

# The Burlington County Smart Book



A Resource Guide for Returning Home

2019 Edition  
by  
The New Jersey Department of Corrections  
Office of Transitional Services

## **Quick Reference: Useful Numbers and Hotlines**

<b>American Friends Service Committee Prisoner's Resource Center</b>	1-973-643-2205
<b>CDC National STD and AIDS Hotlines</b>	
Spanish:	1-800-344-7432
English:	1-800-227-8922
<b>Addictions Hotline of NJ</b>	1-800-238-2333
<b>Alcoholics Anonymous</b>	1-800-245-1377
<b>Division of Disability Services (DDS)</b>	1-888-285-3036
<b>Division of Youth &amp; Family Services</b>	1-800-792-8610
<b>Hyacinth AIDS Foundation</b>	1-800-433-0254
<b>Legal Services of New Jersey</b>	1-888-576-5529
<b>NJ Motor Vehicle Commission</b>	
Driver's License Suspension Hotline	1-609-292-7500
Main Information	1-888-486-3339
<b>Narcotics Anonymous of NJ</b>	1-800-992-0401
<b>National Suicide Crisis Hotline</b>	1-800-784-2433
<b>New Jersey AIDS STD Hotline (Beth Israel)</b>	1-800-624-2377
<b>2-1-1 First Call For Help</b>	2-1-1/ Se habla español or toll free
<b>Burlington County One Stop Westampton</b>	609-518-3900
<b>Social Security Office</b>	1-800-772-1213
<b>Statewide Domestic Violence Hotline (Woman's Space, Inc.)</b>	
Bilingual and TTY accessible	1-800-572-7233

# The Burlington County Smart Book

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## The Start of a New Beginning:

### How to use this book

This book is intended to prepare you for your arrival home and reintegration back into society. In order to make the transition smoother for you a list of resources have been compiled along with a list of necessary items you will find that are essential to your success. This book focuses on the first few weeks and months of your arrival home and assisting you on managing the transition. Although not every resource available to you will be found in here, there are many that will help to guide your journey. **Unless a fee or charge is listed, most of the services and resources listed here are free.**

Each section of this book is categorized by items that you will need in order to find employment, return to school, and to obtain identification. It will also provide addresses, websites, phone numbers, and general tips on how to acquire that particular service. You can use the table of contents to easily identify what service you require, and follow instructions as to how to contact providers.

**FYI:** *\*\*Please feel free to utilize your social services department for assistance in contacting an agency or inquiring information about a service found in this book. There are some services that may be free to you that you can contact through your social services department before making an out-of-pocket expense.*

There are things that can be completed prior to release from prison. Two things specifically are requesting a duplicate Social Security card for **FREE** and applying for a birth certificate for a **fee**. Please contact your social worker six months prior to release to apply for these items. By doing this while still in custody, you are taking a large step towards making your transition back into the community easier for you. Provided both documents are processed successfully, you will have two necessary forms of identification made available to you the day you are released. This will speed up the process of finding employment.

You will not find every service or organization in **Burlington County** in this book however there will be many to help you begin. Also, the organizations that are listed may be able to offer additional resources to you. For current information as services change procedure and/or cost please visit [www.njsuccess.org](http://www.njsuccess.org). **You can also visit your local library to get free internet access, (see page 36) and [www.co.burlington.nj.us](http://www.co.burlington.nj.us) for more county information.**

## **Getting Started: Identification (I.D.) and Other Documents**

In order to apply for employment, rent an apartment, apply for general assistance, food stamps, or Medicaid, proper identification will be required. The more identification you have in your possession, the easier it will be for you to obtain these services. Certain items can be obtained while you are still incarcerated. Ask your social worker for assistance, and for the remainder, this book will point you in the right direction.

**FYI:** In order to obtain identification, various agencies will require proof of address. It is smart to keep bills in your name or official documents that have your name and address for further verification of your address.



### **A. Social Security Card**

If at all possible, apply for a duplicate social security card with your social worker six months prior to release. If for some reason this is not possible or your application has been denied, you will need to visit your closest Social Security Office to apply. The following offices are the local branches in or near Burlington County. Please find which office is closest to your residence.

#### **Social Security Administration**

Evergreen Plaza  
1710 Route 38  
Mt. Holly, NJ 08060

Suite 100  
Five Executive Campus  
Cherry Hill, NJ 08002

#### Office hours:

Mon/Tues/Thurs/Fri 9 a.m. - 3 p.m.

Wednesday 9 a.m. - 12 p.m.

Closed-Sat/Sun

#### Phone numbers:

Toll Free 1-800-772-1213

TTY- 1-800-325-0778

If you choose to visit your local office to apply you will need to fill out the application at the office. You will need to show proof of identification. Your NJDOC Temporary ID card you will receive upon your release serves as proof of identification.

To save time you can download the application online ([www.ssa.gov/replace\\_sscard.html](http://www.ssa.gov/replace_sscard.html)).



## B. Birth Certificate

The office of Vital Statistics in the New Jersey Department of Health and Senior Services has all the New Jersey birth, marriage, and death records. The fee is **\$25.00**. However, depending upon where you were born in Burlington County, you may be able to apply for a birth certificate for a lesser fee.

**New Jersey Department of Health and Senior Services**  
Bureau of Vital Statistics and Registration  
P.O. Box 370  
Trenton, NJ 08625-0370

**Contact information for the NJ Bureau of Vital Statistics and Registration:** 1-609-292-4087 and 1-866-649-8726 (toll-free nationwide)

**FYI:** You are able to apply for a birth certificate while you are still in custody and have six months left prior to release. Please see your social worker to do so.

The following is a list of towns where area hospitals are in Burlington County that you may have been born in. You may go to your registrar's office in the town you live in and apply for a birth certificate however that office may utilize the Bureau of Vital Statistics in Trenton. Your registrar's office is usually located at the municipal building or city hall.

<u>Town/ Address</u>	<u>Phone</u>	<u>Fee</u>
Mount Holly Municipal Building ,Box 411 23 Washington Street Mount Holly, NJ 08060	(609) 845-1101	\$25
Riverside Township 1W. Scott Street P.O. Box 188 Riverside, NJ 08075	(856) 461-1460 Ext 2	\$25
Willingboro Township Municipal Complex 1 Martin Luther King Jr., Dr. Willingboro, NJ 08046	(609) 877-2200 Ext 1011	\$25
**Residents born in <u>Fort Dix</u> apply at NJ Bureau of Vital Statistics in Trenton **		

**\* Fees as of September, 2018**

**Where do I request a birth certificate if I was born abroad, with US citizenship at birth?**

Contact the State Department in Washington DC at (202) 955-0307.

**C. County I.D.**

**FYI:** Burlington County does not issue County ID cards. You can apply for NJ MVC Non-Driver ID card at one of the Motor Vehicle agencies locations listed below. (See section E)



**D. Driver's License**

Once you are released from prison, you can go to the Motor Vehicle Commission (MVC) to get a new driver's license, replace a lost one, or renew a card that has expired. If you believe that your license has been suspended, you should confirm this and figure out what you need to do to get it back. If you were convicted of any kind of drug offense, your license has been suspended.

**Prior to your release,** you can get a copy of your driver's license record, which is called an "abstract." Please contact your social worker if you are interested in obtaining an abstract. **The fee for an abstract is \$15.00**

To only request certified copies of supporting documents:

Complete and sign a Driver History Abstract Request form (DO-21)

Select document type(s) and fill in the date of each supporting document

Explain in detail the reason for your request-

Select the permitted use for your request and mark the number on the form-

Submit a photocopy of your driver license-

Submit a check or money order payable to NJMVC

Mail to:

NJ Motor Vehicle Commission

Abstract Unit

225 East state St.

P.O. Box 142

Trenton, New Jersey 08666-0142



**Upon your release**, you can go to the MVC offices in Burlington County (listed below) or a Regional Service Center to request a driver's abstract. If you have internet access, you can also request an abstract online at [WWW.STATE.NJ.US/MVC](http://WWW.STATE.NJ.US/MVC). You will still have to pay **\$15.00**. If your license was suspended for six months or more because of a drug conviction, the period of the suspension will begin from the time of your release. Other kinds of suspension, such as failure to pay parking tickets, insurance surcharges, or child support, will last until you have paid the fine or worked out a payment plan. For questions about suspension, call the suspension hotline: **609-292-7500**.

**Restoration Fees, Tickets, and Surcharges:** If you found out that your license has been suspended, you will have to pay a restoration fee of **\$100.00** in order to have your license reinstated. This does not include any additional fines or surcharges you are required to pay. This fee can be paid at the Regional Service Center (see below). If you have internet access, this fee can be paid online at [WWW.STATE.NJ.US/MVC](http://WWW.STATE.NJ.US/MVC). You can pay your surcharges and parking tickets on this web site as well.

