90012; or email: info@homeboyindustries.org.

LARRP: The Los Angeles Regional Reentry Partnership is a network of agencies and advocates working to provide for the reentry needs of individuals and communities through increasing access to reentry resources, especially in the fields of housing, health, and employment, and through policy reform. To learn more, visit: lareentry.org.

Life Support Alliance: Life Support Alliance (LSA) is a social advocacy organization for people serving life sentences and their families. LSA focuses on helping "lifers" and their

families understand the parole process in California. To learn more, visit: lifesupportalliance.org or write: Life Support Alliance, P.O. Box 277, Rancho Cordova, CA 95741.

Prisoner Reentry Network: Prisoner Reentry Network provides information detailing how to get home, get food, find shelter, and get a job. For more information, visit: <https://www.prisonerreentrynetwork.org>; write: PO Box 71552, Oakland, California 94612; or email: info@prisonerreentrynetwork.org.

SFCIPP: The San Francisco Children of Incarcerated Parents Partnership is a coalition of advocates, service providers, government representatives, and others focused on improving the lives of children of incarcerated parents. This organization also publishes information for both parents and children impacted by the criminal justice system. To learn more, visit: <http://www.sfcipp.org/>.

Swords to Plowshares: Swords to Plowshares is a non-profit organization that provides needs assessment and case management, employment and training, housing, and legal assistance to veterans in the San Francisco Bay Area. To learn more, visit <https://www.swords-to-plowshares.org>; call: (415) 252-4788 (San Francisco) or (510) 844-7500 (Oakland); write: 1060 Howard Street, San Francisco, CA 94103 or 2719 Telegraph Avenue, Oakland, CA 94612; or email: supportvets@stp-sf.org.

ROOTS: Roots is a community health center that provides formerly incarcerated people with individualized plans for achieving "whole health," health education and navigation, probation compliance support, and assistance with removing barriers to employment, housing and other critical needs. To learn more, visit: <http://rootsclinic.org/>; call (510) 777-1177; write: 9925 International Blvd., Oakland, CA 94603; or email: admin@rootsclinic.org.

Ten Toes In: Ten Toes In is a group dedicated to supporting, educating, and empowering women who are in relationships with incarcerated men. To learn more, visit: <http://www.tentoessin.org/>.

The Timelist Group: The Timelist Group serves families and communities impacted by the criminal justice system by providing reentry services including educational programs, housing, and mentoring. To learn more, visit <http://www.timelistgroup.org/welcome.html>.

The Young Women's Freedom Center: The Young Women's Freedom Center provides advocacy, organization, and paid-internships for young women and girls between the ages of 14-24 that have been incarcerated, lived and worked on the streets, young moms, and young women that have been criminalized by the state. For more information, visit: <http://www.youngwomenfree.org/>; call: (415) 703-8800; write: The Young Women's Freedom Center 832 Folsom Street, Suite 700, San Francisco, CA 94107; or email: info@youngwomenfree.org.

There are many other organizations not listed here that assist people in reentry and people with records. Visit the following links for more referrals and lists:

California Reentry Council Network (CRCN) Directory:
http://calreentry.com/wp-content/uploads/2012/12/CRCN-2015-2016-Directory.FINAL_.pdf

CDCR Community Provider Directory:
https://www.cdcr.ca.gov/Community_Partnerships/SearchByProvider.aspx

San Francisco "Getting Out, Stay Out" guide:
<http://sfgov.org/adultprobation/getting-out-and-staying-out>

APPENDIX C: Immigration Support Referrals

The following resources can provide you with information, resources, and support for reentry issues that involve immigration. If you need more information about which of these organizations may be able to provide the type of services or support your loved one's needs, call Root & Rebound's Reentry Legal Hotline any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662 for more information.

Hotlines for Immigrants:

- **ICE out of CA Hotline:** If you witness an ICE Raid in California, call this hotline at 1-844-TRUST-01 (1-844-878-7801), which connects with a confidential voicemail that is monitored by immigrant lawyers and advocates. Learn more at iceoutofca.org.
- **Coalition for Humane Immigrant Rights of Los Angeles:** Call 1-888-6-CHIRLA (1-888-624-4752) for free “know-your-rights” information for undocumented people in the United States. Hours of operation: 9:00 a.m. - 5:00 p.m. *It is safe for non-citizens and undocumented people to call this hotline.*
- **Stand Together Contra Costa Immigrant Hotline:** If you reside in Contra Costa County, *Stand Together Contra Costa* may be able to provide you with free, rapid-response deportation defense legal services. They also run immigration clinics and trainings for individuals and families with immigration concerns. To learn more, contact their 24 hour staffed hotline at 925-900-5151, or learn more online at <http://www.standtogethercontracosta.org>.

