

Tennessee Incarcerated & Recently Released Veterans Guidebook and Resource

Forward

This guidebook is a tool for Veterans incarcerated or newly released and their families who wish access to services to support a new and better way of life. Be aware, laws do vary from state to state; therefore check your state laws and regulations against this guide. Other state guidebooks are available on the web at www.**va**.gov/homeless/**reentry**_guides.asp .

This resource guidebook was developed using many resources. We would like to acknowledge: 1) the National Coalition for Homeless Veterans which provided basic concepts and core information for this guide through its "Planning for Your Release" guide funded by the U.S. Department of Labor; 2) the Veterans Incarcerated Workgroup of Walla Walla, Washington, for the concept of state-specific information in their original "Guidebook for Incarcerated Veterans" and for allowing the use of its guide as a template for this publication; 3) Vietnam Veterans of America, Inc. for developing the first incarcerated veterans guidebook, which has inspired and informed subsequent efforts; and 4) any public domain and agency resources included in the guidebook.

Agency staff names and addresses, phone numbers and website addresses change. If you attempt to contact one of the resources in this guidebook and it is not current, do your best to obtain the current information through phone information or a web search.

To perpetuate the value of this document, I request that if you discover any incorrect, conflicting, or out-of-date information to please send the discrepancies, and updated information:

Virginia Spini, LCSW
Healthcare for Re-Entry Veterans (116)
1310 24th Avenue S.
Nashville, TN 37212
615-783-8182
virginia.spini@va.gov

Whenever possible, notations were made on the source material used in this guidebook. Because this is a revised and updated guidebook, if information had no changes and appeared current, the information may have been taken from source material previously reported above. A listing of those resources can also be found on page 46 of this guidebook.

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USING THIS GUIDEBOOK

This guide is for you to use to plan for your release and to keep as a reference after your release. It includes addresses, phone numbers, and web sites that you can use to find out about programs and other assistance after your release. You may want to ask a friend or family member to help you find the information you need if you don't have a phone or internet access.

Keep in mind that **this guide does not include all of the services available.** What is available in one area may be different from what is available in another, so be sure to check with local resources to learn about services in your area.

While you are in prison, find out which unit in your facility can help you plan for your release (often the education or transfer unit). Classes may be offered so you can work on skill development and prepare for life after release. **You don't want to risk homelessness once you are released, so take advantage of the opportunities available to you now.**

Begin thinking about what specifically you will need upon release. Ask yourself these kinds of questions: Will I need housing? I will need to find a job? Will I need medical, substance abuse treatment, or mental health care? Do I need to learn a job skill? Do I have any other legal issues? Do I have unpaid debts? Do I qualify for any public assistance or benefits, such as Supplemental Security Income (SSI)?

Make a list of your needs. Remember that this is just a tool to help you get organized.

A sample list might look like this: Check all that apply to your situation.

- ☐ I need a place to live.
- ☐ I need a job.
- ☐ I need clothing to wear to work.
- ☐ I need to find out what benefits I can get as a veteran.
- ☐ I want to get addictions treatment.
- ☐ I owe child support.

Think about your list as you read through this guide. Who do you think can help you with each of your needs? Is there one organization that may be able to work

with you on many different things, or do you need to contact several agencies? Can you do many of these tasks yourself? Keep track of the steps you take, including the dates and names of people you contact for information or assistance. Although this guide provides national and state addresses for many organizations, we recommend you **check your phone book for local, county, and state agencies that know what help is available in your area.**

When writing a letter to request information, **be clear.** Keep your letter short, to the point, and write legibly. Include the following information:

- Your name and contact information.
- A brief statement about your current situation.
- Your specific request.
- What you have done so far (Example: I have written to _____ organization and they suggested I contact you).
- And let the organization know of any restrictions for mailings (Example: Mail with staples or paper clips will not be accepted by my prison facility).

When contacting an agency for help by mail, email or phone, **be direct and polite** in order to get results. Ask questions if information is not clear to you. Remember that many organizations are staffed by volunteers who are eager to help, but may not have the answers you are looking for. **If someone cannot help you, ask who can help you. They may not know what restrictions you are under while incarcerated, such as lack of easy access to the phone and no access to the computer or the internet.**

The internet can also be helpful to find information about VA benefits and community resources in your area. This guide includes web addresses, when available. If computer access is not available at your facility, you can visit the public library after release. Computer access may also be provided at WorkSource and WorkSource Affiliate sites, WorkForce Development Council member locations, and Employment Security Department Offices (referred to as Job Service Centers or Unemployment Offices).

Are You A Veteran?

Character of Discharge

Receiving a discharge that is not HONORABLE, does not prohibit you from receiving Veteran benefits, yet it may limit the type of benefits or extent of benefits you are eligible to receive. Veterans who received a less than Honorable discharge may be able to apply for an upgrade *(covered on page 6 in this guidebook).* Below are excerpts from the 2012 Federal Benefits for Veterans, Dependants and Survivors concerning Veteran eligibility for benefits.

General Eligibility

"Eligibility for most VA benefits is based upon discharge from active military service under other than dishonorable conditions. Active service means full-time service, other than active duty for training, as a member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or as a commissioned officer of the Public Health Service, Environmental Science Services Administration or National Oceanic and Atmospheric Administration, or its predecessor, the Coast and Geodetic Survey. Generally, men and women veterans with similar service may be entitled to the same VA benefits.

Dishonorable and bad conduct discharges issued by general courts-martial may bar VA benefits. Veterans in prison and parolees must contact a VA regional office to determine eligibility. VA benefits will not be provided to any veteran or dependent wanted for an outstanding felony warrant."

VA Health Care Benefits - Basic Eligibility

"A person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable may qualify for VA health care benefits. Reservists and National Guard members may also qualify for VA health care benefits if they were called to active duty (other than for training only) by a Federal order and completed the full period for which they were called or ordered to active duty.

Minimum Duty Requirements: Veterans who enlisted after Sept. 7, 1980, or who entered active duty after Oct. 16, 1981, must have served 24 continuous months or the full period for which they were called to active duty in order to be eligible. This minimum duty requirement may not apply to Veterans discharged for hardship, early out or a disability incurred or aggravated in the line of duty."

Those who are unsure of their Veteran status should apply and have an eligibility clerk review their status and eligibility for services and benefits. This can be done by making an application for Veteran benefits/services or contacting the regional office at 1-800-827-1000.

Military Records

Records concerning your service may be very important to have in your possession. At a minimum, all Veterans should have a copy of their separation documents. This usually means a copy of a DD214. There are many copies of the DD214 given to a discharging Veteran, and the one that the VA looks for in most situations while filing for benefits is the 'DD214/Member 4 copy.' This is the copy of the separation paperwork (DD214) that shows the Character of Service, such as if you received an HONORABLE discharge or a lower level of discharge, such as a GENERAL Discharge. It is also known as an **UNDELETED** copy of the DD214. A 'Member 2 copy' also shows the character of discharge. A DD215 is also accepted and is a corrected or amended discharge document and is issued when the original DD214 had incorrect or missing information. Veterans with service during WWII may have a World War II WD form. The most important information on these documents are the Character of Discharge and the dates you served on active duty.

Requesting Records

A copy of your military records can be requested using either the Standard Form 180 (SF180), or via on-line at www.archives.gov/veterans/military-service-records/index.html. Only the Veteran can make this request, or NOK if the Veteran is deceased. Records over 62 years old are public records. *See Appendix for a copy of the SF180 form.*

The National Personnel Records Center (NPRC) receives close to 5000 requests for records a day. Nearly half of all the requests are for only a copy of separation documents, which is the required document for Veteran benefits. A small number of requests ask for a copy of a full personnel file.

The National Archives has a standard procedure concerning requests for entire files. NPRC only provides copies of key documents, rather than a copy of every document in a personnel and/or medical file. Personnel documents are not normally needed for benefit requests, therefore, by sending only the key documents, such as only the discharge documents, requests can be responded to between 6 days to a few weeks. Exceptions to this procedure are files more than 62 years old, US Marine Corps files, all certified legal cases, and all requests from

the Department of Veterans Affairs. In these instances, all documents are provided.

The key documents provided from the Personnel File and/or Medical Record, may contain a copy of separation documents and the following information, if it is in the file:

- Military Services Dates
- Character of Service
- Promotions and Reductions
- Duty Stations and Assignments
- Foreign or Sea Service
- Military Schooling and Training
- Awards and Letters of Commendation
- Disciplinary Actions
- Lost Time
- Enlistments Contracts
- Entry and Separation Physical Exams
- Immunizations
- Dental Examinations
- Clinical Summaries/Cover Sheets

If, after receiving an extract of a file, a requester submits a follow-up request for additional information or documents, NPRC will automatically send copies of all the other documents in the file. Follow instructions in any letter they NPRC sends to you to obtain other records.

The 1973 Fire at the National Personnel Records Center

Often a Veteran reports they are unable to verify their service because of the 1973 Fire at the NPRC. Since this fire, there has been a great effort toward the re-building of information from the files that were affected by this tragic loss of information. NPRC has reconstructed information from various other resources to provide basic information lost in this fire, and through that effort, verification of service can still be made for many Veterans' service information, even if the information is not complete.

* *"Some of the most important records used to supplement damage or lost files included: Veterans Administration (VA) claims files, individual state records, Multiple Name Pay Vouchers (MPV) from the Adjutant General's Office, Selective Service System (SSS) registration records, pay records from the Government Accounting Office (GAO), as well as medical records from military hospitals, entrance and separation x-rays and organizational records."*

Branch	Personnel and Period Affected	Estimated Loss
Army	Personnel discharged November 1, 1912 to January 1, 1960	80%
Air Force	Personnel discharged September 25, 1947 to January 1, 1964 (with names alphabetically after Hubbard, James E.)	75%

** http://www.archives.gov/st-louis/military-personnel/fire-1973.html*

Less Than Honorable Discharges and Eligibility

The type of discharge you received, the length of service, and even when you served can have an impact on your benefits. Regardless if your character of discharge was not HONORABLE, you can still request benefits and you might be eligible for limited services. Unfortunately, it is difficult to know the extent of the benefits available until a claim for services is requested.

You can request to have your character of discharge reviewed for an increase. If a General Discharge is upgraded to an HONORABLE discharge, it would subsequently increase your available services or benefits that you are eligible to receive. You only have 15 years from the date of your separation to request an upgrade in your discharge character. After 15 years, you can only request a 'Correction of the Records.'

Like many applications for benefits and services, a Veterans Service Organization (VSO) may help with completing needed paperwork and it is *STRONGLY* recommended you seek help before pursing these actions. These requests must be filed on specific Department of Defense forms and they are not provided for you in this booklet.

A Correction of Military Records is completed after 15 years from you discharge and is much more difficult to obtain. Please consult a VSO for more information on this process before attempting to complete the paperwork yourself. You only receive ONE review on this process, therefore, it should be completed correctly and with all needed information to support your request.