#### **MVC LOCATIONS IN BURLINGTON COUNTY**

For questions, please call 1 (888) 486-3339

##### **Medford**

Sharp Run Plaza  
175 Route 70, Suite 25  
Medford, NJ 08055

##### **Agency Hours**

Monday- 8 a.m. - 5:30 p.m.  
Tuesday- 8 a.m.-7:30 p.m.  
Wed/Thur./Fri- 8 a.m.- 5:30 p.m.  
Saturday- 8 a.m.-1 p.m.

##### **Delanco**

400 Creek Road  
Delanco, NJ 08075

##### **Agency and Driver Testing Hours**

Monday- 8 a.m.- 5:30 p.m.  
Tuesday- 8 a.m.-7:30 p.m.  
Wed/Thur/Fri- 8 a.m.-4:30 p.m.

Saturday- 8 a.m.-1 p.m.

**Southampton**

1875 Route 38

Southampton, NJ 08088

**Inspection Hours**

Mon.-Fri.-8 a.m. - 4:30 p.m.

Saturday- 7 a.m. - 12 p.m.

**Regional Office**

**Trenton**

120 S. Stockton & Front Street

Trenton, NJ 08611

Monday- 8 a.m. – 5:30 p.m.

Tuesday 8 a.m.-7:30 p.m.

Wed/Thur/Fri- 8 a.m.-5:30 p.m.

Saturday- 8 a.m. - 1 p.m.

**Suspension/Restoration**

Mon.-Fri. 8 a.m. - 4:30 p.m.

Saturday- No Service (Mon-Fri only)

To replace a lost or stolen license, you will have to bring identification to the MVC and pay an **\$11.00 fee**. The MVC now has very specific kinds of I.D. that are required under the new “Six Point” system:

*Please use this guide to prepare yourself for your trip to MVC. Make sure you have the six points of identification necessary to obtain your drivers license or non drivers I.D.*

**SIX POINT SYSTEM OF IDENTIFICATION**

**Primary Documents:**

(4 Points)

- Birth Certificate or Certified Copy from one of the 50 states.
- U.S. Dept. of State Birth Certificate
- US Passport-Current or Expired less than 3 years
- Current US Passport card
- Current NJ Digital Drivers License
- Valid Active Duty US Military Photo ID Card
- US Adoption papers
- Certificate of Naturalization
- Certificate of Citizenship

**Secondary Documents:**

(3 Points)

- Civil Marriage/Domestic partnership/ Civil Union Certificate: Issued by the Municipality or State
- Order of Decree of Divorce
- Court Order for Legal Name Change: Signed by a judge or county clerk
- US Military Photo/Retiree Card

(2 Points)

- U.S. Military Discharge Papers (DD214)

(1 Point)

- Current/ Expired (Less than 1 year) Non-Digital NJ Photo Drivers License
- Social Security Card
- Bank statement or record
- ATM Card w/ pre-printed name and applicant signature
- NJ Public Assistance Card w/ Photo
- High School Diploma/GED/ College Diploma
- Veterans Affairs-Universal Access Photo ID Card

You can get a brochure on this new “Six Point” system from the MVC offices listed above or from the Motor Vehicle Commission web site, [www.state.nj.us/mvc](http://www.state.nj.us/mvc). If your license has expired, you will have to go with your six points of I.D. to the MVC to fill out a renewal application. You may have to take the written test again. License renewal costs **\$24.00**.

### **E. Non-driver’s State I.D.**

New Jersey provides state photo identification for non-drivers. **You can get this official state I.D. even if your driver’s license is currently suspended.** This may be a good option for you if it is going to be some time before you get your license back. You will still need to bring the same type of identification documents described previously, under the new “Six Point” system. You can request by visiting your local MVC Agency or call to request an application (BA-207 Form) at (609) 292-6500 or toll free at (888) 486-3339. \* Fee is \$24.

### **F. Certificates of Naturalization or Citizenship**

This certificate is necessary for employment upon your release. In general, if you need to replace lost forms, you can contact the US Citizenship & Immigration Service or Application Support Centers to find out about identification and fingerprint verifications. There is a fee to process an application for replacement documents. The National Customer Service Hotline is 1 (800) 375-5283.

## Citizenship Locations

### **US Citizenship & Immigration Service Offices:**

Mount Laurel Field Office  
530 Fellowship Rd  
Mt. Laurel, NJ 08054

This office serves the following counties; Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean and Salem.

1 (800) 375-5283

Newark Field Office  
Peter Rodino Federal Building  
970 Broad St.  
Newark, NJ 07102

This office serves the following counties; Bergen, Essex, Hunterdon, Hudson, Middlesex, Morris, Passaic, Somerset, Sussex, Union, and Warren.

1 (800) 375-5283

### **G. Alien Registration Card “Green Card”**

To replace a missing Green Card, you must go to the US Citizenship & Immigration Service Office (see above) to fill out an I-90 form. Please make sure that you bring I.D. with you.

You can also visit the website and download the forms at [www.uscis.gov](http://www.uscis.gov). It costs **\$450** for processing. **If you have any questions or concerns about your status as a result of your criminal conviction, call Legal Services of New Jersey at 1-888-576-5529 before going to immigration.**

## **H. Military Discharge Papers**

**FYI:** You may have the opportunity to meet with the Veterans Administration (VA) liaison from the Veterans Administration during your incarceration. The VA liaison can assist you in requesting a copy of your DD214 (discharge papers) by completing the SF-180 form. Please notify your institution's **P.R.E.P.A.R.E** social worker for assistance with your requests and to obtain information on your veteran status. You can also obtain the SF-180 by writing the Veteran Benefit Administration in NJ or the NPRC, which is the main record depository.

### **Main records depository**

NPRC, 9700 Page Ave  
St. Louis, MO 63132-5100

Upon your release, you can also visit the following web site to request military records; [www.vetrecs.archives.gov](http://www.vetrecs.archives.gov)  
Once on the [www.vetrecs.archives.gov](http://www.vetrecs.archives.gov) website, follow the on screen instructions for requesting personnel records. You will be asked to print out a signature page which can either be mailed or faxed. Upon receiving the form, the records will be mailed directly to you.



## **I. Passport**

Although a passport may not seem like an important item to have at this point, it can serve as a major form of identification because it is widely accepted. There are **fees** involved in obtaining your passport. To obtain your passport, you may visit the Burlington County Clerks Office at:

**Burlington County Clerk**  
**49 Rancocas Road**  
**Mount Holly, NJ 08060**  
**Phone: (609) 265-5122**

### **Other Locations:**

#### **County Corner-Moorestown Mall**

Rt. 38, Moorestown

10 am- 6:30 pm Monday -Friday

10 am -4:30 pm on Saturday.

(856) 642-3833.

**Burlington County Clerks Office**

Rancocas Road, Mount Holly  
8 am -6:30 pm on Monday  
8am - 4 pm Tuesday through Friday  
(609) 265-5122.

**Bordentown City Library** (by appointment only)

Please call (609) 265-5122 to schedule an appointment.  
18 East Union St., Bordentown  
(609) 298-0622

**Bordentown Post Office**

14 Walnut St.  
Bordentown, NJ 08505  
(609) 298-0262

**Cherry Hill Post Office**

1175 Markkress Rd.  
Cherry Hill, NJ 08034  
(856) 424-4533

National Passport Information Center 1 (877) 487-2778.

**Willingboro Township Library**

220 Willingboro Parkway, Willingboro  
1st and 3rd Tuesday of the month- 10 am -6 pm  
(no agent on duty from 3 to 4 pm)  
(609) 877-6668.

**Pemberton Library**

500 Pemberton-Browns Mills Road, Pemberton NJ 08068  
1st and 3rd Thursday of the month- 10am - 6pm  
(no agent on duty from 3 to 4pm)  
(609) 894-8201.

**You will need to bring:**

- ✓ An original or certified copy of a birth certificate with a raised seal and file date issued by Vital Statistics
- ✓ A naturalization certificate
- ✓ Official military I.D.
- ✓ A previous US passport; photocopies are not accepted.
- ✓ Your Social Security card
- ✓ I.D., such as a valid driver's license, government identification or previous passport issued after your

16th birthday. The expired passport should not be more than 15 years old.

- ✓ 2 identical copies of a 2x2 face front regulation passport photo. (**photos can be taken for a \$10 fee you will need an appointment**)

**\$110** for regular service/passport total made payable to US Dept of State and **\$25** check/money order/cash made payable to Burlington County Clerk. A passport will be valid for 10 years.

## **J. NJDOC Release Papers/Temporary I.D. Card**

Make sure you keep your prison release papers and temporary I.D. card. Your release papers can serve as identification in some circumstances and your I.D. card is valid for 30 days.



## **First Steps after Release: Where Do I Go to Find...**

This section provides resources for food, shelter, clothing, money, and other emergency needs. We have provided some resource options in Burlington County that you can utilize upon release.

**FYI:** Important paperwork will be needed repeatedly throughout your life. Make sure to invest in a folder or safe to keep important documents. **Never** carry your birth certificate or Social Security card with you. You will only need to produce these items upon request. It is smarter to keep them in a safe place.