California Immigrants Rights Organizations:

Immigrant Legal Resource Center

1663 Mission Street, Suite 602, San Francisco, CA 94103
(415) 255-9792 www.ilrc.org
Expertise in immigration and criminal law overlap
Provides pro bono post-conviction relief services

Asian Americans Advancing Justice – Asian Law Caucus

SF: 55 Columbus Avenue, San Francisco, CA 94111. Phone: (415) 896-1701
LA: 1145 Wilshire Blvd, Los Angeles, CA 90017. Phone: (213) 977-7500
www.advancingjustice-alc.org/
Expertise in removal defense due to criminal convictions

Centro Legal de la Raza

3400 E. 12th Street, Oakland, CA 94601
(510) 437-1554 www.centrolegal.org
Expertise in removal defense

Dolores Street Community Services

938 Valencia St., San Francisco, CA 94110
(415) 282-6209 www.dscs.org
Expertise in removal defense

Pangea Legal Services

360 Sansome St., #650, San Francisco, CA 94104
(415) 254-0475 www.pangealegal.org
Expertise in removal defense

Community Legal Services of East Palo Alto

1861 Bay Rd., East Palo Alto, CA 94303
(650) 326-6440 www.clsepa.org
Expertise in removal defense

Social Justice Collaborative

420 3rd Street, Suite 130, Oakland, CA 94607
(510) 992-3964 socialjusticecollaborative.org
Expertise in removal defense

Oakland Law Collaborative

1736 Franklin Street, Suite 400, Oakland, CA 94612
(510) 891-1589 (Community Law Office) oaklaw.org
Expertise in removal defense

UC Davis, Immigration Law Clinic

Location: Davis, CA
(530) 752-6942 www.law.ucdavis.edu/clinics

National Immigrant Rights Organizations and Resources:

Immigration Advocates Network (IAN): IAN works to provide communication and cooperation between organizations working with immigrant communities. On IAN's website you can access a database with contact information for nearly 150 organizations helping immigrants in California.
Website: www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=CA

National Immigration Law Center (NILC): NILC is a national organization that defends and advances the rights of low-income immigrants and their families. On NILC's website, you can find a list of additional California organizations that support immigrant families. Website: www.nilc.org/calres.html

Immigration Legal Research Center (ILRC): ILRC educates immigrants, community organizations, and the legal community on many different topics that affect immigrants, such as how to protect against becoming a victim of immigration fraud and changes in immigration laws.
Website: www.ilrc.org/about-ilrc/what-we-do

National Network for Immigrant and Refugee Rights (NNIRR): NNIRR defends and works to grow the rights for both documented and undocumented immigrants.
Website: www.nnirr.org/drupal/about-us

Immigration Advocates Network National Immigration Legal Services Directory:
www.immigrationadvocates.org/nonprofit/legaldirectory

Immigrant Defense Project: www.immdefense.org

National Lawyer's Guild – National Immigration Project: www.nationalimmigrationproject.org

American Immigration Lawyer Search:
www.aialawyer.org

iAmerica: www.iamerica.org
Note: iAmerica's website also includes “KNOW YOUR RIGHTS” fact sheets and “RESOURCES.” Their newest resource immi.org helps you screen your immigration options.

APPENDIX D: Transitional Housing Providers that Accept Applications from Currently Incarcerated People

The following **chart** is a list of transitional housing providers that can accept applications from individuals who are currently incarcerated. *If your loved one needs to have transitional housing secured to present to the California Board of Parole Hearings, this list may be a helpful starting place.*¹⁰

For more information on the different programs, you and/ or your loved one can write the address or call the phone number listed. However, please note that this chart is not comprehensive, meaning there may be places that accept applications from people currently incarcerated that are not on this list. Programs on this list may also change their policies at any time.

BAY AREA:

- **Men of Valor Academy:** 6118 International Blvd., Oakland, CA 94621, Phone: 510) 567-1308, Website: <http://www.menofvaloracademy.org>, Notes: Men only.
- **Homeless Veteran's Emergency Housing Facility,** 795 Willow Rd., Bldg. 323 B, Menlo Park, CA 94025, Phone: (650) 324-2881, Notes: Ex-veterans only.
- **Shirley Lamarr/The Centre:** 1447 El Camino Real, Redwood City, CA 94063, Phone: (650) 366-7225 (main line), 650) 218-8256 (cell), Website: <https://www.mzshirliz.org>, Notes: Housing available for people who are currently incarcerated; Provides job training; Provides GED help.
- **Delancey Street:** 600 Embarcadero, San Francisco, CA 94107, Phone: (415) 957-9800, Website: <http://www.delanceystreetfoundation.org> Notes: 2 year commitment, Also has LA location.

CENTRAL VALLEY:

- **Isaiah's Recovery Services:** 1904 Clarendon St., Bakersfield, CA 93307, Phone: (661) 633-9702.