**This is a military review and is not completed by the U.S. Department of Veteran Affairs. The VA does not complete this review and sending your request to the Department of Veteran Affairs, will only delay your review. The address where these are processed are on the instruction pages of the needed forms.*

Incarcerated Veterans

Veterans incarcerated and incarcerated dependents may apply for the same compensation, dependency and indemnity compensation (DIC) – service connected death benefits – and pension benefits as Veterans who are not incarcerated. However, Congress restricts the amount of benefits that may be paid to a veteran or dependent while he or she is incarcerated. These benefits are institutionalized as part of law: *38 U.S.C Sec 5313 (a), 38 C.F.R., Sec. 3.665 (a), (d)*.

"VA benefits are affected if a beneficiary is convicted of a felony and imprisoned for more than 60 days. Disability or death pension paid to an incarcerated beneficiary must be discontinued. Disability compensation paid to an incarcerated Veteran rated 20 percent or more disabled is limited to the 10 percent rate. For a Veteran whose disability rating is 10 percent, the payment is reduced to half of the rate payable to a Veteran evaluated as 10 percent disabled.

Any amounts not paid may be apportioned to eligible dependents. Payments are not reduced for participants in work-release programs, residing in halfway houses or under community control.

Failure to notify VA of a Veteran's incarceration can result in overpayment of benefits and the subsequent loss of all VA financial benefits until the overpayment is recovered. VA benefits will not be provided to any Veteran or dependent wanted for an outstanding felony warrant."

* *Taken from the Federal Benefits for Veterans and Dependents, 2012 edition, Special Groups of Veterans, Chapter 9.*

For example: Joe is a Veteran who receives a VA pension. He commits a crime, is convicted, and is incarcerated, but doesn't tell the VA right away and keeps getting paid for 6 months. After serving his sentence of 18 months, he is released and applies to the VA to have his pension restarted. He will have an overpayment which must be recovered from the restarted benefits. Until the overpayment is recovered, Joe will have to go without that income.

Your award for compensation or pension benefits should resume from the date you are released, as long as the VA receives notice of release within one year. Form

21-4193, Notice to Department of Veterans Affairs of Veteran or Beneficiary Incarcerated in Penal Institution, should be completed before release, signed by a prison official and submitted to VA Benefits Administration. A copy of this form is provided in the appendix.

To avoid overpayment of benefits and preserve your benefits in full for when you release from incarceration, it is VERY important you notify the VA. If you do not have Form 21-4193, then you should mail a letter to the VA Regional Office (VARO) in your State of Residence. See page 11 for a listing of some of the VARO offices in the Southeast.

Apportionment

All or part of the compensation not paid to an incarcerated Veteran may be apportioned to the Veteran's spouse, child or children, and dependent parents on the basis of individual need. In determining individual need, consideration shall be given to such factors as the claimant's income and living expenses, the amount of compensation available to be apportioned, the needs and living expenses of other claimants as well as any special needs, if any, of all claimants.

Additional Information:

- VA will inform a Veteran whose benefits are subject to reduction of the right of the Veteran's dependents to an apportionment while the Veteran is incarcerated, and the conditions under which payments to the Veteran may be resumed upon release from incarceration.
- VA will also notify the dependents of their right to an apportionment if the VA is aware of their existence and can obtain their addresses.
- No apportionment may be made to or on behalf of any person who is incarcerated in a Federal, State, or local penal institution for conviction of a felony.
- An apportionment of an incarcerated Veteran's VA benefits is not granted automatically to the Veteran's dependents. The dependent(s) must file a claim for an apportionment.

(http://www.va.gov/opa/persona/veteran-incarcerated.asp)

Pension

Veterans in receipt of VA pension will have payments terminated effective the 61st day after imprisonment in a Federal, State, or local penal institution for conviction of a felony or misdemeanor. Payments may be resumed upon release from prison if the Veteran meets VA eligibility requirements. Failure to notify VA of a Veteran's

incarceration could result in the loss of all financial benefits until the overpayment is recovered. (http://www.va.gov/opa/persona/veteran-incarcerated.asp)

Healthcare

Incarcerated Veterans do not forfeit their eligibility for medical care; however, current regulations restrict VA from providing hospital and outpatient care to an incarcerated Veteran who is an inmate in an institution of another government agency when that agency has a duty to give the care or services.

VA may provide care once the veteran has been unconditionally released from the penal institution. Veterans interested in applying for enrollment into the VA health care system should contact the nearest VA health care facility upon their release. (Incarcerated Veteran Fact Sheet)

GI Bill/Education Benefits

Beneficiaries incarcerated for other than a felony can receive full monthly benefits, if otherwise entitled. Convicted felons residing in halfway houses (also known as "residential re-entry centers"), or participating in work-release programs also can receive full monthly benefits.

Claimants incarcerated for a felony conviction can be paid only the costs of tuition, fees, and necessary books, equipment, and supplies. VA cannot make payments for tuition, fees, books, equipment, or supplies if another Federal State or local program pays these costs in full.

If another government program pays only a part of the cost of tuition, fees, books, equipment, or supplies, VA can authorize the incarcerated claimant payment for the remaining part of the costs. The Department of Veterans Affairs publishes a booklet called "Federal Benefits for Veterans and Their Dependents" that describes the types of benefits available and lists the addresses and phone numbers for VA facilities nationwide. Write the VA Regional Office (VARO) to request a copy at: 110 Ninth Avenue South, Nashville, TN 37203-3817, Toll-free: 1-800-827-1000.
(http://www.va.gov/opa/persona/veteran-incarcerated.asp)

Overpayment of Benefits during Incarceration

There is a 60-day “grace period” following conviction where the veteran, or Dependency or Indemnity Compensation (DIC) recipient, may still receive full benefits. If the Veteran continues to receive benefits after the 60-day period, it will result in an “overpayment”. The VA considers it to be the recipient’s responsibility

and fault if this occurs because the recipient failed to notify the VA of his or her incarceration. Attempts to obtain a waiver in these situations of overpayment are often unsuccessful. As a rule, the veteran loses most, if not all, financial benefits until the VA recovers the entire overpayment. It has also been a standard procedure that the family will not be entitled to receive an apportionment until the debt is completely recovered.

One other relevant restriction on veteran's incarcerated eligibility for service connected disability compensation is that: "No total disability rating based on un-employability, may be assigned to an incarcerated Veteran." It is important to remember that most VA decisions, including those on apportionment, can be appealed to the Board of Veterans Appeals and, if need be, to the Court of Appeal for Veterans Affairs.

FAQ on Overpayments

http://www.va.gov/debtman/Frequently_Asked_Questions.asp#FAQ2

What steps do I need to take to request a waiver of my debt? Is there a specific form I need to use to do so? To request a waiver, you need to state, in writing, that you want to request "waiver of collection" (use those exact words) and the reasons you feel you should not be held liable for the debt. You should explain the circumstances leading to the overpayment and the steps you took to prevent the overpayment from occurring. You should also complete and return the Financial Status Report* that was enclosed with your notification letter.

Is it possible to make payments on my debt, or set up partial withholding from my benefits in order to repay this debt? Monthly payments or withholdings from benefits can be accepted if they will clear the debt in a reasonable timeframe. If your proposed repayment plan will take longer than a year to repay your debt, you need to complete and return the Financial Status Report, which was enclosed with your notification letter.

**A copy of the Financial Status Report form is located in the appendix.*

Submit this form along with your proposed repayment plan by mail or fax to:

U.S. Department of Veterans Affairs
Debt Management Center
P.O. Box 11930
St. Paul, MN 55111
1-612-970-5688 (fax)

We will notify you if your plan is acceptable, and when the withholding will start, or when you should begin making your payments.

I don't understand how I was overpaid. Can you send me an audit of my account?
You can call our toll-free number 1-800-827-0648, or for international callers, 1-612-713-6415 and explain to the operator that you would like an audit for your overpayment. The audit will also include your repayment options.

Filing Veteran Benefits Claims:

If you would like to get benefits or think you have a pending claim before the VA, it is best to get professional help to assist you.

Many Veterans Service Organizations (VSO) **have trained staff who can help you with your VA claim and can represent your claim before the VA**. You can contact any VSO listed below to see if there is a service representative near you.

Veteran Service Organizations*

- The American Legion 1-800-433-3318
- American Red Cross 1-877-272-7337
- Disabled American Veterans 1-877-426-2838 or (859) 441-7300
- Paralyzed Veterans of America 1-800-424-8200
- Veterans of Foreign Wars 1-800-VFW-1899
- Vietnam Veterans of America 1-800-882-1316

*This is not a complete listing. Others may be located in the phone book or on the web.

Although we encourage you to seek the aid of a service representative, you may choose to apply for VA benefits on your own. You can call 1-800-827-1000 for more information or write the VA Regional Office in the state which you reside:

Alabama	**Arkansas**	**Georgia**
VA Regional Office	VA Regional Office	VA Regional Office
345 Perry Hill Road	2200 Fort Roots Dr., Bldg 65	1700 Clairmont Road
Montgomery, AL 36109	N. Little Rock, AR 72114	Decatur, GA 30033

Mississippi	**Tennessee**
VA Regional Office	VA Regional Office
1600 E. Woodrow Wilson Ave.	110 Ninth Avenue South
Jackson, MS 39216	Nashville, TN 37203-3817

How to File a VA Claim

If you believe that you have been harmed in any way through your military experience, you have the right to file a claim for treatment and compensation with the Department of Veterans Affairs (VA). You should consider seeking services from a Veterans Service Organization. They are not lawyers and do not charge for their services, yet they can represent you in your claim to the VA. A short list was provided above. You can submit your claim to any VA Regional Office (VARO) on VA Form 21-256. It can also be done by mail, after requesting the appropriate forms from the VA. Assistance of a VSO is encouraged, when possible.

All major Veterans' organizations (American Legion, VFW, AMVETS, DAV, etc…) have service officers authorized by the VA. Many state and county government agencies have VSO's. There is never a charge for the assistance of VSO.

It is the responsibly of claimant to keep their contact information current. It may be a good idea to inform the VA you are incarcerated and request the exam during your incarceration. Compensation and pension exams may require additional planning and coordination for those Veterans incarcerated. Below is a copy of the most current policy information for Examinations for Incarcerated Veterans.

Examinations for Incarcerated Veterans

PURPOSE

This Fact Sheet provides guidance regarding examinations for incarcerated Veterans.

POLICY

1. Duty to Assist

VA's duty to assist incarcerated Veterans includes providing them with VA examinations when warranted. Court decisions reflect VA's duty to assist includes the duty to provide a medical examination to an incarcerated Veteran when one is required. Further, as stated in VHA Handbook 1601E.01, Compensation and Pension (C&P) Examinations, October 13, 2009, Corrected Copy February 25, 2010, at paragraph 5.b.(1) VHA must provide an examination, when necessary, under the duty to assist provisions of 38 U.S.C. Section 5103A and 38 CFR 3.159 equally to incarcerated Veterans as to non-incarcerated Veterans vaww1.va.gov/vhapublications/ViewPublication.asp?pub_ID=2094.

VA must fully comply with the duty to assist by obtaining relevant medical records from the facility where an incarcerated Veteran is held, and work with state or prison officials both in obtaining such records and in providing medical examinations when warranted. VA, through its General Counsel, has indicated that it is fully aware of this responsibility and will concede that the Board of Veterans Appeals may remand for such an examination where the record does not contain evidence of substantial efforts to conduct such examination, including identifying and requesting the assistance of the appropriate state or prison official.