Also, make sure to keep a notebook and a pen with you to write down the names and phone numbers of the people you come in contact with at various agencies. Remember, nobody is going to care about your success as much as you do.

Provided for you are agencies and services that can assist you in finding your basic needs.

**FYI:** It is a good idea to call first to check that the hours of operation haven't changed. Please try to be patient with those that are attempting to assist you.

See the following pages for list of resources.

### **A. First Stops**

The agencies below provide a range of services and/or, depending on what you need, can refer you to other places.

#### **FIRST-STOP AGENCIES**

**2-1-1/First Call for Help** – is a resource for Burlington County residents, which offers comprehensive information and referrals for human services, health care, government and community resource assistance. Dial 211, which can be accessed from the internet, cell phone or landline, 24 hours a day, 7 days a week. Dial 800-331-7272 for the Homeless Hotline, which addresses emergencies and homeless calls. 211 is multi-lingual and accepts TTY callers.



### **B. Shelter**

Access to most of these shelters can be obtained through the Burlington County Board of Social Services or through a general walk in.

#### **Burlington County Action Program**

718 Route 130 South  
Burlington, NJ 08016  
(609) 386-5800

#### **Delaware House-Catholic Charities**

25 Ikea Drive  
West Hampton, NJ 08060  
(609) 267-9339

#### **Salt and Light Company Mt. Holly**

1841 Burlington- Mt. Holly rd.  
West Hampton, NJ 08060  
(609) 261-4571



**Catholic Charities-Emergency Services of Delanco**  
801 Burlington Ave  
Delanco, NJ 08075  
(856) 764-6940

**The Extended Hand Ministries Inc.**  
275 Holeman St.  
Mt. Holly, NJ 08060  
609-914-4270

**Providence House Domestic Violence Shelter**  
P.O. Box 496  
Willingboro, NJ 08046  
(609) 871-7551

**INTERFAITH HOSPITALITY NETWORK OF  
BURLINGTON COUNTY**

**Site:** 16 E main St, Moorestown NJ 08057  
**Phone:** 856-638-0110  
**Website:** [www.familypromise.org](http://www.familypromise.org)  
**Hours:** *Office - 7am-5pm 365 days*

\*Shelter for families only.

**C. Food/Clothing**

Here are the food pantries and soup kitchens in Burlington County. Although each agency has been verified, please call to check for most current hours of operation.

**Food Pantries/Soup Kitchens**

***FYI:** Please note that any food pantry that also sells or provides clothing will be indicated next to the address by the designated symbol:*



## Browns Mills

### CHRISTIAN CARING CENTER



**Site:** 378 Lakehurst Road, Browns Mills, NJ 08015

**Mail:** PO Box 385, Pemberton, NJ 08068

**Phone:** 609-893-0700

**Hours:** Mon-Sat: 10am-3:30pm 2:15 latest for Pantry

**Contact:** Cathy Goodson

*This site provides a food pantry, a community lunch program and a thrift store.*

### ST. ANN'S CHURCH FOOD PANTRY



**Site:** 22 Trenton Road, Browns Mills, NJ 08015

**Phone:** 609-893-3246 x29

**Website:** [www.stannschurch.org](http://www.stannschurch.org)

**Hours:** 2nd & 4th Thurs of each month: 11am-12:30pm & 1:30-3pm

**Contact:** Bud Cooper

## Burlington

### BURLINGTON SDA FOOD PROGRAM



**Site:** 356 Conover St. Burlington, NJ 08016

**Phone:** 609-386-6133

**Hours:** every 3rd Tues of the month

**Contact:** Donna Powell

*This site provides a pantry.*

### HOLY LIGHT CHURCH OF JESUS CHRIST



**Site:** 133 East Union Street, Burlington, NJ 08016

**Phone:** 609-387-3183

**Hours:** Food Distribution - Thurs: 7-8:30pm

**Contact:** Leila Bright

### SAINT MARY STREET UNITED METHODIST CHURCH



**Site:** 483 St. Mary Street, Burlington, NJ 08016

**Phone:** 609-387-1518

**Hours:** Tues: 11:30am-12:30pm

**Contact:** Caretha Holmes: *This site provides a pantry; clients may pick up food once a month.*

**SISTERHOOD INC.**



**Site:** 132-136 East Broad Street, Burlington, NJ 08016  
**Phone:** 609-747-9333  
**Hours:** Mon: 9am-5pm  
**Contact:** Rev. Hilda J. Covington  
*This site provides a pantry, clothing, social services, and counseling.*

**TABERNACLE BAPTIST CHURCH SOUP KITCHEN**

**AND PANTRY**



**Site:** 150 East 2nd Street, Burlington, NJ 08016  
**Phone:** 609-386-4785  
**Fax:** 609-386-2314  
**Website:** [www.tabernacle-burlington.org](http://www.tabernacle-burlington.org)  
**Hours:** *Pantry* - Mon: 10am-1 pm; Thurs: 2:00pm-3:00 pm  
*Soup Kitchen* - Mon: 12pm  
**Contact:** Donald Price

*This site provides a pantry, a soup kitchen, and clothing.*

**Delanco**

**CATHOLIC CHARITIES EMERGENCY AND**

**COMMUNITY SERVICES**



**Site:** 801 Burlington Avenue, Delanco, NJ 08075  
**Mail:** Catholic Charities, 383 W. State Street, Trenton, NJ 08618  
**Phone:** 856-764-6940 or 6945 x 128  
**Website:** [catholiccharitiestrenton.org](http://catholiccharitiestrenton.org)  
**Hours:** *Office* - Mon-Fri: 9am-5pm  
*Pantry* - Mon-Fri: 9:30am-11am; Mon, Wed, Thurs, Fri: 1pm-4pm; Tues: 1pm-6pm  
**Contact:** Bonnie Jordan, Program Director  
*This site provides a pantry and emergency shelter.*

**PRINCE OF PEACE LUTHERAN CHURCH**



**Site:** 61 Route 70 East, Marlton, NJ 08053  
**Phone:** 856-983-0607  
**Hours:** *Office* - Mon-Fri: 9am-4pm  
*Pantry* - Tues 1:30-3:30pm; Thurs: 9:30am-11:30pm & by appointment for emergency food

**Contact:** Janet Ruoff

*This site provides a pantry, clothing on request and referral, and a single woman and child program.*

### Marlton

**Prince of Peace Lutheran Church**

**Site:** 61 Rt. 70 East Marlton, NJ 08053

**Phone:** (856) 983-0607

**Hours:** Tues: 1:30 pm- 3:30 pm, Thurs: 9:30 am -11:30 am

### Mount Holly

**SOCIETY OF SAINT VINCENT DE PAUL**



**Site:** 260 High Street, Mt. Holly, NJ 08060

**Phone:** 609-267-9600

**Fax:** 609-267-3580

**Hours:** Mon, Tues, Wed, Fri: 11am-1pm; Mon: 6-8pm; Thurs: 6:30-8:30pm

**Contact:** Merry Marcellino

*This site provides disbursement of food and funds for utilities and rent, advocacy, referrals, and prayers.*

### Moorestown

**INTERFAITH HOSPITALITY NETWORK OF BURLINGTON COUNTY**

**Site:** 16 E main St, Moorestown NJ 08057

**Phone:** 856-638-0110

**Website:** [www.familypromise.org](http://www.familypromise.org)

**Hours:** Office - 7am-5pm 365 days

**Contact:** Pat Lasusky, Director

*This site provides a shelter at participating churches and a day program for the homeless.*

### Tabernacle Township

**SAINT VINCENT DE PAUL SOCIETY OF HOLY EUCHARIST CHURCH**



**Site:** 520 Medford Lakes Road, Tabernacle Township, NJ 08088

**Phone:** 609-268-0005

**Website:** [www.holyeucharist.org](http://www.holyeucharist.org)

**Hours:** 24 hour phone hotline, home visits by appt

**Contact:** Ranee Padano

*This site provides a pantry.*



## **D: Transportation**

There is no general program that will provide assistance paying for transportation. NJ Transit will no longer accept release papers in substitution for bus tickets. However, you may purchase transit tickets from NJDOC for \$2.50 prior to release, which will assist you with reaching your destination.

Some of the programs listed in this book will provide bus passes to help you participate in a particular program. If you are assigned to a community/social service or reporting program, you may want to ask if the program offers transportation assistance.

For specific bus, rail or train schedules and fares, you may call NJ Transit: (973) 275-5555, NJ Text Telephone: 800-772-2287 or visit the NJ Transit Website: <http://www.njtransit.com> For specific route information on the web site, click on the "trip planner". For your Burlington County travel convenience, may want to purchase weekly, monthly or discounted transit passes (when applicable).

Burlington County provides free county bus transportation to senior citizens (60 and older) and adult disabled residents (21-59 years of age) through the Burlington County Transportation System (BCTS) Paratransit Service, which operates Monday through Friday 8am - 5pm and BurLink services.