SACRAMENTO AREA:

- **Re-Entry Inc.:** P.O. Box 6804, Auburn, CA 95604, Phone: 530-885-4249, Website: www.re-entryprogram.com.
- **Restoration House:** 4141 Soledad Ave., Sacramento, CA 95820, Phone: (916) 454-2068, Website: <http://restorationhs.org>
- **Men's Overcomers Discipleship Ministry:** 2733 Branch St., S. 1, Sacramento, CA 95815, Phone: (916) 920-3082, Website: <http://overcomersprogram.org>.
- **Catholic Rainbow Outreach:** 11419 Carmeneta Rd, Whittier, CA 90605, Phone: (562) 944-2283, Website: <http://catholicrainbowoutreach.com>.
- **Recovery Zone,** 8035 Oakdale Ave., Winnetka, CA 91306, Phone: 818-894-8617.

SOUTHERN CALIFORNIA:

Los Angeles, CA:

- **Emmanuel Baptist Rescue Mission,** 530 East 5th Street, Los Angeles, CA 90013, Phone: (213) 626-4681, Website: www.ebrm.org, Notes: Accepts 290 registrants.
- **Herbert Homes:** 4101 Inglewood Boulevard, Los Angeles, CA 90066, Phone: (310) 737-7566, Website: <http://herberthouse.com>, Notes: Men only.
- **Testimonial Community Love Center/Transitional Housing:** 5701 South Western Avenue, Los Angeles, CA 90044, Phone: (323) 291-6753, Website: www.testimonialcllc.org
- **Warriors for Christ Transitional Housing:** 115 West 111th Street, Phone: (323) 333-1864, Website: www.wfchousing.com.
- **First Phase:** 646 West 94th Street, Los Angeles, CA 90044, Phone: (805) 228-9906, Note: Multiple housing locations in Los Angeles. Call and check for your nearest location and its requirements.
- **JWCH-HOPWA:** 522 South San Pedro Street, Los Angeles, CA 90013, Phone: (213) 486-4931, Website: <http://jwchinstitute.org/hiv-services/hivaids-residential-housing/>. Note: Referral needed.

¹⁰ This list was adapted from Uncommon Law. Visit www.uncommonlaw.org to learn more about their work representing lifers at their suitability hearings before the California Board of Parole Hearings.

- **Good Shepherd Center for Homeless Women & Children Farley House Transitional:** 1640 Rockwood Street, Los Angeles, CA 90026, Phone: (213) 482-0281, Website: <https://gschomeless.org>. *Note: Women only.*
- **Jovenes, Inc.:** Casa Olivares, 1208 Pleasant Avenue, Los Angeles, CA 90033, Phone: (323) 993-7400, Website: <http://www.jovenesinc.org/oursolutions2/permanent-supportive-housing>. *Note: Men only.*
- **PATH/Veteran Connections:** 340 North Madison Avenue, Los Angeles, CA 90004, Phone: (323) 644-2200, (323) 644-2216, Website: <http://www.epath.org/site/PATHServices/VeteranConnections/home.html>
- **Ellas Foundation:** 3006 South Vt Avenue, Suite 113, Los Angeles, CA 90007, Phone: (310) 743-4451, Website: www.ellasfoundation.org

Long Beach, CA:

- **Alliance For Housing and Healing (The Serra Project):** 706 Lime Street, Long Beach, CA 90804, Phone: (562) 951-3869, Website: <https://alliancehh.org>
- **Substance Abuse Foundation of Long Beach, Inc.:** 3125 East 7th street, Long Beach, CA 90804 Phone: (562) 987-5722, Website: <http://www.asaferefuge.org>
- **Crossroads, Inc.:** P.O. Box 15, Claremont, CA 91711, Phone: (909) 626-7847, Website: www.crossroadswomen.org, *Note: Women only.*
- **Archdiocese of Los Angeles - Partnership for Re-entry Program (PREP):** 1224 W. 40th Place, Los Angeles, CA 90037, *Contact: Sister Mary Hodges, Phone: (213) 438-4820 ext. 23, E-mail: SrMSHodges@la-archdiocese.org, Website: <http://www.la-archdiocese.org/org/orj/Pages/ministries-prep.aspx>.*
- **Victory Outreach:** 4160 Eagle Rock Blvd., Los Angeles, CA 90065, Phone: (323) 258-7878, <http://www.voeaglerock.org>.
- **Holy Spirit Investments:** 6111 S. Verdun Ave., Los Angeles, CA 90043, Phone: (323) 292-9971.
- **Union Rescue Mission:** 545 S. San Pedro St., Los Angeles, CA 90013, Phone: (213) 347-6300, Website: <http://urm.org>.
- **A New Way of Life Re-Entry Project:** P.O. Box 875288, Los Angeles, CA 90059, Phone: (323) 563-3575, Website: www.anewwayoflife.org. *Note: Women only.*
- **The Francisco Homes:** P.O. Box 7190, Los Angeles, CA 90007, Phone: (323) 293-1111, Website: <http://thefranciscohomes.org>. *Note: Multiple housing locations in Los Angeles.*
- **Women in Transition Re-entry Project:** P.O. Box 59621, Los Angeles, CA 90059, Phone: (310) 706-5580, Website: <http://withproject.org>. *Note: Women only.*