VA is required to provide medical examinations when warranted under the duty to assist, either by arranging for release of an incarcerated Veteran to attend an examination or by making arrangements with the relevant state or prison official to conduct an examination at the facility where the Veteran is incarcerated. Incarcerated Veterans are owed the same duty to assist as non-incarcerated Veterans and VA should tailor its assistance to the circumstances of the confinement of these Veterans. As long as there is evidence of substantial efforts to conduct the C&P examination, the claim will not be returned as a remand, and VHA has supported the claim to the fullest extent possible. An example of a substantial effort is: the C&P clinic documents that they have made multiple attempts and exhausted all possible avenues for obtaining access to the incarcerated Veteran for the examination.

If you would like to pursue filing a claim yourself, and without the aid of a VSO, below are brief descriptions of some forms needed to file for certain VA benefits. Make photocopies of all forms for your records before sending your packet to the VARO nearest you. These forms are not included in the guidebook, but can be requested with a letter to the VARO closest to you (see page 11), or by downloading them from the web.

- **VA Form 21-526** - Application for Compensation or Pension- must be filed to apply for compensation -or pension. Mail your DD-214 and the following forms to the VARO nearest your release destination.

- **VA Form 21-4138** - Statement in Support of Claim - lets you explain why you deserve the benefits you are asking for because of your disability or disorder. It is best to have an experienced service representative help you complete the form.

- **VA Form 70-3288** - Request for and Consent to Release of Information from Claimant's Records - is used to get records relevant to your claim from VA facilities (regional offices, medical centers, outpatient clinics, and vet centers). Request a fee waiver under section 38 C.F.R. Sec.1.526 (h), which requires the VARO to provide a veteran with one set of his or her records free of charge. *If you have never had medical treatment at a Veterans Medical Center, then this form would not be needed. VA facilities are NOT associated with military treatment facilities and the VA hospital would not have your military medical records.*

WOMEN VETERANS

- Most VA **Medical Centers** and readjustment offices have a designated Women Veterans Coordinator to assist women veterans in accessing VA benefit programs and healthcare services. Call 1-877-222-8387.

- Women Veteran Hotline responds to question about women Veterans and their available benefits and services and resources. It is aimed at increasing women Veterans' knowledge of VA services . **1-855 VA WOMAN or 1-855-829-6636.**

- **The Center for Women Veterans**, 810 Vermont Ave., NW, Washington, DC 20420, 1-800-827-1000, http://www1.va.gov/womenvet/

- Many women in prison had similar histories, problems, and personal issues before their arrest and conviction. Mentors with **Women in Community Service** (WICS) help women preparing to leave prison and those who are just getting back into society. WICS' prison programs help women think about their behavior, gain job skills, and build self-esteem. Contact the U.S. DOL, Job Corps at 1-800-283-9427 or go to www.wics.org to find the nearest WICS program.

Getting Employment

Preparing for your Job Search

Regardless of the skill level of the job you seek, a resume is a powerful and useful tool in the search for job. Any resume you can prepare BEFORE you release from incarceration, will enable you to be that much closer to securing employment when you are released.

Even if the job you are applying for does not ask for a resume, the document can still be a good tool to help complete applications. If an employer tells you to "leave your name and number at the front desk," the resume is your 'calling card' and works much better than a scratch sheet of paper or a 'yellow-sticky note' with your name written on it. A basic resume can help you remember:

- Education information
    - Certifications (Certified Electrician, Certified Diesel Mechanic, etc…)
- Work history (You should cover not less than 5 years of employment history)
- Special skills
    - (driving fork-lifts, typing skills, language skills, computer skills)
- Veteran service dates

Talk to your Reentry Specialist at your correctional facility to see samples of resume styles and options. Also discuss the disclosure of criminal history and how it can be handled, either in a resume or at a job interview. There is no one right answer to this disclosure, so it is best your reentry class discuss this topic and the different ways to approach it.

Veteran Employment Preferences

Some Veterans have Veteran preferences to some jobs and once you release, you will have all your Federal Veteran benefits available again. Many benefits can begin even while you are in a work release program or halfway house, to include your Veteran employment preferences.

By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over non veterans both in hiring from competitive lists of eligibles and in retention during reductions in force.

The goal of the Veteran's Preference is not to the place a veteran in every vacant Federal job. However, preference does provide a uniform method by which special consideration is given to qualified veterans seeking Federal employment.
Preference applies in hiring from civil service examinations, for most excepted service jobs, and when agencies make temporary appointments or use direct hire and delegated examining authorities from the U. S. Office of Personnel Management.

General Requirements for Preference

To be entitled to preference, a veteran must meet the eligibility requirements in section 2108 of title 5, United States Code. This means that:

- An honorable or general discharge is necessary.
- Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.
- Guard and Reserve active duty for training purposes does not qualify for preference.
- When applying for Federal jobs, eligible veterans should claim preference on their application or resume. Applicants claiming 10-point preference must complete form SF-15, Application for 10-Point Veteran Preference.

Types of Preference

5-Point Preference

Five points are added to the **passing** examination score or rating of a veteran who served:

- During a war; **or**

- During the period April 28, 1952 through July 1, 1955; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or**
- During the Gulf War from August 2, 1990, through January 2, 1992; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; **or**
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

10-Point Preference

Ten points are added to the passing examination score of:

- A veteran who served any time and who (1) has a present service- connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs. Individuals who received a Purple Heart qualify as disabled veterans.
- An unmarried spouse of certain deceased veterans, a spouse of a veteran unable to work because of a service-connected disability, and
- A mother of a veteran who died in service or who is permanently and totally disabled.

How it Works

If you meet the criteria for preference and achieve a score of 70 or higher either by a written examination or an evaluation of your experience and education, you will have 5 or 10 points added to your numerical ratings depending on the nature of their preference. For scientific and professional positions in grade GS-9 or higher, names of all eligibles are listed in order of ratings, augmented by veteran preference, if any. For all other positions, the names of 10-point preference eligibles who have a compensable, service-connected disability of 10 percent or more are placed ahead of the names of all other eligibles on a given register. The names of other 10-point preference eligibles, 5-point preference eligibles, and non-veterans are listed in order of their numerical ratings.

Entitlement to veterans' preference does not guarantee a job. There are many ways an agency can fill a vacancy other than by appointment from a list of eligibles.

Filing Applications After Examinations Have Closed

A 10-point preference eligible may file an application at any time for any positions for which a non-temporary appointment has been made from a competitive list of eligibles within the past 3 years.

In addition, a person who is unable to file for an open competitive examination because of military service may file after the closing date. In either of the above situations, the veteran should contact the agency that announced the position for further information.

In addition certain examinations are open only to preference eligibles as long as such applicants are available. These are custodian, guard, elevator operator and messenger.

Veterans Recruitment Appointment (VRA)

Under the VRA, a you can be appointed to a white –collar position through GS 11 without having to compete with other applicants.

The VRA is open to you if you are a disabled veteran who served on active duty during a war or major campaign and you have left the service under honorable conditions within three years.

Military.com

http://www.military.com/benefits/veteran-benefits/veterans-employment-preference-points.html

Other Veteran Employment Resources

Local Veterans Employment Representatives (LVER) and **Disabled Veterans Outreach Program (DVOP)** specialist are assigned by the State Employment Security Department to help veterans find and keep jobs. LVER's are located with the local WorkSource site or affiliate Job Service Centers (JSC). DVOP Specialists work under the supervision of the LVER to develop job and training opportunities for Veterans with service-connected disabilities, linking Veterans with employers and making sure follow-up services are provided. The below list is provided to help you locate the nearest DVOP or LVER representative near you. This list only includes LVERs and DVOPs for Tennessee, Kentucky, Arkansas, Georgia, and Mississippi. It is current as of July 2012. To view the most current list after that date, please visit the website: http://dvoplverlocator.nvti.ucdenver.edu/

TENNESSEE					
John Carlos Alexander Jr.	john.alexander@tn.gov	(615)253-8920 Ext: 110	LVER	2200 MetroCenter Blvd	Nashville, TN 37228
George Avitua	george.avitua@tn.gov	(931)648-5530 Ext: 107	DVOP	350 Pageant Lane Ste.406	Clarksville, TN 37040-3813
Leigh A. Beecham	leigh.a.beecham@tn.gov	(731)986-8217	LVER	19870 East Main St.	Huntingdon, TN 38344

Katina Ann Buono	katina.buono@tn.gov	(423)224-1813	LVER	1140 E Center St	Kingsport, TN 37660
Denise Ruth Carrus	denise.carrus@tn.gov	(731)668-2040	LVER	362 Carriage House Dr.	Jackson, TN 38305
James Alton Cupp	james.cupp@tn.gov	(931)685-5000	LVER	301 N Main St	Shelbyville, TN 37160-0083
Joe D. Dellinger	doug.dellinger@tn.gov	(423)989-6608	LVER	1712 W State St	Bristol, TN 37620
Michael D. Elliott	michael.elliott@state.tn.us	(931)648-5530	DVOP	350 Pageant Ln Ste 406	Clarksville, TN 37040-3813
Grover F. Ellis	grover.ellis@tn.gov	(865)436-5131	LVER	405 Reagan Dr/Ste #1 POBox 641	Gatlinburg, TN 37738-0641
Wayne L. Fuller	wayne.fuller@tn.gov	(901)543-7865	LVER	1295 Poplar Ave	Memphis, TN 38104
Stephanie A. Gates	stephanie.gates@state.tn.us	(865)376-2259	DVOP	1082 N Gateway Ave	Rockwood, TN 37854
Warren L. Hall (Lee)	lee.hall@state.tn.us	(615)848-5120 Ext: 150	DVOP	2200 MetroCenter Blvd	Nashville, TN 37228
Gary Wayne Hanna	gary.hanna@tn.gov	(931)526-9701	LVER	3300 Williams Enterprise Dr	Cookeville, TN 38506
Darrel Frederick Holloway	darrel.holloway@state.tn.us	(865)594-6926	LVER	1610 University Avenue	Knoxville, TN 37921-2031
James S. Hubble	james.hubble@tn.gov	(731)784-3552	LVER	1481 Mullins St	Humboldt, TN 38343-9986
Howard D. Kelley	howard.kelley@tn.gov	(615)848-5120	DVOP	1313 Old Fort Parkway	Murfreesboro, TN 37129
Philip Calvin Kelly	philip.kelly@tn.gov	(865)376-3082 Ext: 235	LVER	1082 North Gateway Ave	Rockwood, TN 37854
Earl Kidd (Buddy)		(865)379-5525 Ext: 113	DVOP	934 Scarlet Oaks Road	Maryville, TN 37801
Marvin A. Koontz	marvin.koontz@tn.gov	(731)286-8300	LVER	439 McGaughy St. P.O.Box 565	Dyersburg, TN 38024-0565
Angela L. Lawrence	angela.lawrence@tn.gov	(423)643-2312	DVOP	5600 Brainerd Road	Chattanooga, TN 37411
David Lee Lewis	david.lee2.lewis@tn.gov	(423)745-2028 Ext: 1008	LVER	901 N Congress Pkwy	Athens, TN 37033-1705
Donna Mason	donna.mason@tn.gov	(423)745-2028 Ext: 1009	DVOP	410 Congress Parkway	Athens, TN 37303
Wayne L. McMicheal	wayne.mcmicheal@tn.gov	(901)365-3205 Ext: 123	LVER	5368 Mendenhall Mall	Memphis, TN 38115-4505
Ruth A. McPherson	ruth.mcpherson@state.tn.us	(931)648-5530 Ext: 103	LVER	350 Pageant Lane Ste 406	Clarksville, TN 37040-3813
Richard M. Michie	richard.michie@tn.gov	(615)790-5512 Ext: 108	LVER	225 Noah Dr, Ste 360	Franklin, TN 37064
Randolph C. Moss (Randy)	randolph.moss@tn.gov	(931)490-3795	DVOP	119 Nashville Hwy / Ste 106	Columbia, TN 38401
Michael Needel	michael.needel@tn.gov	(615)451-5800 Ext: 108	LVER	1175 College St	Gallatin, TN 37066-0057
Mitchell D. Norton	mitchell.norton@state.tn.us	(615)848-5120	LVER	1313 Old Fort Parkway	Murfreesboro, TN 37129
David I. Pope	david.pope@tn.gov	(865)483-7474	DVOP	599-B Oak Ridge Turnpike	Oak Ridge, TN 37830
Terry Lee Poston	terry.poston@state.tn.us	(901)475-2529	DVOP	724 Lucky Plaza P.O. Box	Covington, TN 38019