BurLink is a deviated fixed route system available to the general public. Some routes begin as early at 6 a.m. and run as late as 7:50 p.m.

Riders may use the BCTS Paratransit Service for:

- their medical appointments at doctors' offices, medical centers or hospitals
- grocery shopping or for personal business appointments
- competitive and non-competitive employment and post-secondary education sites

- attend one of the County's Office on Aging nutrition sites
- get to appointments at the VA clinic in Philadelphia if they are a qualified veteran .

All residents must be registered with the Burlington County Transportation Office **609-265-5109** before reserving a ride with the Paratransit Service.

Nutrition clients must register with the Office on Aging **609-265-5069**.

Veterans must register with the Department of Military and Veterans Services **609-265-5008**.

All other reservations for transportation can be made by calling **1-800-836-0580**.



## **E. Money**

Once you are released from custody, you will need a source of income until you can find a job. (see section on “Finding a Job” for job seeking information).

**The DOC does not provide any “gate money,” except for the money you may have in your inmate account. If it is possible to save any money before you are released, you should try to do so.**

Based on need, Parole can give up to \$300.00 in emergency funds, but it is at their discretion. Ask your parole officer about this.

You may be eligible to get some sort of public assistance (welfare), not everyone qualifies for this. Listed below are some basics on seeking and applying for benefits.

**GENERAL ASSISTANCE (WFNJ-GA) AND TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (WFNJ-TANF)** provide cash benefits, GA for single people and TANF for people who have custody of their children. Both programs will require you to work or actively look for work and both have a five-year lifetime limit. Work First New Jersey also has an Emergency Assistance program that you may qualify for if you are homeless or at risk of becoming homeless: it can pay for things like food, clothing and transportation costs to look for housing, but also utility payments and temporary rental or mortgage payment assistance.



## **WFNJ-GA AND WFNJ-TANF**

### **Application sites in Burlington County:**

#### **Burlington County Board of Social Services**

795 Woodlane Road

NJ 08060-3335

(609) 261-1000

Hours: Weekdays 8:00 – 5:00 pm

[www.bcbss.org](http://www.bcbss.org)

**FYI:** Please call your local office to verify what the eligibility requirements are for obtaining General Assistance

#### **FOOD STAMPS**

You may apply for food stamp while applying for GA/TANF. If you were convicted after August 22, 1996, of a drug distribution or sales offense, you may still be able to get Food Stamps if you have completed or are enrolled in a licensed drug treatment program, or completed a program in prison and are drug free (you will be tested). Same goes for possession offenses. Please contact the welfare office in Burlington County to inquire.



#### **F: Veterans Benefits**

If you were receiving veteran's benefits, either for disability or a pension, and you were incarcerated for more than 60 days, you will have to get reinstated after you are released. If you were not receiving benefits and you are a veteran, you may be eligible for benefits or for other programs and services, including health care. You can contact the **P.R.E.P.A.R.E** social worker in your institution located in the social services department for assistance. You can also contact the Veterans Administration for questions about benefits at 800-827-1000. The 24-hour veterans mental health hotline is **1-866-VETS-NJ4U**.

#### **The closest VA Benefit Administration is located at:**

110A Meadowlands Parkway, Suite 102

Secaucus NJ 07094

201-223-7787

**Regional Office**

20 Washington Pl., 3<sup>rd</sup> Floor  
Newark NJ  
973-645-1441  
Monday-Friday 8 a.m. - 4 p.m.

The Veterans Services Officer for Burlington County is  
**Walt Tafe** located at:

**Human Services Facility  
795 Woodlane Road  
Westampton, NJ 08060  
Phone: 609-265-5546 Ext. 1**

The New Jersey Department of Military and Veterans Affairs  
Officer for this area is **Charles Piscopo** located at:

**555 High Street, Suite 6A  
Mount Holly, NJ 08060  
Phone: 609-518-2273**

**Either office can assist you with your Veterans service  
needs, reinstate benefits or apply for new programs and  
services.**

Websites for additional resources:

Federal Veterans Information:

[www.va.gov](http://www.va.gov)

Info for NJ Veterans:

[www.vetsinfo.com](http://www.vetsinfo.com)

New Jersey Dept of Veterans Affairs: [www.state.nj.us/military](http://www.state.nj.us/military)

New Jersey Veterans Guide:

[www.state.nj.us/military/veterans/njguide](http://www.state.nj.us/military/veterans/njguide)

VA Home Loans:

[www.homeloans.va.gov](http://www.homeloans.va.gov)

Veterans Counseling Service Center:

[www.va.gov/rcs/newjersey/html](http://www.va.gov/rcs/newjersey/html)

**Be aware that the VA takes considerable time to make  
decisions. On average, it can take 273 days to process a  
new application for benefits.**



**OTHER BENEFIT PROGRAMS:** You may be eligible for other cash benefits, including Supplemental Security Income (SSI) disability benefits (if you are seriously disabled and cannot work) call 1-800-772-1213 and the Women’s, Infants, Children (WIC) program, which gives food vouchers to low-income parents. You can inquire about WIC at the city and county welfare offices.

## **Taking Care of Yourself: Getting Support**

The transition from prison back to society may take some time to get adjusted and we want to provide you with options to lessen the burden. Taking care of your mind and body will be important for your success. Below are a few places to that may be of assistance.



## **Taking Care of Yourself: Health Care Resources**

It is very important that you pay close attention to your aftercare once you are released from custody. Change in your daily routine cause a certain level of stress. Stress along with any medical condition may worsen if routine monitoring and treatment are not available. Therefore the resources listed below provide information on paying for health care, clinic visits and other resources in Burlington County.

### **A. Health Care Benefits: Am I eligible?**

In New Jersey, the **Medicaid** program provides health care benefits for some low-income people. If you gain custody of children under 18 when you are released, you may qualify if you are; *single, head of house and unemployed, or existing earnings are not enough to support the household* Other eligibility requirements include low-income status, over age 65, blindness, or inability to work due to a disability.

If you are disabled and are applying for SSI, you will also be screened for Medicaid at that time. If you qualify for General Assistance benefits, you will get some very basic health care benefits through Medicaid (Plan G). **Medicaid is a separate program from GA or TANF, so you don’t have to be eligible for those benefits to qualify for Medicaid.**

For questions about Medicaid eligibility, or to apply for Medicaid in Burlington County go to:

**Burlington County Board of Social Services**

795 Woodlane Road

NJ 08060-3335

(609) 261-1000

Hours: Weekdays 8:00 – 5:00 pm

[www.bcbss.org](http://www.bcbss.org)

If you are a veteran, you may be eligible for health care benefits through the **Veterans Administration**, which provides a “Medical Benefits Package” for enrolled veterans. You may call 877-222-VETS for more information about eligibility and applying for benefits.

If you are HIV+ or have AIDS, you may also be eligible for the **AIDS Drug Distribution Program (ADDP)**, which provides help paying for HIV/AIDS medication for people who do not have other ways of paying. **You can apply for this program before you are released.** Contact the **Aids Drug Distribution Program** at 609-588-7038 or toll free 877-613-4533, Mon-Fri 8am-5pm to apply.

**Easter Seals New Jersey** provides information, referrals and loans of medical equipment (including wheelchairs) to people in need. For information call 732-257-6662.



## **B. General HealthCare Providers**

Even if you do not have Medicaid or other health insurance and benefits, here are some facilities that provide primary health care at low cost, sliding scale or free service. They are listed below. Most hospitals have charity care, for which you can inquire about during a hospital emergency room visit.

### **Burlington County Community Health Centers**

#### **Southern Jersey Family Medical Center---**

**SJFMC** provides services for Adult and Family Medicine, Clinical Laboratory Services, Dental Care Foot Care, Nutritional Counseling, Pediatrics, and Women’s Health Care.

#### **Burlington location:**

651 High Street #1

Burlington, NJ 08016

609-386-0775

**Pemberton location:**

Buttonwood Medical and Dental Center  
600 Pemberton-Browns Mills Road  
Pemberton, NJ 08064  
609-894-1100

**FYI:** All of these centers accept Medicaid and some insurance plans, but also provide services on a sliding scale basis, additional fees for x-rays and lab work. Primary and preventive care. Staff there may help you apply for Medicaid, charity care or other benefits if you may be eligible.