Marina Del Rey:

- **Love Lifted Me Recovery:** P.O. Box 10966, Marina Del Rey, CA 90295, Phone: (310) 821-8677, Website: <http://loveliftedmerecovery.org>

Carson, CA:

- **Human Potential Consultants, Inc.:** 550 E. Carson Plaza Dr., Suite 127, Carson, CA 90746, Phone: (310) 756-1560, Website: www.hpcemployment.com

Sherman Oaks, CA:

- **In2recovery Foundation:** 5152 Sepulveda Blvd #184, Sherman Oaks, CA 91403, Phone: (818) 800-262, Website: <https://in2recovery.org>. *Note: Multiple housing locations in Los Angeles (some are men only).*

APPENDIX E: Sample Reentry Plan

What is a reentry plan? A reentry plan is a step-by-step plan designed to help your loved one prepare for life after incarceration. It can include everything from your loved one's **"big picture" goals** to **very specific information** about your loved one's plans for housing, employment, education, family reunification, healthcare, and more. A strong reentry plan will include **specific strategies, action steps, and information about where to go for help if you and your loved one need it.**

The sample reentry plan below includes questions and checklists meant to help you and your loved one **think through and write down their plans for the transition process from incarceration to community.** It may help you and your loved one to keep track of all their plans in one place—plans related to getting ID, securing housing and employment, continuing education, preparing for community supervision (parole or probation), managing court-ordered debt, pursuing record-cleaning options, and dealing with immigration issues. All of the questions that appear in the main sections of the Toolkit are combined here.

This sample reentry plan was designed mainly for people who are currently incarcerated or recently released, but parts of it can be useful long after any system involvement. You can skip or cross out the sections that are not useful.

Remember that there is no such thing as a "perfect" reentry plan. All plans will be different because all people have unique situations, goals, and considerations. Use this sample reentry plan however it helps your loved one!

PART 1: Starting Over Strong in Reentry

STARTER QUESTIONS:

- What are the *biggest goals* for your loved one's reentry?
- What do you expect to be the *biggest challenges* for you in your loved one's reentry? OR What are the biggest challenges for you and your loved one now?
- What do YOU wish your loved one knew about YOUR OWN struggles as they prepare for reentry? What does YOUR LOVED ONE want you to know about their struggles?
- What kind of help will your loved one need or do you need in addressing their history of incarceration or past involvement with the criminal justice system?
- How can your family or friends support you and your loved one?
- What role do you expect your loved one to play in your family once he or she is released? What role do they expect to play?
- Are there children involved in your family's transition? How can/will you help them with the reentry process? What role will your loved one play in their lives?
- How can a community group support you and your loved one (like those listed in Appendix A, pg. 91, or Appendix B, pg. 93)?

MAKING COMMITMENTS:

From your perspective, what are the most important commitments for you to stick to in your loved one's reentry?

- ☐ COMMITMENT 1: _____
- ☐ COMMITMENT 2: _____
- ☐ COMMITMENT 3: _____
- ☐ COMMITMENT 4: _____
- ☐ COMMITMENT 5: _____

Consider referring back to these commitments as daily motivations in your loved one's reentry. When either of you reach certain goals, feel free to check off old commitments and add new ones.

WAYS MY LOVED ONE WILL TAKE CARE OF THEIR SELF:

(If therapy or relapse prevention is part of your loved one's self-care plan, see pg. 16 for some ideas.)

- _____
- _____
- _____

[If applicable] MY LOVED ONE'S RELAPSE PREVENTION PLAN INCLUDES:

- _____
- _____
- _____

PEOPLE I CAN ASK TO HELP MY LOVED ONE INCLUDE:

(This could include family, friends, and loved ones as well as professionals.)

- _____
- _____
- _____

RESOURCES I WANT TO LOOK INTO ARE:

(This could include reentry organizations, therapy, etc.)