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Peter D. Pritchard	peter.pritchard@tn.gov	(615)443-2739 Ext: 234	DVOP	155 Legends Dr. Ste. M	Lebanon, TN 37087
David R. Rigney (Dave)	david.rigney@tn.gov	(615)741-3556 Ext: 113	DVOP	3763 Nolensvile Rd.	Nashville, TN 37211-3324
Michael L. Ross	michael.l.ross@tn.gov	(865)594-6924	LVER	1610 University Ave.	Knoxville, TN 37921-6741
Warren W. Schon	warren.schon@tn.gov	(931)648-5530	DVOP	350 Pageant Lane	Clarksville, TN 37040-3813
Danny H. Shields	danny.shields@tn.gov	(901)543-7535	DVOP	1295 Poplar Ave	Memphis, TN 38104
James B. Simpson (Jimmie)	jimmie.simpson@tn.gov	(931)520-9536	DVOP	580 S. Jefferson Ave. Ste. A	Cookeville, TN 38501
Fred F. Smith	fred.smith@tn.gov	(865)545-4680	DVOP	2817 E. Magnolia Ave.	Knoxville, TN 37914
George G. Stiles	george.stiles@tn.gov	(931)431-5029	DVOP	xxxx	Xxx, TN 11111
James H. Stokely	james.stokely@tn.gov	(423)623-1108	LVER	440 Eastern Plaza Way	Newport, TN 37743
Diana G. Tarlton	diana.tarlton@tn.gov	(423)610-0222 Ext: 209	LVER	2515 Wesley St	Johnson City, TN 37601
James L. Taylor	james.taylor@tn.gov	(615)741-3556 Ext: 110	LVER	3763 Nolensvillle Rd	Nashville, TN 37211-3324
Charles Thompson Sr (Chuck)	chuck.thompson@tn.gov	(901)365-3205 Ext: 124	DVOP	5368 S. Mendenhall Mall	Memphis, TN 38115
Peter John Toth	peter.toth@tn.gov	(615)441-6210	LVER	250 Beasley Dr	Dickson, TN 37055
John T. Webster	john.webster@tn.gov	(423)643-2313	LVER	5600 Brainerd Road Ste A-5	Chattanooga, TN 37411
Angela Whitfield	angela.whitfield@tn.gov	(901)543-7842 Ext: 116	LVER	2850 Austin Peay Hwy	Memphis, TN 38128
Jerry L. Wilhoit	jerry.wilhoit@tn.gov	(423)272-2661	LVER	1112 E Main	Rogersville, TN 37857

* Through its **Veterans Industries and Compensated Work Therapy Programs**, the VA offers structured work opportunities and supervised therapeutic housing for at-risk and homeless veterans with physical, mental health and addictions problems. VA contracts with private industry and the public sector for work for Veterans, who learn job skills, practice successful work habits, and regain a sense of self-esteem. Veterans are paid for their work and given assistance with employment in the community.

* Most states have a **Vocational Rehabilitation** program that helps people with disabilities find and keep jobs. If you are disabled, apply for these services immediately after your release. Look in the phone book blue pages under "Department of Social and Health Services (DSHS)," then "Vocational Rehabilitation," or search the internet for "Vocational Rehabilitation" in your state.

Other Employment Resources

National H.I.R.E. Network: Established by the Legal Action Center, the National **H**elping **I**ndividuals with criminal records **R**e-enter through **E**mployment Network is both a national clearinghouse for information and an advocate for policy change. The goal of the **National H.I.R.E. Network** is to increase the number and quality of job opportunities available to people with criminal records by changing public policies, employment practices and public opinion. The National H.I.R.E. Network also provides training and technical assistance to agencies working to improve the employment prospects for people with criminal records. www.hirenetwork.org

Tennessee Department of Labor and Workforce Development
Andrew Johnson Tower, 8th Floor
710 James Robertson Pkwy.
Nashville, TN 37243
(615) 741-6642 or Fax: (615) 741-5078

Federal Bonding Program: Provides fidelity bonding insurance coverage to individuals with criminal histories and other high-risk job applicants who are qualified, but fail to get jobs because regular commercial bonding is denied due to their backgrounds.

Contact: Bonding Services Coordinator
Job Service program * Technical Support Section
Tennessee Department of Employment Security
500 James Robertson Pkwy.
Nashville, TN 37245 (615) 741-3780 or Fax: (615) 741-6392

Tax Credits: WOTC provides employers with a tax incentive to hire certain high-underemployed populations. If you are hired by an employer and meet the criteria, your employer may be eligible for an incentive and can contact the WOTC Coordinator to see if a WOTC is available.
The Work Opportunity Tax Credit (WOTC)
Contact: WOTC Coordinator
Tennessee Department of Labor & Workforce Development
500 James Robertson Pkwy.
Davy Crockett Tower, 11th Floor
Nashville, TN 37245 (615) 741-6473 or Fax: (615) 532-1612

Unemployment Insurance Office
Contact: Division of Employment Security
Tennessee Department of Labor and Workforce Development
500 James Robertson Pkwy.
Davy Crockett Tower, 12th Floor
Nashville, TN 37245 (615) 253-4809 or Fax: (615) 253-5091

Web Site: www.state.tn.us/labor-wfd/cc/cccounty.htm

Criminal Record Repository: This is the agency individuals may contact to obtain a copy of their state rap sheet and learn about the process of sealing, expunging or cleaning it up. Tennessee is considered a **"closed record"** state.
Contact: Tennessee Bureau of Investigation
901 R.S. Gass Blvd.
Nashville, TN 37216 (615) 744-4000
Web Site: www.tbi.state.tn.us/divisions

Housing

The goal of the HCRV Specialist is to provide you resources and support, yet we are unable to impact the decision of the parole and probation boards with any guaranteed housing acceptance. Once you release from custody, you may apply for any and all applicable housing programs the VA has, but it is not usually an option for direct placement from incarceration.

Once released, the VA does have the following supportive housing programs in our Homeless Clinics that may be of use to you as you re-acclimate to the community:

Grant Per Diem (GPD)

The mission of GPD is to establish transitional housing and supportive services to homeless Veterans. Residential stability is a goal of this program and the programs are 'recovery' based, yet you can apply even if you do not have a substance abuse problem.

- ***How to Apply for GPD:*** *You must complete an eligibility screening and this can be accomplished at a VA Hospital Homeless Clinic office or at a VA Community Based Outpatient Clinic, if there is an assigned Homeless Clinic staff member.*

Housing and Urban Development - VA Supportive Housing (HUD/VASH)

HUD/VASH is not an emergency based housing program and it can take 1-6 weeks from initial contact until the Veteran is able to move into a rental property. The public housing authority issues vouchers for Veterans to obtain their own apartment. The program does have requirements and eligibility for each participant and not all of those requirements can be listed in this guidebook. The Veteran's rent payments are adjusted to meet their ability to make payments. Information on eligibility is listed below:

- Must meet the McKinney-Vento Act definition of homelessness
- Meet income requirements (must have an income)
- Veteran, nor any family members that reside with them may be on lifetime Sex Offender Registry
- Vouchers must be available
- Must agree to case management services

- ***How to apply for a HUD/VASH Voucher:*** *The Veteran should apply at the VA Hospital nearest them with the Homeless Clinic. If you are closest to a VA Community Clinic, you may apply with them, but only if there is a homeless clinic HUD/VASH social worker available at that location.*

Other Homeless and Housing Resources

It is important to know that you have a place to go when released. The first step in returning to the community is finding a place to stay. This section includes ways to locate emergency shelter, transitional programs, and permanent housing assistance. Transitional or temporary housing can serve as a step toward full independence upon your release. However, there are often waiting lists for housing assistance programs, so you should ask about applying as soon as possible. If you are released and find yourself homeless, emergency assistance is available state-wide.

Emergency Housing – State of Tennessee

http://www.hud.gov/local/tn/homeless/shelters.cfm

Location	Organization	Phone	Description
Tennessee	Tennessee Homeless Shelters		
Tennessee	Salvation Army	Knoxville: (865) 525-9401 Memphis: (901) 543-8586 Nashville: (615) 242-0411 Johnson City: (423) 926-8901	Shelter for men/women/victims of domestic violence/Program for pregnant teens; merchandise, stores, transitional housing, etc.
Tennessee	Lighthouse Mission Ministries	(901) 382-8106	Placement assistance at one of our Tennessee affiliates.
Tennessee	Tennessee Coalition Against Domestic and Sexual Violence	(800) 356-6767 or (800) 799-7233	Listings for services including emergency shelter, transportation, food, clothing and related services.
Tennessee	Upper East Tennessee Women's Shelters		
Bristol	Bristol Shelters		