**Burlington County Department of Human Services**

P.O. Box 6000, 795 Woodlane Road  
Mt. Holly, NJ 08060  
Primary telephone #: 609-265-5546  
Secondary telephone #: TTY: 1-800-852-7899  
Fax: 609-265-5382  
Web site: [http://www.co.burlington.nj.us/departments/human\\_services/index.htm](http://www.co.burlington.nj.us/departments/human_services/index.htm)

**Family Planning Centers in Burlington County Area:**  
**Planned Parenthood**

**Planned Parenthood of Southern New Jersey**

Delran Professional Center  
8008 Rt. 130 North, Building B Suite 305  
Delran, NJ 08010  
Telephone #: (609) 871-4220  
Fax #: (609) 871-7204  
*Clinic Session: Monday and Thursday 8:30 am – 4:00 pm*  
*Wednesday 11:30 am – 7:00 pm*  
*No male patients accepted*  
*Sliding Scale fee – By appointment only!*  
*No HIV Counseling & Testing available*

**Burlington County Health Department**  
**Family Planning Clinic**

Virtua Hospital, Outpatient Clinic Area A  
Trenton Road  
Browns Mills, NJ 08075  
Telephone #: (609) 267-1950  
Fax #: (609) 265-1382  
*Clinic Session: Wednesday 4:30 pm*  
*By appointment only!*

**Burlington County Health Department**

**Family Planning Clinic**

15 Pioneer Boulevard  
Westhampton, NJ 08060  
Telephone #: (609) 267-1950 or (609) 914-5566  
Fax #: (609) 265-1382  
*Clinic Session: 2nd and 4th Wednesday 12:00 pm  
Thursday 4:00 pm  
By appointment only!*

**C. Services for People with HIV/AIDS**

In addition to the clinics listed above, a number of places in Burlington County offer care and support services specifically for those living with HIV and AIDS.

**Burlington County Health Department**

Raphael Meadow Health Center  
15 Pioneer Boulevard  
Westhampton, NJ 08060  
Telephone #: (609) 265-5583  
Fax #: (609) 265-5535  
*Clinic Session: Tuesday 3:00 pm – 5:00 pm  
Free Clinic – Walk-ins  
HIV Counseling & Testing available*

**National AIDS Hotline**

1-800-232-4636/1-800-CDC-INFO  
Spanish Services 1-800-344-7432  
TTY Deaf services 1-800-281-AIDS  
*Offers anonymous, confidential HIV/AIDS information by trained specialists who are knowledgeable and available to assist with questions regarding the disease.*

**STD Screening**

Please call or visit the **Communicable Disease Program** at 15 Pioneer Blvd, Westampton, NJ 08060 609-265-5548.

**D. Services for People With Tuberculosis and Hepatitis C**

In addition to the general medical care facilities listed above, there are a few services especially for people with tuberculosis and hepatitis C. Screening and treatment are available at no cost. Certain eligibility requirements apply.

Please call or visit the **Communicable Disease Program** at 15 Pioneer Blvd, Westampton, NJ 08060 609-265-5548.



## **E. Dental Care**

The locations listed below don't provide free care, but do have a sliding scale for those without insurance. Waiting lists can be long.

**NJ Family Care** is available to certain low income parents. In addition to health benefits dental and eyeglasses are offered. For children this service is free. In order to check for eligibility, please call 1-800-701-0710

### **Buttonwood Medical and Dental Center**

600 Pemberton-Browns Mills Road  
Pemberton, NJ 08064  
609-894-1100

### **Burlington County College Dental Health Center (609) 894-9311 Ext. 1074**

**Service:** Dental health preventive services, cleanings, examinations, fluoride treatments, sealants, and X-rays to all students, faculty and community members. There is a nominal charge of \$5.00 per visit by appointment only.

## **F. Mental Health and Substance Abuse Resources**

**FYI:** Drug addiction can be fatal to your health, not to mention illegal and can result in jail time. In order to be successful in society seeking services for a drug or alcohol addiction will be necessary. Many of the health clinics, support centers and other resources listed in this guide can help refer you to treatment that most fit your needs. Listed below are some of Burlington County's treatment resources and each of these will also help with referrals if they can not help you. If you want treatment, you should also ask your parole officer for help — beds in treatment facilities are hard to come by, and they can help get you in. There are Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) support group meetings all over Burlington County. To find a meeting near you, call 866-920-1212 (for AA) or 800-992-0401 (for NA). For other self-help group resources, call the New Jersey Self Help Clearinghouse at 800-367-6274. Also, you can call the Addictions Hotline of NJ at 800-238-2333.

**FYI:** Each county has a mental health administrator. When you call this person they will provide you with the names and

phone numbers closest to your area to provide services that fit your needs.

**The mental health administrator for Burlington County is:**

Barbara Biglin, Administrator  
Burlington County Mental Health Board  
795 Woodlane Road - PO Box 6000  
Mt. Holly, NJ 08060  
(609) 265-5545  
e-mail: [bbiglin@co.burlington.nj.us](mailto:bbiglin@co.burlington.nj.us)

**The following are the agency listings in Burlington County that provide Mental Health services:**

**Buttonwood Behavioral Health Center**

**(609) 726-7000**

600 Pemberton-Browns Mills Road  
Pemberton Township, NJ

**Drenk Behavioral Health Center**

**(609) 267-1377**

Out Patient: Human Services Facility,  
795 Woodlane Rd.  
Westampton, NJ 08060

Service: Provides screening and crisis intervention program (SCIP). Psychiatric screening center.

**Catholic Charities Main Number**

**(609) 394-5181**

39 N. Clinton Ave.  
Trenton, NJ 08609.

Hours: Monday 9:00am to 5:00pm

Tuesday, Wednesday, Thursday 9:00am to 8:00pm

Friday 9:00am to 5:00pm

Service: Provides individual, group, and family counseling.

**Twin Oaks**

**(609) 267-5928**

**Access Center 1-(800) 963-3377**

770 Woodlane Road

Mt. Holly, NJ 08060.

Hours: 24 Hours 7 days a week

Service: Provides emergency services and services to older adults who suffer from mental illness and who may be at risk of psychiatric hospitalization.

Fee: Medicaid, Insurance, or self-pay.

**Lourdes Medical Center of Burlington County – S.C.I.P.  
(609) 835-6180**

218 A Sunset Rd.  
Willingboro, NJ 08046.

Service: 24 hour access line. Assessment center provides crisis intervention, emergency stabilization, individual assessments, and employee assistance programs. Treatment services include outpatient services, partial hospital intensive outpatient services, and inpatient services.

**Genesis Counseling Center**

2003C Lincoln West Dr.  
Marlton, NJ 08053  
(856) 596-8007

**The following are a list of agencies that provide assistance with substance abuse services:**

**Prevention Plus of Burlington County, Inc.**

**(609) 261-0001**

1824 Rt. 38 E. Suite B, Mt. Holly, NJ 08060

Hours: Monday-Friday 9:00am to 5:00pm

Service: Provides education and training to the residents of Burlington County on wellness related issues, including the prevention of the abuse of alcohol, tobacco, and other drugs.

**Alcoholics Anonymous/South Jersey**

**(856) 486-4446**

**Meeting Information (856) 486-4444**

PO Box 2514, Cherry Hill, NJ 08034.

[www.aasj.org](http://www.aasj.org)

Hours: 24 hours a day 7 days a week

Services: Provides information and literature about the treatment of alcoholism, hospitalization, and A.A. meetings.

**FYI:** While the medical care and drug treatment and or detoxification facilities listed above may be able to assist you with medication for mental health issues, and some counseling as well, there are also places to go to get counseling and therapy and other mental health services. Some of these services require Medicaid or other insurance, but some will also have sliding scale payments. **Although the services below provide mental health services, some may also offer substance abuse services, as well.**

## **G. Emergency Mental Health Services**

**FYI: If at any time you may want to hurt yourself or someone else or you feel like you may be a danger to your self or others, please call 911.. It is very important that you call someone for help. Here are a few numbers of places that would be more than willing to come to your aid.**

### **CONTACT of Burlington County Office Number**

(856) 234-5484

Helpline Numbers (856) 234-8888 or 1 (866) 234-5006

**CONTACT 24 Hr Crisis Number: 2-1-1**

### **Twin Oaks (609) 267-5928**

**Access Center 1-(800) 963-3377**

770 Woodlane Road, Westampton, NJ 08060.

Hours: 24 Hours 7 days a week

Service: Provides emergency services and services to older adults who suffer from mental illness and who may be at risk of psychiatric hospitalization.

Fee: Medicaid, Insurance, or self-pay.

### **Lourdes Medical Center of Burlington County – S.C.I.P.**

**(609) 835-6180**

218 A Sunset Rd. Willingboro, NJ 08046.

Service: 24 hour access line. Assessment center provides crisis intervention, emergency stabilization, individual assessments, and employee assistance programs. Treatment services include outpatient services, partial hospital intensive outpatient services, and inpatient services.

## **H. Free/Low Cost Eyeglasses and Eye care**

### **NJ Family Care**

Assists certain low income parents with obtaining eyeglasses.

Please call to check for eligibility.

1-800-701-0710

### **South Jersey Eye Care**

Main office:

400 Chambers Avenue

Camden, NJ 08103

856-365-1811

<http://sjeyecenter.org>



512 Lakeland Road  
Blackwood, NJ 08102  
856-374-6078

**Other resources:**

**Aging and Disability Resource center**

795 Woodland Road  
Westhampton, NJ 08060  
Ph: 609-265-5069  
Fx: 609-265-3725  
Ph: 609-702-7053  
Director: Linda Cushing

**Meals on Wheels**

**Toll Free**

Ph: 877-222-3737

**Hours**

Monday - Friday  
8 a.m. - 5 p.m.