- _____
- _____
- _____

PART 2: Getting ID & Other Basics for the Early Days Out

CHECKLIST FOR GETTING IDENTIFICATION DOCUMENTS:

My loved one *already has* the following forms of ID:

- ☐ Birth Certificate
- ☐ California State ID
- ☐ Driver's License
- ☐ Social Security Number/Card
- ☐ U.S. Passport
- ☐ Library Card
- ☐ Tribal ID Card
- ☐ Other

My loved one *still needs* to get the following ID:

- ☐ Birth Certificate
- ☐ California State ID
- ☐ Driver's License
- ☐ Social Security Number/Card
- ☐ U.S. Passport
- ☐ Library Card
- ☐ Tribal ID Card
- ☐ Other

The steps my loved one will take to get the ID they need are:

- _____
- _____
- _____

IF THERE IS A LEGAL ISSUE RELATED TO GETTING ID, MY LOVED ONE OR I WILL CALL:

_____ (You can call Root & Rebound's reentry legal hotline as a start—call any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662. Also, see Appendix A, pg. 91, for a list of legal aid organizations across California.)

MY LOVED ONE NEEDS HELP GETTING THESE OTHER BASICS AND USEFUL ITEMS IN THEIR REENTRY:

- | | |
|--|---|
| <input type="checkbox"/> Food | <input type="checkbox"/> Watch with an Alarm |
| <input type="checkbox"/> Immediate Housing/Shelter | <input type="checkbox"/> Pocket Calendar and/or Note Pad |
| <input type="checkbox"/> Clothing & Toiletries | <input type="checkbox"/> E-mail account |
| <input type="checkbox"/> Transportation Plan/Public Transit Pass | <input type="checkbox"/> Computer and/or Computer Classes |
| <input type="checkbox"/> Financial Help | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Other: _____ |

PEOPLE MY LOVED ONE CAN ASK TO HELP THEY INCLUDE:

(This could include family, friends, and loved ones as well as professionals.)

- _____
- _____

PART 3: Voting Rights

VOTING IS IMPORTANT TO MY LOVED ONE BECAUSE:

MY LOVED ONE IS ELIGIBLE TO VOTE ON THE FOLLOWING DATE:

(This is the date your loved one is no longer in prison and off state parole. Unless they are incarcerated in state or federal prison **or** on state parole, your loved one can vote in CA!)

MY LOVED ONE CAN (RE)REGISTER TO VOTE BY TAKING THE FOLLOWING STEPS:

- _____
- _____
- _____

PART 4: Creating a Housing Plan

THE FOLLOWING IS MOST IMPORTANT TO MY LOVED ONE IN MAKING THEIR HOUSING DECISIONS:

MY LOVED ONE'S SHORT-TERM HOUSING PLAN:

When my loved one first gets out of jail or prison, they will live at: _____.
(This might be a shelter or transitional housing. Your loved one may also be **required** to live in transitional housing, especially if you are on state parole after a life term.) **My loved one can live here for** _____ **months.**

My loved one will be living with ME and/ or other people, including: _____.
If your loved one will be living with YOU, family, or friends after release, have you checked to make sure that your lease allows them to live there? Do you know about how parole and probation have the right to do searches in the residence? Will your loved one have to go through a background check to live there? Feel free to write details below.

If this short-term or transitional housing plan falls through, my loved one's back-up plan is: _____.

MY LOVED ONE'S LONG-TERM HOUSING PLAN:

My loved one's long-term/permanent housing plan (meaning their housing plan after living in a shelter or in transitional housing) includes: _____.

SPECIAL SITUATIONS:

Check the box of any situations that apply to your loved one, and write notes that may be helpful below.

- ☐ *My loved one has disabilities that they need their housing to accommodate, including:* _____.
- ☐ *My loved one needs to find a place that will allow them to live with their children.*
- ☐ *My loved one needs LGBTQIA-safe housing.*
- ☐ *My loved one has no-contact orders that affect where they can live. (Include any notes you wish to here).*
- ☐ *Other:* _____

PEOPLE MY LOVED ONE CAN ASK TO HELP THEM WITH THEIR HOUSING PLAN INCLUDE:

(This could include family, friends, and loved ones as well as professionals.)

- _____
- _____

IF THERE IS A LEGAL ISSUE RELATED TO GETTING HOUSING, MY LOVED ONE OR I WILL CALL:

(You and/ or your loved one can call Root & Rebound's reentry legal hotline as a start: call any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662. Also, see Appendix A, pg. 91, for a list of legal aid referrals across California.)

PART 5: Creating an Employment Plan

STARTER QUESTIONS:

- What type of jobs has your loved one had in the past? What are they interested in doing now?
- Does your loved one still have a good relationship with any of their past employers?
- Did your loved one receive, or are they receiving, any vocational training while incarcerated?
- Do any of the jobs your loved one is interested in have restrictions based on their criminal record? Or do they require an occupational license or certificate? If so, make notes about your loved one's plan to research and prepare for these job or licensing/certificate barriers below.