Chattanooga	Chattanooga Homeless Directory		
Chattanooga	The Next Door Chattanooga P.O. Box 526 Chattanooga, TN 37401	(423) 933-0112	The Residential Transition Program includes transitional housing, addiction recovery support services, individual and group counseling, workforce development support, and case management.
Clarksville	Old Firehouse Day Shelter & Room in the Inn (November 1 to April 1) 1498 Golf Club Lane Clarksville, TN 37040 Email	(931) 542-0381	Men and Women - Intake-individual needs assessment-dayshelter from 8:00 a.m. to 4:00 p.m., Monday through Friday. Room In the Inn provides evening and nightly shelter and provided by local churches.
Clarksville	Safe Harbor of Clarksville 108 Kraft St. Clarksville, TN 37040	(931) 503-2000	Faith-based on-site recovery and support services. Transitional Housing, employment assistance and programs for those suffering from addictions. (Men Only)
Clarksville	Urban Ministries, Safe House for Women Grace Assistance Program 217 S. Third St. Clarksville, TN 37041	(931) 552-6900 (24 hr number)	Homeless shelter and referrals in Clarksville
Columbia	Contact South Central Human Resource Agency-Community Action Agency for referral		Human services to 13 Middle Tennessee counties such as Head Start, food and shelter, heating assistance, meals, etc. Our Service Centers:
Cookeville	Cookeville Rescue Mission 1331 S. Jefferson St. Cookeville, TN 38503	(931) 528-5819	Families, men and women
Cookeville	Genesis House P.O. Box 1180 Cookeville, TN 38503	(800) 707-5197	Rape and Sexual assault Response Center
Cookeville	Upper Cumberland Dismas House Email	(931) 520-8448	Housing transition for ex-offenders
Gallatin	Good Neighbor Mission and Crises Center (Sumner County) 1188 Long Hollow Pk Gallatin, TN 37066	(615) 452-7337	Emergency housing for families with children
Gallatin	Kids Savers of America, Inc. 128 S. Water Ave. Gallatin, TN 37066 Email	(615) 452-0051	Food, clothing, and permanent shelter
Goodlettsville	Goodlettsville Help Center 108 Depot St. #400 Goodlettsville, TN 37072 (help in 37072 zip code only)	(615) 859-4706	General provisions, call for information

Henderson	Contact Southwest Human Resource Agency for referral	(800) 372-6013 or (731) 427-2147	Serving 15 W. TN Counties - Social services, homeless, housing, nutrition, elderly care, jobs, etc. All our West Tennessee Offices
Huntsville	Scott County Homeless Shelter 1513 Jeffers Rd. Huntsville, TN 37756	(423) 663-3333	General provisions, call for information.
Jackson	Aspell Recovery Center 110 McCowat St. Jackson, TN 38301	(731) 427-7238	Chemical dependency program for men serving 20 counties with supportive and transitional housing - Contact us via e-mail.
Jackson	Global Mission Ministries 162 Airways Blvd. Jackson, TN 38301	(731) 424-3244	Daytime training discipleship program - 12 step/etc; shelter with meals, grooming facilities, commitment
Jackson	Jackson Area Council on Alcoholism	Main Phone # (731) 423-3653 Fax: (731) 422-2820 Homeless Housing for Men and Women Phone: (731) 427-2775	Services to reclaim the potential of persons who have become addicted (dependent upon) alcohol and other mind altering drugs. Provides a 33 bed men's transitional living facility Provides a 10 bed women's transitional facility Provides housing for 8 homeless women provides housing for 12 homeless men
Johnson City	Johnson City Interfaith Hospitality Network 210 West Fairview St. Johnson City, TN 37604	(423) 929-9967	A network of churches and community agencies to promote a community response for homeless families with children.
Johnson City	Safe Passage, Inc. Post Office Box 162 Johnson City, TN 37605	24 hr hotline: (423) 926-7233 Office: (423) 232-8920	A Domestic Violence Shelter For Women & Children
Johnson City	Emergency Shelters in Upper East TN		
Johnson City	Frontier Health Corporate 1167 Spratlin Park Drive P.O. Box 9054 Johnson City, TN 37615 Email	(423) 467-3600	Services: ▸ Behavioral Health / Mental Health Services ▸ Substance Abuse Services ▸ Intellectual and Developmental Disabilities ▸ Vocational Rehabilitation Services ▸ Specialty Services ▸ Most Intensive Services ▸ Residential Services ▸ Crisis Services ▸ Service Guide

Knoxville	Knox Area Rescue Ministries 418 North Broadway Knoxville, TN 37917	(865) 673-6540	Shelter for homeless men, women & children
Knoxville	Serenity Shelter	24 hr. Crises Line: (865) 971-4673	Crisis intervention center for women/lodging/meals/clothing
Knoxville	The Next Door Knoxville P.O. Box 282 Knoxville, TN 37901	(865) 934-2890	Assistance for women leaving incarceration in Knoxville and contiguous counties - transitional housing, recovery support services, counseling, workforce development
Knoxville	Knoxville Homeless Shelters		
Knoxville	Volunteer Ministry Center 511 N. Broadway Knoxville, TN 37917	(865) 524-3926	Dayroom with breakfast & lunch & 18 single rooms for males.
Knoxville	Community Action Committee	(865) 546-3500 x142 Homeward Bound	Referral to shelters & homeless services in the Knoxville Area.
Lebanon	The Brooks House - *A Home for the Hopeful* Community Homeless Outreach & Support, Inc. 219 Virginia Avenue Lebanon, TN 37087 Email	(615) 444-8882	Women and women with children. Services include overnight shelter, education, healthcare, social services and human resources.
Lenoir City	Iva's Place Comprehensive Services for Women P.O. Box 71 Lenoir City, TN 37774 Nancy Grimes Program Director	(865) 986-3199 Fax: (865) 988-1844	
Memphis	Agency for Youth and Family Development 5050 Poplar Avenue, Suite 1510 Memphis, TN 38157	(901) 682-6775	Emergency Housing - Youth (14-17)
Memphis	Alpha Omega Veterans Services 1183 Madison Ave. Memphis, TN 38104	(901) 726-5066	Emergency Housing - Men and Women Veterans
Memphis	Homeless Services Catholic Charities of West Tennessee 1325 Jefferson Ave. Memphis, TN 38104	(901) 722-4700	Dually-Diagnosed - men and women: Genesis House, Dozier House, Sophia's House
Memphis	Family Link/Youth Villages 1582 Poplar Avenue Memphis, TN 38104	(901) 251-5000	Counseling Youth 13-18 - Group Homes/Transitional Housing. Other locations across Tennessee.

Memphis	Memphis Interfaith Hospitality Network 200 E. Parkway North Memphis, TN 38112	(901) 452-6446	Emergency Housing - Families
Memphis	Memphis Union Mission 383 Poplar Avenue Memphis, TN 38103 Email	(901) 526-8434	Emergency Housing - Adult Men & Intact Families
Memphis	Missionaries of Charity 700 N. Seventh St. Memphis, TN 38107	(901) 526-5456	Housing Emergencies for women and women w/children (boys under 5)
Memphis	The Peabody House 1076 Peabody Memphis, TN 38104	(901) 527-3863	Emergency Housing & Treatment - HIV/AIDS Adults
Memphis	Safe Harbor of Memphis 3630 Jackson Ave Memphis, TN 38108	(901) 382-0966	Faith-based on-site recovery and support services. Transitional Housing, employment assistance and programs for those suffering from addictions. (Men Only)
Memphis	Safe Harbor of Memphis - Fresh Start 3647 Orchi Rd Memphis, TN 38108	(901) 937-8077	Faith-based on-site recovery and support services. Transitional Housing, employment assistance and programs for those suffering from addictions. (Women Only)
Memphis	Shelby County Victims Assistance Center 600 Adams Avenue Memphis, TN 38105 Email	(901) 545-4357	Assistance/Referrals - Victims of Violent Crimes
Murfreesboro	Murfreesboro and Middle Tennessee Homeless Shelters		
Murfreesboro	Room at the Inn 640 West Main Street Murfreesboro, TN 37129	(615) 896-7016	Mainstay services – call for complete information
Murfreesboro	The Journey Home 308 W. Castle St. Murfreesboro, TN 37129 Email	(615) 809-2644	Referrals for sheltering, meals, jobs assistance, clothing, transportation, computer lab - supportive housing for homeless, including families with children
Murfreesboro	The Salvation Army 1137 W. Main Street Murfreesboro, TN 37129 Mail Address P.O. Box 791, 37133-0791	(615) 895-7071	
Nashville	Room in the Inn's Campus for Human Development 705 Drexel St. Nashville, TN 37202 Email	(615) 251-7019	Diversified services network and broad range of support for the homeless or those in transition
Nashville	Catholic Charities Catholic Charities of	(615) 352-3087	Refugees and immigrants

	Tennessee, Inc. 30 White Bridge Road Nashville, TN 37205		
Nashville	Dismas Houses (Cookeville, Nashville and Memphis) 1513 16th Avenue South Nashville, Tennessee 37212 Email	(615) 297-4511	Men/women leaving incarceration
Nashville	Layman Lessons Christian Church and Ministries 229 Largo Drive Nashville, TN 37211 Email	(615) 719-9478	Christian Church and Ministry providing transitional housing, mobile food and clothing distribution center, feeding programs, addiction recovery, vocational rehabilitation
Nashville	Magdalene & Thistle Farms 5122 Charlotte Pike Nashville, TN 37235 Email	(615) 298-1140	Women, temporary housing, recovery & addiction programs, business operation
Nashville	Matthew 25, Inc. Vine Hill Tower 625 Benton Ave. P. O. Box 120 Nashville, TN 37204	(615) 383-9577	Homeless veterans
Nashville	Metro Nashville Social Services Department 800 2nd Avenue North Nashville, TN 37201 Email Where to get help in Nashville	(615) 862-6458 (until 4:30 p.m.)	Adult homemaker programs, transportation, senior nutrition, homeless services, etc.
Nashville	Nashville Rescue Mission 639 Lafayette St. Nashville, TN 37203 Email	(615) 255-2475	Shelter and services for men
Nashville	Nashville Rescue Mission Hope Center/Family Life Center 1716 Rosa L. Parks Blvd Nashville, TN 37208 Email	(615) 255-2475	Shelter and services for women
Nashville	Safe Harbor of Nashville 525 40th Ave N Nashville, TN 37209	(615) 327-8106	Faith-based on-site recovery and support services. Transitional Housing, employment assistance and programs for those suffering from addictions. (Men Only)
Nashville	The Next Door 128 8th Avenue South Nashville, TN 37202	(615) 251-8805	Programs, employment, and housing for women in crises. The Freedom Recovery Center provides permanent housing for women and their children with on-site access to recovery support services, specifically those addressing addiction and mental health issues.

Nashville	Oasis Center 1704 Charlotte Ave, Suite 200 Nashville, TN 37203	(615) 327-4455 24-hour teen crises line: (866) 975-3733	Help for runaway teens and Nashville youth
Nashville	Operation Stand Down 1125 12th Avenue South Nashville TN 37203-4709 Email	(615) 248-1981	Full Veterans Service Center: Veterans and their families – homeless, transitional and permanent housing, etc.
Nashville	Park Center Contact us	Safe Havens Shelter-homeless and supportive housing info: (615) 228-1164	Affordable and safe residential housing for people with mental illness, women with children, homeless
Nashville	Project Return 1200 Division Street, Suite 200 Nashville, Tennessee 37203-4000 Email	(615) 327-9654	Assistance and support to anyone with juvenile or criminal record; aid in transition from incarceration to the community
Nashville	Renewal House P.O. Box 280356 Nashville, TN 37228 Contact us	(615) 255-5222	A continuum of services for women affected by substance use and co-occurring mental disorders including licensed women's-only addiction pre-treatment and treatment; residential wrap-around services for mothers and their children; substance abuse prevention and early intervention for children; and affordable housing
Nashville	Safe Haven Family Shelter 1234 3rd Avenue, South Nashville, TN 37210 Email	(615) 256-8195	Nashville shelter that serves homeless families as a whole unit
Nashville	Sisters of Mercy-House of Mercy, Inc. 4903-A Tennessee Avenue Nashville, TN 37209 Email	(615) 385-7686	Transitional housing for women and their children; rehabilitation and recovery programs to self-sufficiency
Nashville	Urban Housing Solutions 411 Murfreesboro Road Nashville, TN 37210 Email	(615) 726-2696	Rentals for low-to-moderate income individuals/families, homeless, mentally ill, physically disabled, people in recovery - permanent and transitional housing
Nashville	Monroe Harding, Inc 1120 Glendale Ln. Nashville, TN 37204	(615) 298-5573	Continuum of services promoting positive growth for children, youth, and young families-Group Living Services, Youth Independent Living Services, Social Development & Enrichment Services, and Family Preservation & Stabilization Services. See website for listing of services for youth – Youth Connections, including education, housing, foster care, adoption services, and more.