**Glasses/Vision**

To find a social services agency to apply at for free prescription glasses in your area, dial New Eyes for the Needy at 973-376-4903.

To apply for a free eye exam or glasses, call VISION USA at 1-800-766-4466.



**Finding a Job:**

**Employment Assistance and Training Programs**

Getting a job is usually one of the most important necessities when released from prison. Not everyone can obtain employment immediately, sometimes things like getting drug treatment, dealing with your housing, health or family situation may come first. For most people, though, finding work is the first step to getting back on your feet. It will be very challenging to get a job once you have been in prison, but it is not impossible, and you need to be persistent and patient. Below are some pointers on job searching, and information about resources that can help you find a job or get training for the job you want.

## **A. Things to Know Before You Start Your Job Search**

**Be Prepared:** It is essential that you are organized, and have all records of previous employment available when beginning a job search. A resume is the smartest thing you can create. If you are unsure of how to do so, you may go to your local one-stop career center and seek assistance. Not only will employers want to know your work history, they will inquire of accurate dates that you were employed with the company. Knowing this information is vital to ensuring employment. Employers will not be interested in hearing that you do not remember dates or addresses for your work history. If an employer decides to hire you, he will also need your identification, so make sure that is readily available.

**Presentation:** Look as neat, clean and organized as possible, no matter what the job is. Be polite and respectful, even when people are not polite and respectful to you, and many won't be. Making the person you want to help you or hire you mad won't get you the job you want.

### **Talking About Your Criminal Record:**

Never omit or falsify a document that asks you specifically if you have a criminal record. The application may ask you to give details to the nature of your crime or it may not. Chances are a criminal background check will be administered prior to employment, and lying will cost you the job.

### **IT'S A JOB FOR RIGHT NOW, IT'S NOT THE REST OF YOUR LIFE**

When you are first starting out, especially if you've been out of the job market for a while, or have never had a job, you need to build a work history, and, of course, you need to make some money. Take whatever job you can get for now — it doesn't have to be the exact job you want, or what you eventually want to be doing. Do this job well—even if it's not a great job — and it can help you get a better one in the future. A year of good job performance will make your criminal record matter less.

## **B. Help with Job Search and Job Training: Resources**

**The following are good places to start in looking for a job.**

**Burlington County One Stop Career Center**

795 Woodlane Road  
P.O. Box 6000  
Westampton, NJ 08060  
609-518-3900

**The following are Vocational Rehabilitation Services for individuals who have been diagnosed with a disability.**

**Burlington County Department of Vocational  
Rehabilitation**  
VOCATIONAL REHABILITATION SERVICES  
795 Woodlane Rd.  
Westampton, NJ 08060  
(609)518-3948

**Delaware House Mental Health Services**  
25 Ikea Drive  
Westampton, NJ 08060  
Counties Served: Burlington  
Phone: (609) 267-9339  
Fax: (609) 386-6645  
**SE**

**Goodwill Industries of Southern  
New Jersey**  
2835 Route 73 South  
Maple Shade, NJ 08052  
Counties Served: Camden, Burlington, Gloucester  
Phone: (609) 439-0200  
Fax: (609) 866-1689  
**EE, PVE, WAT**

**Occupational Training Center  
of Burlington County, Inc.**  
2 Manhattan Dr.  
Burlington, NJ 08016  
Phone: (609) 267-6677  
Fax: (609) 265-8418  
Contact: Gayle Dugan  
**EE, PVE, WAT**

**VOCA Corporation  
Greentree Executive Campus**  
Suite 5001D  
Route 73/Lincoln Drive West  
Marlton, NJ 08053  
Counties Served: Camden, Burlington & Gloucester  
Phone: (856) 983-3303

Fax: (856) 983-3313

**SE**

**Allies, Inc.**

2277 State Highway 33

Suite 415

Hamilton, NJ 08690

Phone: (609) 584-5522

[www.alliesnj.org](http://www.alliesnj.org)

**SE**

EE = Extended Employment	SE = Supported Employment
PVE = Pre Vocational Evaluation	WAT = Work Adjustment Training

**FYI:** These programs includes diagnostic evaluation, vocational guidance and counseling, therapies, vocational training, rehabilitation workshop and training, tools, supplies, assistive devices, vehicle modification, supported employment/job coaching and job placement assistance. Disability must be significant impediment to employment.

### **C. Legal Restrictions on Employment and Protections Against Discrimination**

If you are interested in getting a job and building a career in a particular area, you should make sure that it isn't one that is forbidden to someone with the kind of criminal conviction that you have on your record. There are about 22 categories of jobs in New Jersey that exclude people with convictions (which conviction it varies by job). These include: aircraft/airport employees; paid public school employees, school bus drivers and school crossing guards; bank employees; bartenders and waiters in establishments where liquor is served; housing authority and municipal police and parking enforcement officers; New Jersey Turnpike Authority employees; liquor retail, wholesale, manufacturing or distributing employees; paid firefighters; child care center employees; community residences for individuals with developmental disabilities. A much larger number of jobs require that you disclose your criminal record, and those employers perform background checks; some of these, however, also require that employers consider evidence of rehabilitation. These include most jobs in the health care and counseling fields (including drug and alcohol counseling) and social workers.

**FYI:** If you are going to begin training in a particular field,

make sure you find out from the training course whether there are any restrictions that will keep you from getting a job.

**Protections for Licensed Occupations:**

If you are not absolutely barred from a position because of your conviction, New Jersey law says that you cannot be denied a professional license simply because of your conviction unless the crime for which you were convicted relates to the occupation you want to enter. If the licensing board or agency wants to deny you a license because the crime is related to the occupation, they have to explain, in writing, that they have considered certain factors like the seriousness of the crime, the circumstances of the crime, the date and your age when convicted, whether the crime was an isolated or repeated event, social conditions, and evidence of rehabilitation. You can ask your parole officer about applying for a “certificate of rehabilitation,” which can be used in your license application.

**D. Benefits for Employers Who Hire People With Criminal Records**

As you look for a job you can tell employers that the federal government has programs to support employers who hire people coming out of prison.

**FYI:** Work Opportunity Tax Credit (WOTC): With the Work Opportunity Tax Credit, your employer may be able to save up to \$4800 the first year you are hired. Make sure to inform your potential employer of this benefit.

**Federal Bonding Program:** Provides bonding “or insurance coverage” for employers who hire individuals with criminal histories who are otherwise qualified but cannot gain employment due to their criminal backgrounds. Please contact your local one stop for more information: **Burlington County One Stop Career Center**, 795 Woodlane Road, P.O. Box 6000, Westampton, NJ 08060 or call 609-518-3900.

**E. Opening a Checking or Savings Account**



After you’ve gotten a source of income, you may want to open a checking or savings account. A checking account is a great idea because many jobs provide direct deposit, and your check

is automatically deposited into your account on payday. Using checks to pay for your bills is also cheaper than using money orders. To open a checking account you usually need a picture I.D. (driver's license or non-driver state I.D.), proof of address, birth certificate, and a Social Security card. You can also request a debit card with your account, which you can use just like a credit card (as long as you have the money in your account already). You can get a debit card for either a checking account or a savings account, but with a savings account you can earn interest on the money you've saved. Fees for these accounts will vary depending on the type of account and bank. Many banks now offer free checking.



## **F. Public Libraries**

Your local public library can be a good resource for your job search. Public computers provide internet access (and help using the computer), job and course listings, and other local directories. Libraries also often carry the government forms mentioned in this guide, and librarians can help you find other information that you need.

### **LIBRARIES**

#### **Burlington County Library Systems**

**[www.bcls.lib.nj.us](http://www.bcls.lib.nj.us)**

#### **County Library**

5 Pioneer Boulevard  
Westampton, NJ 08060  
609-267-9660

#### **Branches**

#### **Bordentown Library**

18 East Union Street  
Bordentown, NJ 08505  
609-298-0622

#### **Cinnaminson Library**

1619 Riverton Road  
Cinnaminson, NJ 08077  
856-829-9340

#### **Evesham Library**

984 Tuckerton Road  
Marlton, NJ 08053  
*(located in the Evesham Municipal Complex)*  
856-983-1444

**Maple Shade Library**  
200 Stiles Avenue, Maple Shade, NJ 08052  
(Located in the Maple Shade Municipal Building)  
856-779-9767

**Pinelands/ Medford Library**  
39 Allen Avenue  
Medford, NJ 08055  
609-654-6113

**Pemberton Library**  
16 Broadway  
Browns Mills NJ 08015  
609- 893-8262

**Riverton Library**  
306 Main Street  
Riverton, NJ 08077  
856 829-2476

**Member Libraries**

**Beverly**  
441 Cooper Street  
Beverly, NJ 08010  
609-387-1259

**Burlington City Library**  
23 West Union Street  
Burlington, NJ 08016  
609-386-1273

**Crosswicks Library**  
PO Box 147  
Main Street, Crosswicks, NJ 08515  
609-298-6271

**Delanco Public Library**  
M. Joan Pearson School  
1303 Burlington Ave.  
Delanco, NJ 08075  
856-461-6850

**Florence Township Public Library**  
1350 Hornberger Ave.  
Roebing, NJ 08554  
609-499-0143

**Mount Holly Public Library and Lyceum**  
307 High Street  
Mt. Holly, NJ 08060  
609-267-7111

**Bass River Community Library**  
Bass River Elementary School  
North Maple Avenue  
New Gretna, NJ 08224  
609-296-6942

**Riverside Public Library**  
10 Zurbrugg Way  
Riverside, NJ 08075  
856-461-6922

**Vincentown**  
Sally Stretch Keen Memorial Library  
94 Main St.  
Vincentown, NJ 08088  
609-859-3598

**FYI:** Please note that summer and holiday hours differ from the above referenced, and you will need to call for those times.