EMPLOYMENT-READY CHECKLIST:

My loved one has the following documents they need for employment:

- ☐ A California State ID, a California State Driver's License, OR a Valid U.S. Passport
- ☐ Either their Security Number (SSN) or Birth Certificate

My loved one has completed the following to prepare for job interviews:

- ☐ Changed all voicemail greetings and social media profiles to be professional and appropriate for work.
- ☐ Created a professional email address. *Write it here:* _____
- ☐ Volunteered at: _____
- ☐ Completed the following schooling: _____
- ☐ Participated in a reentry program or a workforce development/job readiness program.
- ☐ Learned basic computer skills to fill out applications online.
- ☐ Practiced answering "mock" interview questions (including practicing a Q&A to explain time in prison or jail).
- ☐ Created a resume that is up-to-date with professional and volunteer experiences, skills, and a list of references.
- ☐ Planned for transportation to and from work.
- ☐ [If applicable] Arranged for childcare.
- ☐ [If applicable] Attended any required schooling, classes or vocational training for their desired job.
- ☐ "Cleaned up" their criminal record, where possible, by meeting with a reentry lawyer at a record-cleaning clinic.

LIST OF EMPLOYERS MY LOVED ONE CAN REACH OUT TO INCLUDE:

Name of potential employer: _____

Address: _____

Phone number: _____

Contact person: _____

Type of employment: _____

Expected hours (full or part-time?) _____ Expected pay: _____

Name of potential employer: _____

Address: _____

Phone number: _____

Contact person: _____

Type of employment: _____

Expected hours (full or part-time?) _____ Expected pay: _____

PEOPLE MY LOVED ONE CAN ASK TO HELP THEM WITH THEIR EMPLOYMENT PLAN INCLUDE:

(This could include family, friends, and loved ones as well as professionals.)

- _____
- _____

IF THERE IS A LEGAL ISSUE RELATED TO EMPLOYMENT OR OCCUPATIONAL LICENSING, MY LOVED ONE OR I WILL CALL: _____

(You and/ or your loved one can call Root & Rebound's reentry legal hotline as a start: call any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662. Also, see Appendix A, pg. 91, for a list of legal aid referrals across California.

Part 6: Continuing Education

STARTER QUESTIONS:

- What level of education/schooling has your loved one completed?
- Did your loved one receive any education or career training while incarcerated?
- Is your loved one interested in furthering their education?
- What academic subjects or career fields is your loved one interested in learning more about?
- Does your loved one's career goals require special training, degrees, or licenses?
- Are there any barriers your loved one might face to entering that career because of their arrest or conviction record (*also see the Employment Section of this Toolkit*)?
- Will your loved one need financial aid or scholarships to help pay for school? If so, what aid do they plan to apply for?
- How much time does your loved one have to dedicate to school each week?
- [If applicable] If your loved one has/had to register as a sex offender, please note they will need to register with campus police and be aware of other campus rules and requirements.

SCHOOL-READY CHECKLIST [some may not apply to your loved one]:

- ☐ Get official identification documents (ID).
- ☐ Get transcripts from previous coursework/credits they already completed.
- ☐ Take an educational assessment (placement test) to better understand their educational level and needs.
- ☐ Complete Adult Basic Education (ABE) or English-as-a-Second-Language (EDS) classes.
- ☐ Complete my high school equivalency certificate (like the GED) or classes for their high school diploma.
- ☐ Apply for Financial Aid (like the FAFSA and California grants) for college or graduate school.
- ☐ Request letters of recommendation from past employers, teachers, or other community members who can say good things about them and their educational goals.
- ☐ Complete online applications, including a personal essay.

PEOPLE MY LOVED ONE CAN ASK TO HELP THEM WITH THEIR EDUCATION AND FINANCIAL AID APPLICATIONS ARE:

(This could include family, friends, and loved ones as well as professionals.)

- _____
- _____

PART 7: Adjusting to Life on Community Supervision (Parole/Probation)

STARTER QUESTIONS:

- [If currently incarcerated]
 - My loved one's expected release date is: _____
 - This date could change if: _____

MY LOVED ONE WILL BE ON THE FOLLOWING TYPE OF SUPERVISION AFTER RELEASE OR THEY ARE CURRENTLY ON THE FOLLOWING SUPERVISION:

- ☐ State Parole (supervised by state parole agent)
- ☐ Formal Probation (supervised by county probation officer)
- ☐ Informal Probation (supervised by county probation officer)
- ☐ Post-Release Community Supervision (PRCS) (supervised by county probation officer)
- ☐ Mandatory Supervision (supervised by county probation officer)
- ☐ Federal Probation (supervised by federal probation officer)
- ☐ Federal Parole (supervised by federal probation officer)
- ☐ My loved one is not sure.