Nashville	Ronald McDonald House Charities of Nashville, Tennessee, Inc. 2144 Fairfax Avenue Nashville, Tennessee 37212	(615) 343-4000	Temporary housing for families of ill children receiving medical care at Nashville hospitals.
Nashville	Welcome Home Ministries P.O. Box 100183 Nashville, TN 37224 E-mail	(615) 309-7087	Addiction recovery programs including 12-step, meals, transitional and permanent supportive housing, jobs assistance; see website for all programs.
Newport	SafeSpace, Inc.	(800) 244-5968	Shelter to battered women & children in Cocke, Jefferson, & Sevier Counties.
Pulaski	New Canaan Ranch Ministry (Pvt. Address) use Nash info.	(931) 363-8705	Men in recovery
Savannah	Rhema Ministries 250 Guinn Street Savannah, TN 38372	(731) 925-8314	Hardin County Emerg. Shelter for Men
Somerville	Fayette Cares 13300 N. Main Street Somerville, TN 38068 Email	(901) 465-3802	Emergency shelter for families in need – transitional housing
Springfield	Greater Faith Community Action Corporation P.O. Box 215 1001 Goldcrest Dr. Springfield, TN 37172 Email	(615) 944-7041	Shelters, transitional housing, soup kitchen; supportive programs for substance abusers, indigent and homeless
Tullahoma	Shepherd's House Bedford, Coffee, Franklin, Moore, Warren Counties 712 First Avenue Tullahoma, TN 37388	(931) 393-4818	Temporary shelter, food and clothing, families, men and women

Content current as of 1 April 2013

Emergency and Transitional Housing

To find out if there are homeless Veteran service providers in your area, call 1-877-424-3838, or write to: **NCHV, 333½ Pennsylvania Ave. SE Washington, DC 20003-1148,** or go to www.nchv.org.

Look in the phone book **yellow pages** under "Social Service Organizations" for local shelters or organizations that may be able to help.

Look in the phone book **blue pages** under local, city, or county government Department of Social Services or "Human Services" or call the County Commissioner's Office for information about local low-income housing coalitions or homeless advocacy groups who may know what is available.

Long-term or Permanent Housing

Public housing waiting lists can be long, but the length of time can vary from place to place. Even if you are not sure where you want to live yet, apply to get on the waiting list so that you have as many options as possible. To learn how to apply, contact the Local Housing Authority listed in the phone book blue pages under "Local Government, Public Housing Authority."

Medical, Dental, Mental Health, and Substance Abuse Treatment Services

Medical Care

Veterans: We encourage you to enroll in the VA Health Care System as soon as you are released or enroll before your release by talking to the Healthcare for Reentry Veterans Specialist (HCRV) that visits your prison. Call 1-877-222-8387 or go to www.va.gov to find the medical center nearest you. A listing of all Tennessee Veterans healthcare facilities are located in the appendix of this Guidebook.

Special Health Information for Veterans: If you think you may be at risk for AIDS and HIV infection after your release, contact the nearest VA Medical Center to get tested, and seek counseling. Veterans, homeless, and incarcerated people are at high risk for **Hepatitis C** (HCV), a serious disease that can cause cirrhosis (scarring of the liver) and liver cancer. If you think you are at risk after your release, contact the nearest VA Medical Center to get tested and seek HCV counseling.

Non-Veterans: **If ineligible for Veterans' benefits, free or low-cost health care may be available from the following sources:**

- **Department of Social and Health Services (DSHS)** can tell you where to find health care facilities for the homeless. Check the phone book blue pages under local, city, or county government for the number.

- **National Health Care for the Homeless Council** has a list of health care providers working with homeless people across the nation. For a list of providers in your state, go to www.nhchc.org.
- **Free clinics** are run by many local organizations and communities. Look in the phone book blue pages under "Public Health" to contact local government office for clinics in your area.

Mental Health Services

Veterans: Contact the local **VA Medical Center** or **Vet Center closest to you or** Call 1-877-222-8387 or go to www.med.va.gov, to find the medical center nearest you. A list of Tennessee VA locations is provided in the appendix of this booklet.

Emotional Crisis Hotline - 24/7: **1-800-273-8255** If you are in emotional crisis and need to talk to someone, call this number. **If you are having an emergency, and need immediate medical or mental health attention, call 911.**

Vet Centers: *The goal of the Vet Center program is to provide a broad range of counseling, outreach, and referral services to eligible Veterans in order to help them make a satisfying post-war readjustment to civilian life. The family members of all Combat Veterans are eligible for Vet Center services as well. Vet Centers can also furnish bereavement counseling services to surviving parents, spouses, children and siblings of service members who die of any cause while on active duty, to include federally activated Reserve and National Guard personnel. *(excerpts copied from: http://www.vetcenter.va.gov/About_US.asp) A listing of Tennessee Vet Center locations and numbers are located in the appendix of this guidebook.

Non-Veterans: If not eligible for veterans' benefits, the following sources may be able to tell you where you can go to get help:

- **National Alliance for the Mentally Ill** lists community mental health services providers at: www.nami.org, or call 1-800-467-3589.

- **National Mental Health Association** offers support groups, rehabilitation, socialization, and housing services through approximately 340 community organizations located across the country. Call 1-800-969-NMHA, or find a local office online at www.nmha.org.

Substance Abuse Treatment

Veterans: Contact the addictions Treatment Center at the local **VA Medical Center.** Call 1-877-222-8387 or go to www.med.va.gov, to find the medical center nearest you.

Non-Veterans: If not eligible for Veterans' benefits**,** the following sources may be able to tell you where you can go to get help:

- **The Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service** can refer you to local programs. Call 1-800-662-4357.
- Focus On Recovery Helpline – A 24 hour national alcohol and drug abuse addiction and treatment hotline: 1-800-888-9383.

Dental Care

Veterans: Dental benefits are provided by the Department of Veterans Affairs (VA) according to law. In some instances, VA is authorized to provide extensive dental care, while in other cases treatment may be limited.

The eligibility for outpatient dental care is not the same as for most other VA medical benefits.

If you:	You are eligible for:
Have a service-connected compensable dental disability or condition.	Any needed dental care
Are a former prisoner of war.	Any needed dental care.
Have service-connected disabilities rated 100% disabling, or are unemployable and paid at the 100% rate due to service-connected conditions.	Any needed dental care. [Please note: Veterans paid at the 100% rate based on a temporary rating, such as extended hospitalization for a service-connected disability, convalescence or pre-stabilization are not eligible for comprehensive outpatient dental services based on this temporary rating].
Apply for dental care within 180 days of discharge or release (under conditions other than dishonorable) from a period of active duty of 90 days or more during the Persian Gulf War era.	One-time dental care if your DD214 certificate of discharge does not indicate that a complete dental examination and all appropriate dental treatment had been rendered prior to discharge.*
Have a service-connected noncompensable dental condition or disability resulting from combat wounds or service trauma.	Needed care for the service-connected condition(s). A Dental Trauma Rating (VA Form 10-564-D) or VA Regional Office Rating Decision letter (VA Form 10-7131) identifies the tooth/teeth eligible for care.
Have a dental condition clinically determined by VA to be associated with and aggravating a service-connected medical condition.	Dental care to treat the oral conditions that are determined by a VA dental professional to have a direct and material detrimental effect to your service connected medical condition.
Are actively engaged in a 38 USC Chapter 31 vocational rehabilitation program.	Dental care to the extent necessary as determined by a VA dental professional to: • Make possible your entrance into a rehabilitation program • Achieve the goals of your vocational rehabilitation program • Prevent interruption of your rehabilitation program

	• Hasten the return to a rehabilitation program if you are in interrupted or leave status • Hasten the return to a rehabilitation program of a Veteran placed in discontinued status because of illness, injury or a dental condition, or • Secure and adjust to employment during the period of employment assistance, or enable you to achieve maximum independence in daily living.
Are receiving VA care or are scheduled for inpatient care and require dental care for a condition complicating a medical condition currently under treatment.	Dental care to treat the oral conditions that are determined by a VA dental professional to complicate your medical condition currently under treatment.
Are an enrolled Veteran who may be homeless and receiving care under VHA Directive 2007-039.	A one-time course of dental care that is determined medically necessary to relieve pain, assist you to gain employment, or treat moderate, severe, or complicated and severe gingival and periodontal conditions.

IB 10-442, April 2013: (http://www.va.gov/healthbenefits/resources/publications/IB-10-442_Dental_Benefits_for_Veterans_4_13.pdf)

Dental Resources in Tennessee for <u>Non-Veterans and Veterans not eligible for Veteran Dental Services</u>

Affordable Dental Clinic (615) 340-8513
218 20th Avenue North (Adjacent to Baptist Hospital). Reasonable denture prices.

Dental Clinic At Woodbine Public Health Center (615) 862-7934
Off Nolensville Road near Thompson Lane. Appointment required.

Downtown Clinic For The Homeless (615) 862-7900
526 8TH Ave. South. Must be homeless. No Fees. Monday – Friday.

Good Samaritan Mission (Clarksville, TN) (931) 648-2444
435 Madison Street. Monday, Tuesday, & Thursday evenings by appointment. No fees.

Interfaith Dental Clinic (615) 329-4790
1721 Patterson Street. Sliding fee scale (based on income)

Lentz Public Health Clinic (615) 340-5601
23rd Ave. Sliding fee scale (based on income). Call for information regarding walk-in times.

Matthew Walker Clinic (615) 327-9400
Nashville

Maharry College of Dentistry (615) 327-6669
Full service dental clinic.

Tennessee State University (615) 963-5791

Teeth Cleaning - $10 (Plan on 4-6 visits. Plan to finish treatment as the student only receives credit when the care is completed).

Keystone Dental Care (423) 232-7919 or Nunley at (423) 439-4497
Keystone Community Center, 603 Bert St., Suite 206, Box 12, Johnson City.