## **Reconnecting with Family**

As you prepare to come home, you may be thinking about reuniting with family members, including those you may not have seen for a long time. You may be excited to see your kids, your spouse, your parents, and others who are part of your family, and while most will be glad to see you home, others may be reluctant. All kinds of issues can come up, and you may need some help solving some of the problems that arise. This section provides some information and resources to help solve these issues.

### **Hotlines For Family Services Resources**

**NJ Child Abuse/ Neglect Hotline:**  
1(877)NJABUSE (652-2873)

**Child Care Hotline:**  
1(800) 332-9227

**NJ Child Support Hotline:**  
1 (877) NJKIDS- 1 (655-4371)



**Division of Family Development:**

1(800) 792-9773

**NJ Department of Children Permanency and Protection**

**Advocacy Line:**

1 (800) 331-3937

**Family Health Line:**

1 (800) 328-3838

**National Domestic Violence Hotline:**

1(800) 799-7233

**Parents Anonymous:**

1(800) 843-5437

**A. Family Counseling Resources**

The following places can provide support, marital and family counseling and parenting classes to help you reunite with your family.

**Family and Community Services**

**(609) 386-7331**

206 High Street, Burlington, NJ 08016.

Hours: Mon, Tue, & Thu- 9:00am to 9:00pm

Wed-9:00am-4:00pm

Friday 9:00am to 5:00pm

Saturday 9:00am to 2:00pm

*Provides professional counseling for individuals, marriage, family, group, and information and referral.*

**Family Success Center of Burlington**

**(609) 267-4001**

45 High Street

Mount Holly, New Jersey

Hours: Monday through Friday, 9:00 a.m. to 5:00 p.m.

*Limited evening and weekend hours are also available as determined by the Family Success Center.*

*The center offers services and referrals to help parents flourish as responsible, contributing members of the community and to foster stronger relationships with their children.*

**Family Service of Burlington County**

**(609) 267-5928**

770 Woodlane Road  
Westampton, NJ

*Provides preventive and therapeutic mental health services to individuals, families and groups primarily in Burlington County and South Jersey.*

**Genesis Counseling Center**

2003C Lincoln West Dr.  
Marlton, NJ 08053  
(856) 596-8007



**Parents Anonymous of New Jersey, Inc.**

1-800-843-5437 (24 hour hotline) Hours: Call to confirm group times at different locations Self-help for parents who are under stress and who want to improve their relationship with their children. Groups meet weekly and are facilitated by a volunteer professional; many groups provide child care. Groups meet in most counties throughout the state with some bilingual groups available. Parents Anonymous also offers an on-line support group as well.

**B. Child Custody and Visitation**

Establishing visitation and gaining custody of your children once you are released is not an overnight procedure. If you had custody of your kids at the time you were incarcerated, and no family was able to take care of them, they may have been placed in foster care. If this is the case, and you do not know your child's case manager's name or number, contact the Division of Child Protection and Permanency at 800-531-1091. You will have to make an appointment with the case manager for an interview. They may not be willing to give you information over the phone. You'll be asked a series of questions in order to assess when and if you will be given visitation rights, so that you may reestablish your relationship with the child and hopefully gain custody again. This is just a quick overview of what to do and what you can expect.

***FYI: If you were convicted of any violent or sexual offenses against children, you may be unable to live with or regain custody of your children.***

**Listed below are the different offices for DCP&P in your area. Please contact the office that applies to your location.**

**Burlington East LO - #767**

100 Lucas Drive  
Lumberton, NJ 08048  
**609-265-6900 or 866-663-1331**  
Fax: 609-261-5757  
**Manager – Maryann Furphy**

**Burlington West LO - #768**

200 Campbell Drive  
Suite 100  
Willingboro, NJ 08046  
**609-880-9300 or 800-847-1753**  
Fax: 609-880-0310  
**Manager – Phyllis Palmer**

**C. Getting and Paying Child Support**

Whether you have custody of your children on your own when you get out, and need help from an absent “non-custodial” parent, or you do not have custody of kids who need your support, child support payments will be an important part of your life after you are released. Some basic information is included below, as far as enforcing a child support order.

Child support, custody and visitation issues are very complicated, and if you can get a lawyer, you should. Contact the Legal Services of New Jersey hotline, from 9:00 am - 4:30 pm, at 888-576-5529, or you can also contact South Jersey Legal Services, 107 High Street, Mount Holly, NJ or call 609-261-1088. From prison, you can also contact the Prisoner’s Self Help Legal Clinic, P.O. Box 768, Newark, NJ 07101.

**Getting and Enforcing a Child Support Order**

If you have custody of your children and want financial support from the non-custodial parent, you can **apply** for child support at:

Burlington County Courts Facility  
49 Rancocas Road, 3rd Floor  
Mount Holly, NJ 08060  
609-518-2645

There is a possible fee. To enforce an existing order go to:

**Burlington County Child Support Enforcement Services**

49 Rancocas Road, 3<sup>rd</sup> Floor  
Mount Holly, NJ 08060  
609-518-2645

You can also call 1-877 NJKIDS1 for more information about this.

**Paying Child Support**

If you have kids that you did not have custody of before you went to prison, there may be a child support order requiring you to pay a certain amount every month for their support. Even if you did not go to court, for example, the parent with custody filed for the order while you were incarcerated, the court can still order you to pay child support. The amount you pay in child support is tied to your income, and if the court does not know your income, they will assume you are working 40 hours a week at minimum wage. Child support payments are usually taken out of your paycheck. If you have not paid at all or missed payments, you will owe "arrears." Unless you got a modification of your child support order when you went into prison (see below), the amount of arrears that you owe will have continued to grow while you were inside. When you come out, and get a job, they can begin to take out not just the monthly amount you owe for child support, but more money to pay back the arrears (up to 65% of your pay in total). They may also suspend your driver's license. Here are some things you can do:

**D. Domestic Violence/Sexual Assault Resources**

The following places provide counseling, support and shelter or referrals to shelter in domestic violence situations. You can also call these 24-hour hotlines:

**New Jersey Coalition for Battered Women:  
(800)-572-SAFE.**

**Domestic Abuse Hotline for Men and Women:  
(888) 7HELPLINE (1-888-743-5754)**

**Burlington Superior Court Domestic Violence Unit  
609-518-2642**

**National Domestic Violence Hotline  
1-800-799-SAFE**

**Providence House Catholic Charities  
Domestic Violence Hotline  
609-871-7551**

**Domestic Violence Advocacy  
Center of Tree House Haven  
609-265-9000**

**Tree House Haven 24 Hour/Resource Line  
856-630-8642**

## **Getting More Education**

Although getting more education may not be part of your short term plans, it certainly should be something to think about for the future, especially if you do not have a high school diploma or a GED.



### **A. High School Diploma/GED Certificate/High School Equivalency Degree (HSED)/Vocational School Certificates**

It is very important to keep records of any degrees and certificates of completion and work-related licenses that have earned. Before you are released, you can write to the school or agency where you earned your degree or certificate to obtain a copy. Once you have a copy in your possession, this should be kept in your strong box.

**FYI:** If you earned your GED while incarcerated, please call the Education Department of the institution you were in to obtain a copy.

You can also request your **GED** transcript or diploma verification from the New Jersey Department of Education providing you completed your diploma in a traditional setting. You will have to fill out a **GED** Information Request Form.

Please call 609-777-1050 for further assistance.

You may ask that it be sent to you; or you may pick up the form at a local testing center (which you can do after you are released); by downloading the form from the website <http://www.state.nj.us/njded/students/ged/ged7.htm>; or by writing to: **GED** Testing Program, Bureau of Adult Education and Family Literacy, New Jersey Department of Education, PO Box 500, Trenton, NJ 08625.

Your chances of getting a job that pays a living wage and of moving forward in a career will improve with more education,

and not having the high school diploma or GED will simply lock you out from a lot of opportunities.