LENGTH OF SUPERVISION

- The length of time of time that my loved one will be under supervision is: _____
- My loved one's expected release date off of supervision is: _____
- To request early discharge, my loved one can do the following: _____

CONDITIONS OF SUPERVISION:

*My loved one's **general conditions** are:*

The search and seizure law that apply to my loved one include: _____

These search laws could also affect the people my loved one lives with in the following ways:

My loved one also has special (extra) conditions of supervision: (Yes / No)

- If yes, they are:

My loved one has registration requirements: (Yes / No)

- If yes, my loved one thinks they have the following registration requirement(s):

My loved one has a "no contact" or "stay away" order with the victim in their case: (Yes / No)

- If yes, what steps can my loved one take to make sure they comply with the no contact order?

IMPORTANT CONTACT INFORMATION FOR MY LOVED ONE'S SUPERVISION:

<i>My loved one will be supervised in the following county (if on county probation or state parole) <u>OR</u> district (if on federal supervision):</i>	
<i>The office address where my loved one has to report is:</i>	
<i>The name of my loved one's supervising officer is:</i>	
<i>My loved one's supervising officer's contact information is:</i>	Office Phone: Cell Phone: Email:
<i>Other important information to remember:</i>	

PART 8: Managing Court-Ordered Debt**STARTER QUESTIONS**

Does your loved one owe restitution, court fines, and fees? (Yes / No)

If yes, how much?

- Victim's Restitution: \$ _____
- Other Restitution: \$ _____
- Court fines (e.g., drug program fine, alcohol education fine, domestic violence fine): \$ _____
- Court fees (e.g., jail booking fee, public defender fee): \$ _____

Which agency or company is collecting the debt from your loved one?

- Victim's Restitution: _____
- Other Restitution: _____
- Court fines (e.g., drug program fine, alcohol education fine, domestic violence fine): _____
- Court fees (e.g., jail booking fee, public defender fee): _____

Has any of your loved one's debt gone to collections? (Yes / No)

If yes, please provide details about the collections company, account number, or amount due below:

PART 9: Options for Record-Cleaning

STARTER QUESTION:

- What are your loved one's *major goals* in cleaning up their record?

NEXT STEPS MY LOVED ONE WILL TAKE INCLUDE:

- ☐ Getting a copy of their RAP Sheet.
- ☐ Calling Root & Rebound's reentry legal hotline to discuss their options (any Friday, 9 a.m. – 5 p.m. PST, at phone number 510-279-4662).
- ☐ Seeing a reentry lawyer to determine what record-cleaning options are available to them.
- ☐ Other: _____

INFORMATION MY LOVED ONE WILL NEED TO HAVE AVAILABLE TO GET RECORD-CLEANING HELP FROM A LAWYER:

(Remember: There are several free record-cleaning clinics across the state!)

- ☐ Proof of public benefits or low-income (to get a fee waiver for court filings and RAP sheet requests).
- ☐ A copy of my **RAP sheet**.
- ☐ Information about their citizenship status (this is important because a lawyer may recommend different options if your loved one is *not* a U.S. citizen.)
- ☐ *For each conviction, a reentry lawyer will need answers to these questions:*
 - What was the conviction offense (and the specific code section)?
 - What county did the conviction occur in?
 - Was the conviction a felony or misdemeanor?
 - What sentence did your loved one receive?
 - Did your loved one serve their sentence in prison or county jail?
 - If your loved one was sentenced to probation, did they successfully finish their probation?
 - Does your loved one have any pending (ongoing) arrests or criminal cases?
 - Is your loved one currently on parole or probation? If so, how much longer will they be on it? (Note: Sometimes your loved one or a lawyer can request early discharge.)

PART 10: Setting Up Public Benefits & Health Care

STARTER QUESTIONS:

- ***Which public benefits has your loved one received in the past and which ones do they plan to apply for? Fill out the checklist below.***

<i>Received in the past:</i>	<i>My loved one needs to apply for:</i>
<ul style="list-style-type: none"><input type="checkbox"/> CalWORKS<input type="checkbox"/> CalFresh<input type="checkbox"/> General Assistance or General Relief (GA/GR)<input type="checkbox"/> Medi-Cal<input type="checkbox"/> Medicare<input type="checkbox"/> Native benefits/"settlement checks"<input type="checkbox"/> Tribal Temporary Assistance for Needy Families (TANF)<input type="checkbox"/> Social Security Income (SSI)<input type="checkbox"/> Supplemental Security Disability Income (SSDI)<input type="checkbox"/> Social Security (SS) retirement benefits<input type="checkbox"/> Veteran's benefits (VA)<input type="checkbox"/> LifeLine Phone<input type="checkbox"/> Benefits from the local city government (fill in program name here): _____	<ul style="list-style-type: none"><input type="checkbox"/> CalWORKS<input type="checkbox"/> CalFresh<input type="checkbox"/> General Assistance or General Relief (GA/GR)<input type="checkbox"/> Medi-Cal<input type="checkbox"/> Medicare<input type="checkbox"/> Native benefits/"settlement checks"<input type="checkbox"/> Tribal Temporary Assistance for Needy Families (TANF)<input type="checkbox"/> Social Security Income (SSI)<input type="checkbox"/> Supplemental Security Disability Income (SSDI)<input type="checkbox"/> Social Security (SS) retirement benefits<input type="checkbox"/> Veteran's benefits (VA)<input type="checkbox"/> LifeLine Phone<input type="checkbox"/> Benefits from the local city government (fill in program name here): _____