Tennessee Department of Health – Regional Dental Clinics

Mid-Cumberland Region
710 Hart Lane
Nashville, TN 37243-0801
(615) 650-7021

Upper Cumberland Region
1100 England Drive
Cookeville, TN 38501-6076
(931) 646-7506

East Tennessee Region
4310 Papermill Road
Knoxville, TN 37909
(865) 909-9404 ext. 113

South Central Region
1216 Trotwood Avenue
Columbia, TN 38401
(931) 490-8316

Davidson County
1015 East Trinity Lane
Nashville, TN 37216
(615) 862-6727 or (615) 340-5601 Clinic

Sullivan County
154 Blountville Bypass
Blountville, TN 37617
(423) 279-2777

Madison County
804 N Pkwy
Jackson, TN 38305-4302
(731) 423-3020

Northeast Region
1233 Southwest Ave.
Johnson City, TN 37604-6519
(423) 979-4651

West Tennessee Region
295 Summar Street
Jackson, TN 38301-3905
(731) 421-6718

Knox County
140 Dameron Avenue
Knoxville, TN 37917
(865) 215-5163

Southeast Region
540 McCallie Ave., Suite 450
Chattanooga, TN 37402
(423) 634-3124

Shelby County
814 Jefferson Avenue
Memphis, TN 38105-5099
(901) 545-8779

Hamilton County
921 East Third Street
Chattanooga, TN 37403
(423) 209-8100

Social Security Benefits

What happens to my benefits when I am in prison?
http://www.ssa.gov/pubs/10133.html#a0=5

If you are receiving Social Security, your benefits will be suspended if you are admitted for more than 30 continuous days to a jail or prison because you were convicted of a criminal offense. Your benefits can be reinstated starting with the month following the month you are released.

Although you cannot receive monthly Social Security benefits while you are confined, benefits to your spouse or children will continue as long as they remain eligible.
If you are receiving SSI, your payments are suspended while you are in prison. Your payments can be reinstated in the month you are released. However, if your confinement lasts for 12 consecutive months or longer, your eligibility for SSI benefits will terminate and you must file a new application for benefits.

Social Security and Supplemental Security Income (SSI) payments generally are not payable for months that you are confined to a jail, prison or certain other public institutions for commission of a crime. You are not automatically eligible for Social Security or SSI payments when you are released.

How do I file an application if I am in prison?
http://www.ssa.gov/pubs/10133.html#a0=5

After you know your release date, notify someone at your facility that you want to start your Social Security or SSI benefits. **If your institution has a prerelease agreement with the local Social Security office**, it will notify us if you are likely to meet the requirements for SSI or Social Security benefits. We will obtain an application from you several months before your anticipated release. That way, we can begin processing your application and your benefits can start as soon as possible after your release.
If you are filing for benefits based on disability, we will gather medical evidence from your doctors to help us decide whether you are disabled under our rules.

Family members or a social worker can help you by contacting Social Security to let us know of your upcoming release. A family member also may be willing to serve as your representative payee if your medical condition prevents you from handling your own finances.

If there is no prerelease agreement, when you know your anticipated release date, contact Social Security to apply for benefits if you think you may be eligible.

You can call us toll- free at **1-800-772-1213** and tell the representative that you are scheduled to be released from a correctional facility and want to ask about receiving benefits. Please have your Social Security number handy when you contact us. We will set up an appointment with your local Social Security office to take your application after you are released.

REENTRY MYTH BUSTER!

On Social Security Benefits

A Product of the Federal Interagency Reentry Council

MYTH: Eligibility for Social Security benefits cannot be reinstated when an individual is released from incarceration.

FACT: Social Security benefits are not payable if an individual is convicted of a criminal offense and confined. However, monthly benefits usually can be reinstated after a period of incarceration by contacting Social Security and providing proof of release.

By law, Social Security benefits are not payable to an individual who is convicted of a criminal offense and confined for more than 30 consecutive days. If an individual was getting Social Security benefits prior to confinement, benefits are suspended until he or she is released. Generally, there is no time limit on the period of suspension.

Upon release, benefits can be reinstated without filing a new claim. The individual must request reinstatement and provide proof of release to a Social Security office. Upon provision of the necessary proof, the Social Security office will reinstate benefits quickly.

Social Security cannot reinstate benefits after release if the individual was not receiving benefits before confinement. Instead, the individual must file a claim and be approved before benefits can be paid. For these individuals, Social Security offers a prerelease application procedure, which enables a claim to be filed several months before the scheduled release date. This process allows benefits to start shortly after the individual is released.

Social Security also administers the Supplemental Security Income (SSI) program for aged or disabled individuals who have limited income and resources. SSI benefits are suspended if the individual is incarcerated for a full calendar month or more. If the incarceration is 12 months or less, Social Security can reinstate SSI benefits quickly upon release. For incarceration periods greater than 12 months, SSI eligibility is terminated and a new claim must be filed to reestablish eligibility. The prerelease application procedure expedites the provision of SSI benefits after the individual is released.

For More Information:

Social Security's Website
http://www.ssa.gov/

What Prisoners Need to Know
http://www.ssa.gov/pubs/10133.html

Entering the Community after Incarceration – How We Can Help
http://ssa.gov/pubs/10504.html#prerelease

What is a REENTRY MYTH BUSTER?

This Myth Buster is one in a series of fact sheets intended to clarify existing federal policies that affect formerly incarcerated individuals and their families. Each year, more than 700,000 individuals are released from state and federal prisons. Another 9 million cycle through local jails. When reentry fails, the social and economic costs are high -- more crime, more victims, more family distress, and more pressure on already-strained state and municipal budgets.

Because reentry intersects with health and housing, education and employment, family, faith, and community well-being, many federal agencies are focusing on initiatives for the reentry population. Under the auspices of the Cabinet-level Interagency Reentry Council, federal agencies are working together to enhance community safety and well-being, assist those returning from prison and jail in becoming productive citizens, and save taxpayer dollars by lowering the direct and collateral costs of incarceration.

For more information about the Reentry Council, go to: www.nationalreentryresourcecenter.org/reentry-council

Restoring SSI and SSDI Benefits After Being Released from Prison

http://www.ssdanswers.com/2010/03/05/ssi-and-ssdi-during-and-after-incarceration/

Although an individual may lose his/her benefits during the time of incarceration, benefits can be restored as soon as the individual is released from prison. The procedures for having disability payments reinstated differ slightly according to the type of benefit that an individual was receiving prior to his/her confinement.

Restoring SSI

Depending on the length that an individual expects to be confined, he/she may be able to begin a "pre-release procedure" while still incarcerated. This is completed through a "Pre-Release Agreement" between the jail and the SSA and applies to inmates that have been or expect to be incarcerated for a period of less than one year. Although felony sentences by law carry a prison sentence of more than one year, it is possible that a defendant could be given credit for any time he/she has already served while awaiting trial and/or disposition in their case. An example of a hypothetical situation is as follows:

"John," a SSI recipient of five years, is convicted on felony theft, which in the state of Georgia is theft of property in excess of $500.00 and is punishable by a possible term of imprisonment of 1-10 years. John was unable to afford bond and as a result spent six months in jail awaiting trial and/or disposition in his matter. John subsequently entered a guilty plea and was sentenced to 15 months in the state penitentiary. At his discretion, the sentencing judge gave John credit for the time he had already served, meaning that John only had nine months remaining. In this particular case, John was able to start the paperwork necessary to reinstate his benefits while incarcerated. Since John was proactive, it is likely that his benefits will start immediately following his release. If John has chosen to wait until his release to start the reinstatement of his benefits, again he would have received payment for any day that he was eligible, but the probability of his checks being delayed would have significantly increased.

Since any SSI award is based on the recipient's income, individuals presently confined need to know what his/her income will be upon release and what resources he/she will have available. In addition, the SSA will need to know what other persons, if any, will be residing with the defendant following their release. On the day a disability claimant is released from confinement, they are encouraged to go directly to their Social Security office with personal identification and proof of their release.

Restoring SSDI

If an individual is receiving SSDI at the time of his/her incarceration, he/she will remain on the rolls during their jail or prison term, regardless of the length of their sentence. Like with SSI, SSDI payments will stop when a claimant is incarcerated and recipients will need to request reinstatement of their benefits when the time comes to be released from prison.

Although there is no pre-release procedure for SSDI as there is for SSI, jails or prisons that have Pre-Release Agreements for SSI can also use the same form to help SSDI recipients get the reinstatement process started. Those inmates unable to obtain a Pre-Release Agreement form should inquire as to whether the prison staff knows how SSDI payments can be restarted upon their release. If all else fails, incarcerated individuals should seek the assistance of their family members who can contact their local Social Security office for more information. In addition, the Social Security's website, http://www.ssa.gov/disability/ contains a wealth of useful information.

In closing, it is against the law for any person convicted of a felony and sentenced to a term of imprisonment to continue to receive social security disability benefits during their period of incarceration. Likewise, it is illegal for someone other than the intended recipient to cash a disability check in the name of another person, specifically under the disguise of the individual in prison.

Medicare

Your eligibility for Medicare Part A (hospital insurance) continues uninterrupted while you are in prison. But Part B Medicare (medical insurance) will terminate if you do not pay your monthly premiums while you are in prison. To start Part B Medicare, you will need to file an application with us during a general enrollment period, which is January through March of each year. If you file during this enrollment period, your Part B eligibility will begin on July 1 of that year. If your Medicaid eligibility was terminated while you were in prison, you will need to contact your local social services office to apply for Medicaid coverage. We can provide a referral form for you to take to the social services office.

Other Financial Resources

The American Legion provides Temporary Financial Assistance, (TFA) from its national headquarters to help maintain a stable environment for children of Veterans. To obtain an application, look in the phone book to contact a local post, or contact the National Headquarters to find the post nearest you.

Food Stamps If you are unemployed with little or no income, you may be able to get food stamps. A person may normally qualify for $85 to $100 worth of food stamps per month. Call the toll-free information number at 1-800-221-5689, or find a list of food stamp hotlines for each state at www.fns.usda.gov/fsp/contact_info/hotlines.htm. You can also contact the local Department of Human Services, many drop-in shelters, or legal aid services to ask for an application.

Federal Emergency Management Agency (FEMA) has a program called Emergency Food and Shelter Program to help prevent homelessness. Contact the local Office of the Mayor or United Way to ask who awards this money in your area and what the rules are.

Legal Help

Most law is state-specific. Most common legal problems are governed by the law in the state where you live or where the problem occurred. When looking for legal help, make sure that information you find applies to your state, or that the lawyer or other service provider is qualified to work in your state.

The American Bar Association has a web site with guidelines about free legal services and links to directories of legal aid offices and pro-bono programs. Go to: www.abanet.org.

Legal Services or Legal Aid Offices have staff lawyers to provide free legal help to poor clients. The lawyers are usually experts in the types of problems that poor clients often have. Look in the yellow pages for a local Legal Aid Office or check online for the program, nearest you.

Pine Tree legal Assistance has an online list of organizations across the nation that provides free legal help to clients who qualify. Go to www.ptla.org/links/services.htm.

Tennessee

Disability Law & Advocacy Center of Tennessee
Legal Aid of East Tennessee
Legal Aid Society of Middle Tennessee and the Cumberlands
Memphis Area Legal Aid Society
Tennessee Alliance for Legal Services
West Tennessee Legal Services, Inc.