## **B. HSE/GED Classes**

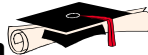
The places in Burlington County below offer classes to help you prepare for the HSE exam. Call for exact times and procedures. Many locations offer classes at low cost or no cost. Call individual programs for information on classes offered, fees and/or time schedules.

### **HSE/GED Testing Centers**

Burlington County College  
HSE/TASC Test Center  
200 Campbell Dr., Suite 201  
Willingboro, NJ 08046  
(609) 894-9311 ext. 3079  
Coordinator: Melody Brantley.

### **NJ Youth Challenge - Fort Dix**

Samuel Hayes  
Chief Examiner  
Building #5910  
W. 16th Street  
Fort Dix , NJ - 08640  
609-562-0572



## **C. Higher Education**

If you already have a high school diploma or a GED certificate, you may want to move forward and get your associate's degree, bachelor's degree or graduate degree.

### **Local Area Colleges**

**Burlington County College**  
Pemberton Campus  
601 Pemberton Browns Mills Road  
Pemberton, NJ 08068  
609-893-6311

Mt. Laurel  
500 College Circle  
Mt. Laurel, NJ 08054  
856-222-9311

**Strayer University**  
Willingboro Campus  
Located Onsite at Burlington County College  
300 Willingboro Parkway  
Willingboro Town Center, Suite 125  
Willingboro, NJ 08046  
Phone 609-835-6000  
Fax 609-835-6030

#### **Can I Get Financial Aid?**

To pay for this, you will probably try to get some financial aid. If you are applying for any federal financial aid programs after release (such as Pell Grants, Perkins Loans, Federal Family Education Loans, etc.), you are not restricted unless you have a drug-related offense. For possession offenses, a first offense means one year of ineligibility (after your conviction), a second offense, two years, and third offense means you are “indefinitely” ineligible, which to the government means permanently ineligible. For a sales or distribution crime, a first offense has two years of ineligibility, a second offense makes it permanent. Private financial aid or loan programs may not have any restrictions.

### **Other Things You Need to Know**

#### **A. Getting Legal Assistance**

To get assistance with civil (not criminal) cases, you can contact the toll free hotline for **Legal Services of New Jersey (LSNJ)**, which provides information and referrals, **888-576-5529**. For local Burlington County legal services please contact the office located nearest to you:

**South Jersey Legal Services**  
**107 High Street**  
**Mount Holly, NJ**  
**609-261-1088**  
**<http://www.lsnj.org/>**

#### **B. Checking and Correcting Your Criminal Record (“rap sheet”)**

Since employers, landlords and others will be performing criminal background checks and getting copies of your criminal record, it is important that you know what is on it, and that it is accurate. You should also be prepared to answer any questions about your background.

**FYI:** Background checks are now only done electronically. You may contact State Police Headquarters to inquire how to correct your criminal record. The address is listed below.

State Section of Identification  
Records and Identification Bureau  
New Jersey State Police  
P.O. Box 7068  
West Trenton, NJ 08628  
1-609-882-2000 ext 6425  
1-609-530-4856 fax

### **C. Expungement: Cleaning Up Your Criminal Record**

You may have heard about expungement as one way to clean up your criminal record as you get some distance from your old arrests and convictions. Unfortunately, expungement is fairly limited in New Jersey. You can expunge any arrest that did not lead to a conviction at any point. You can expunge “disorderly person’s offenses,” which are low level offenses in New Jersey, after 5 years, and most municipal ordinance offenses after 2 years. Convictions for “indictable offenses” (felonies), can be expunged 10 years from the date of conviction, payment of any fine, satisfactory completion of probation or parole or release from incarceration, but whichever is latest. The most serious of these offenses, such as murder, kidnapping, aggravated sexual assault, robbery, arson, perjury and distribution, sale or possession with intent to distribute of controlled dangerous substances (drugs), **can never be expunged.** Expungement is a broader remedy for offenses committed as a juvenile. Legal Services of New Jersey has published a guide to cleaning up your record through expungement.

To obtain a copy of the book, call 888-576-5529, or go to the LSNJ web site, where you can download it for free: <http://www.lsnj.org/english/crime/municipalcourt/clearingyourrecord.cfm>.

### **D. Checking and Correcting Your Credit Record**



While New Jersey allows employers to look at your criminal record, many employers — and others like landlords and mortgage companies — will use a credit report instead of or in addition to the state’s records. Credit records are maintained by private companies and generally have information about your debts, your history of paying bills and other financial matters, but may also have information about your criminal



record. The information may not be correct, and the law does offer you some protections. For example, if an employer uses a credit record to deny you a job, they have to tell you this, and give you the name, address and phone number of the agency that provided the report, and the agency must give you a copy of that information on your request. They cannot charge you money for that request if the employer used the report to deny you a job. If the records of the credit agency contain incorrect information, they must investigate and correct inaccurate information.

You can get ahead of the curve by getting a copy of your credit record and making sure there isn't any incorrect information on it. New Jersey residents are allowed one free credit report each year. Three companies that provide this service are:

**Equifax Information Systems, LLC.:**  
P.O. Box 740241, Atlanta, GA 30374  
800-685-1111.

**Transunion Personal Credit Report:**  
PO Box 1000, Chester PA 19022  
800-888-4213.

**Experian:**  
PO Box 2002, Allen, TX 75013  
800-397-3742.

**FYI:** By mail, be sure to include your full name, current address, Social Security number, and most recent former address for file-matching purposes.

## **E. Voting Rights**

New Jersey law does not allow you to vote while you are in prison, or while you are on probation or parole for an indictable offense (disorderly person's offenses don't disqualify you). **Once you have completed your parole or probation term, you may register to vote.** Make sure that you are registered in the county in which you reside. **Applications for registration can be obtained from Social Services prior to release.** Also you may apply with the Division of Elections, the Commissioners of Registration office in the County where you live or from your Municipal Clerk once you are released. Registration forms are also available in various State agencies and at Division of Motor Vehicle offices and can be obtained while transacting agency business. If you are not sure, you can visit [http://www.state.nj.us/lps/elections/vote\\_doe.html](http://www.state.nj.us/lps/elections/vote_doe.html). You will be able to download a voter's registration form and mail it in.

This site also explains who can register to vote and where you can register.

## **F. Registration of Sexual Offenders (Megan’s Law)**

Sex offenders are required to register with the police under Megan’s Law. Offenses include: aggravated sexual assault; sexual assault; aggravated criminal sexual contact; endangering the welfare of a child by engaging in sexual conduct which would impair or debauch the morals of the child; luring or enticing and, if the victim were a minor and the offender not a parent, kidnapping; criminal restraint and false imprisonment and promoting prostitution of a child under 18. **You will be registered prior to release, but must re-register your home address at least 10 days prior to any move with the law enforcement agency with which you were registered when released.** You will also need to verify your address annually or every 90 days if you are a repetitive and compulsive offender.

## **The Game Plan**

Your first weeks out after leaving prison can be overwhelming. This section is set up to help you get organized and keep yourself on track towards your goals. First, think about what those goals are —what do you want or need to get done in your first week out? In your first month out? Where do you want to be in six months? There are lots of things that other people need you to do — your parole officer, for example, and your family — but you also need to think about what you expect from yourself.

Here are a few pages to use to plan your first days out of prison. There are some questions to ask yourself about what you plan to do. It’s best to write things down and plan ahead. **\*\*\*You should also refer to your discharge plan created by your social worker that outlines your needs.** Have a wonderful and successful reentry!

### **DO I have my Basic Needs?**

Shelter: \_\_\_\_\_

Food: \_\_\_\_\_

Health Care: \_\_\_\_\_

Clothing: \_\_\_\_\_

Transportation: \_\_\_\_\_

**DO I have support?**

Family: \_\_\_\_\_

\_\_\_\_\_

Friends: \_\_\_\_\_

\_\_\_\_\_

**DO I have Identification?**

**I.D. Checklist**

<b>Documents</b>	<b>Have?</b>	<b>Need?</b>
Strong Box	_____	_____
Social Security Card	_____	_____
Birth Certificate	_____	_____
County I.D.	_____	_____
Driver's License	_____	_____
Non-driver's I.D.	_____	_____
Certificate of Naturalization	_____	_____
Green Card	_____	_____
Military Discharge Papers	_____	_____
Passport	_____	_____
High School Diploma	_____	_____
Or GED Certificate	_____	_____
Prison Release Papers	_____	_____

**Other things I need to do (get I.D., get prescriptions, go to a support group, etc.):**

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Important Names and Phone Numbers  
(Parole, Mentor, Emergency Contact)**

**Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

# Smart Book Topics

- ▶ **Getting Started:  
I.D. and Other Documents**
- ▶ **First Steps After Release:  
Where Do I Go to Find...**
- ▶ **Taking Care of You:  
Getting Support**
- ▶ **Taking Care of You:  
Health Care Resources**
- ▶ **Finding a Job:  
Employment Assistance  
and Training Programs**
- ▶ **Reconnecting With Family**
- ▶ **Getting More Education**
- ▶ **Other Things You Need to Know**
- ▶ **The Game Plan**