- ***Is your loved one currently receiving treatment for a health-related diagnosis or condition?***
Circle: Yes or No. If yes, write more information here:

- **Are you currently taking medications?** Circle: Yes or No

If yes, add more information about your loved one's medication and prescription below:

Medications they take:

Pharmacy Address:

Phone Number:

- **Does your loved one have health insurance?** Circle: Yes or No

If yes, fill in the information below. If they are on MediCal or Social Security, make notes about that here:

Provider name:

Plan number:

Provider customer service number:

Provider appointment number:

SETTING UP HEALTHCARE APPOINTMENTS: IMPORTANT INFORMATION

Doctor's Name:	Appointment Information:	
<input type="checkbox"/> General practitioner:	Address: Appointment time:	Phone number:
<input type="checkbox"/> Optometrist:	Address: Appointment time:	Phone number:
<input type="checkbox"/> Gynecologist:	Address: Appointment time:	Phone number:
<input type="checkbox"/> Dentist:	Address: Appointment time:	Phone number:
<input type="checkbox"/> Specialist:	Address: Appointment time:	Phone number:
<input type="checkbox"/> Physical Therapist:	Address: Appointment time:	Phone number:

PART 11: Planning for Family & Child Reunification

STARTER QUESTIONS

- Where are your loved one's children currently (for example, are they staying with a relative or in foster care)?
- What has your loved one been doing to stay in touch while they have been in custody?
- Is your loved one ready to rejoin their family? How involved with the children do they want to be?
- What is the status of your loved one's parental rights?

COURT CASES & ORDERS INVOLVING FAMILY AND CHILDREN

Are there any court orders or supervision conditions that may affect your loved one's ability to be involved with their children?

- ☐ Criminal court orders:
 - ☐ Who is protected?
 - ☐ When does it expire?
- ☐ Civil restraining orders:
 - ☐ Who is protected?
 - ☐ When does it expire?
- ☐ Conditions of supervision that prevent/limit contact:

Are there any court cases involving your loved one's children?

- ☐ What type...?
 - ☐ CPS case.

If so, is the child... (circle one):

(1) in foster care; (2) with a long-term guardian; (3) adopted to someone else; (4) I don't know.

- ☐ Probate guardianship
- ☐ Family court case
- ☐ My loved one is not sure.
- ☐ Write down details about any custody/visitation court orders in place:

THE NEXT STEPS MY LOVED ONE PLAN TO TAKE ARE TO:

- ☐ Find out if there is a court case involving their children
- ☐ Get copies of case records related to their children
- ☐ Establish paternity
- ☐ Ask a court for visitation or custody

CHILD SUPPORT DEBT:

Does your loved one owe ongoing child support payments? Circle: Yes or No.

If yes, how much do they owe each month? _____

Does your loved one have child support arrears (meaning back-payments and interest that are overdue)?

If yes... How much do they owe in child support arrears? _____

Out of what county is their child support? _____

What is the account number? _____

****PLEASE NOTE: A good place to start is researching if your loved one's county has a COAP program!***

PART 12: Immigration & Reentry

STARTER QUESTIONS:

- Does your loved one know their current immigration status?
- If your loved one is currently in custody, do they have an immigration (ICE) detainer on them (also called a "hold")?
- If your loved one is at risk of being detained by ICE and if they have children, what is the plan for their children's care while they are in custody?
- Has your loved one looked into record-cleaning options that might reduce some of the immigration consequences of their past convictions?

PEOPLE MY LOVED ONE CAN ASK TO HELP THEM WITH THEIR IMMIGRATION ISSUES ARE:

(This could include family, friends, and loved ones as well as professionals.)

- _____
- _____

IF THERE IS A LEGAL ISSUE RELATED TO MY LOVED ONE'S IMMIGRATION STATUS, I OR MY LOVED ONE WILL CALL: _____

(You and/ or your loved one can call Root & Rebound's reentry legal hotline as a start: call any Friday, 9 a.m. – 5 p.m. PST, at 510-279-4662. Also, see Appendix C, pg. 95, for a list of immigrant rights organizations in California).