Lawyers in private practice sometimes volunteer in "pro-bono" programs to take cases for poor clients free of charge. Check the yellow pages to contact your **Local Bar Association** to learn if there is a pro-bono program in your community, or go to: www.abanet.org/barserv/stlobar.html.

Criminal Record Repository: This is the agency individuals may contact to obtain a copy of their state rap sheet and learn about the process of sealing, expunging or cleaning it up. Tennessee is considered a **"closed record"** state.
Contact:
Tennessee Bureau of Investigation
901 R.S. Gass Blvd.
Nashville, TN 37216 (615) 744-4000
Web Site: www.tbi.state.tn.us/divisions

Contact: Tennessee Alliance for Legal Services
1808 West End Building, Suite 1216
Nashville, TN 37203 (615) 627-0956 or Fax: (615) 627-0964

Miscellaneous Resources and Information

AIDS/HIV Testing: Write a letter to the following and request a test:
Gary Range HIV/AIDS Representative
Northeast TN Regional Health Office
1233 Southwest Ave., Ext.
Johnson City, TN 37604-6519

VA's Gulf War/Agent Orange Helpline National Toll-Free Number (800) 749-8387

US Dept of Veterans Affairs (USDVA) www.va.gov/
Veterans Health Administration - http://www.visn9.va.gov/
Social Security Administration – www.ssa.gov/
National Coalition for Homeless Veterans – www.nchv.org/index.cfm
Active Duty Benefits Information – www.military.com
Careers – www.taonline.com
Department of Labor – www.dol.gov
Department of Veterans Affairs – www.va.gov or
VA Health Benefits Center (877) 222-VETS (toll-free)
Disabled American Veterans – www.dav.org
Gulf War benefits Information – www.gulfweb.org
Military Record Information – www.vetfriends.com
Veterans of Foreign Wars – www.vfw.org

Gulf War/Agent Orange – www.va.gov/gulfwar or www.va.gov/agentorange
The Legal Action Center (212) 243-1313 or www.lac.org
The Urban Institute (202) 833-7200 or www.urban.org
The US Department of Labor (866) 4-USA-DOL or www.dol.gov
The Federal Bonding Program (800) 233-2258 or www.bonds4jobs.com
The Welfare to Work Partnership (888) USA-JOB1 or www.welfaretowork.org
United Way – provides a variety of services through local organizations. Check the Phone book for a local post or locate local organizations online at www.unitedway.org

Support Groups:

Alcoholics Anonymous (24 Hour Hotlines)
Bristol, TN (423) 968-2020;
Erwin, TN (423) 928-0871;
Kingsport, TN (423) 245-1440;
Johnson City, TN (423) 928-0871

National Alliance for the Mentally Ill (NAMI): for Families & Consumers

Sullivan County/Bristol NAMI: Bristol Regional Medical Center (11W & I-81) (800) 233-0118

Greene County: NAMI: Church Street Pavilion, 616 Church Street, Greeneville, TN (423) 639-3218

Washington County/Johnson City NAMI: Harrison Christian Church 2517 Browns Mill Road, (800) 233-0118 or (423) 348-8651

Johnson County/Mountain City NAMI: ETSU Academic Health Building (Kellogg Building), (423) 727-5265 or (423) 926-6788

Narcotics Anonymous: (800) 677-1462

Call for more information on location and meeting date & time.

Additional Guidebook Resource List:

Resource:	National/state/local	Telephone:	Websites and Notes:
1. Dept. of Veterans Affairs	National-web	**TOLL-FREE NUMBERS:**	www.va.gov
2. Benefits and online Applications	National	1-800-827-1000	www.vba.va.gov http://vabenefits.vba.va.gov/vonapp/main.asp
3. Medical Centers	National	1-877-222-8387	www.med.va.gov
4. Persian Gulf War Helpline	National	1-800-749-8387	
5. Focus on Recovery Helpline	National	1-800-888-9383	
6. National AIDS hotline	National	1-800-822-7422	
7. National Coalition for Homeless Veterans	National	1-800-838-4357	www.nchv.org
8. National Suicide Support Number	National	1-888-784-2433 (1-888-SUICIDE)	
WHERE TO START:	National	1-877-222-8387	http://www.va.gov/homeless/page.cfm?pg=21
9. HCHV Coordinator			
10. Salvation Army	Kentucky and Tennessee	(502) 583-5391	http://www.salvationarmysouth.org/kt/ Divisional Headquarters
11. United Way	National-web		www.unitedway.org
12. Local churches and faith-based organizations	Local Saturday newspaper for locations	Local phone book	Call City or County Department of Social Services
HOUSING:			
13. Homeless Veteran Service providers locally	National	1-800-VET-HELP	www.nchv.org
14. HUD Local Homeless Assistance	National-web		www.hud.gov/homeless
FINDING AND KEEPING A JOB:			
15. DVOPs/LVERS near you	State-phone book		www.wa.gov/esd/work/localconnections.htm Call State Government Employment Security Department
16. Homeless Veterans Reintegration Projects (HVRP)	National	1-800-562-2308	
17. VA's Vocational Rehabilitation and Employment Services - VARO	National	1-800-827-1000	www.vba.va.gov/bln/vre/regional_offices.htm

18. Veteran's Industries and Compensated Work Therapy Programs	National-web		www.va.gov
19. State Voc Rehab	State-web		Search Internet for Vocational Rehabilitation in your state
HEALTH:			
20. VA Medical Center near you	National	1-877-222-8387	http://vaww.visn9.med.va.gov
21. Department of Social and Health Services	Local-phone book		Check phone book under city, county or local government
22. National Health Care for the homeless Council	National-web		www.nhchc.org
23. Free Clinics			Check phone book under Public Health
SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT:	**National/state/local**	**Telephone:**	**Websites and Notes:**
24. Drug and Alcohol Treatment Referral Routing Service	National	1-800-662-4357	
25. National Alliance for the Mentally Ill	National	1-800-950-6264	www.nami.org
26. National Mental Health Association	National	1-800-969-NMHA	www.nmha.org
27. Substance Abuse & Mental Health Services Admin	National	1-800-662-4357 or 1-800-789-2647	http://www.samhsa.gov/index.aspx
FINANCIAL HELP:			
28. Food stamps	National	1-800-221-5689	www.fns.usda.gov/fsp/contact_info/hotlines.htm
29. FEMA		Local phone book	Contact local Office of the Mayor or United Way
LEGAL HELP:			
30. Veterans Advocate Service Officer	National	1-800-562-2308	
31. American Bar Association	National-web		www.abanet.org
32. Legal Services or Legal Aid Offices	Local-phone book	Yellow pages for Legal Aid	

33. Pine Tree Legal Assistance	Local		www.ptla.org/links/services.htm
34. Local Bar Association	Local-phone book	Yellow pages	www.abanet.org/barserv/stlobar.html
WOMEN VETERANS:			
35. Women in Community Service (WICS) – US DOL	National	1-800-442-9427 for Assistance	http://www.wics.org
36. Center for Women Veterans	810 Vermont Ave. NW Washington, DC 20420	1-800-827-1000	http://www1.va.gov/womenvet/
SEEKING FEDERAL BENEFITS:			
37. AMVETS	State	Phone Book	
38. American Legion	State	1-800-433-3318	www.legion.org
39. Disabled American Veterans	State	1-877-426-2838	www.va.gov
40. Paralyzed Veterans of America	State	1-800-424-8200	
41. Vietnam Veterans of America	State	1-800-882-1316	www.tnvva.org/
42. Veterans of Foreign Wars	State	1-800-VFW-1899	www.vfw.org
43. Tennessee Department of Veteran Affairs	State		
44. Record of Discharge application	National-web		http://vetrecs.archives.gov
45. Veterans benefits online	National-web		www.vba.va.gov
RESOURCE ADDRESSES & Web SITES:			
46. Social Security Administration	National-web		www.ssa.gov

Credits and Reference List:

Whenever possible, notations were made on the source material used in this guidebook. Because this is a revised and updated guidebook, if information had no changes to be made and was current, the information may have been taken from the below noted resources.

The National Coalition of Homeless Veterans (NCHV)

A Guidebook for Incarcerated Veterans by Veterans Incarcerated Workgroup in Walla Walla, Washington (Washington State Guidebook)

Department of Veterans Affairs 2012 Edition Federal Benefits for Veterans and Dependents

Washington County TN Criminal Justice Resource Guide

Department of Veterans Affairs Web Sites

Smart Solutions: The Welfare to Work Partnership

National (H.I.R.E.) Network: **H**elping **I**ndividuals with criminal records **R**e-enter through **E**mployment Network.

Local Telephone Directory

Appendix A

VA Facilities in the State of Tennessee*

Facility	Address	Phone
Tennessee Valley Healthcare System	1310 24th Avenue South Nashville, TN 37212	615-327-4751
Memphis VA Medical Center	1030 Jefferson Avenue Memphis, TN 38104	901-523-8990 Or 901-523-8990
Mountain Home VAMC/Johnson City	Corner of Lamont Street and Veterans Way Mountain Home, TN 37684 Mailing Address: P.O. Box 4000 Mountain Home, TN 37684	423-926-1171 Or 423-926-1171
Tennessee Valley Healthcare System - Alvin C. York (Murfreesboro) Campus	3400 Lebanon Pike Murfreesboro, TN 37129	615-867-6000 Or 615-867-6000
Tennessee Valley Healthcare System - Nashville Campus	1310 24th Avenue South Nashville, TN 37212-2637	615-327-4751 Or 615-327-4751
Charlotte Avenue (Nashville, TN) OPC	1919 Charlotte Avenue Nashville, TN 37203	615-873-6503
Chattanooga, Tennessee CBOC	150 Debra Rd Suite 5200 Bldg 6200 Chattanooga, TN 37411	423-893-6500
Cookeville, Tennessee OPC	851 S. Willow Avenue Suite 108 Cookeville, TN 38501	931-284-4060
McMinnville, Tennessee OPC	1014 S. Chancery Street McMinnville, TN 37110	931-474-7700
Women Veterans Healthcare Center (Nashville, TN)	1919 Charlotte Avenue, Suite 300 Nashville, TN 37203	615-327-4751
Clarksville, Tennessee CBOC	1832 Memorial Dr. Clarksville, TN 37043	931-645-3552 X 64001
Covington, Tennessee (North Memphis), CBOC	3461 Austin Peay Highway Memphis, TN 38127	901-261-4500
Dover (Stewart County), Tennessee CBOC	1021 Spring Street Dover, TN 37058	931-232-5329
Dyersburg, Tennessee CBOC	433 East Parkview Street Dyersburg, TN 38024	731-287-7289
Jackson, Tennessee CBOC	180 Old Hickory Blvd Jackson, TN 38305	731-661-2750
Knoxville, Tennessee CBOC	8033 Ray Mears Blvd. Knoxville, TN 37919	865-545-4592
Maury County CBOC	833 Nashville Highway Columbia, TN 38401	931-981-6930
Meharry (Nashville General)	1818 Albion Street Nashville, TN 37208 Mailing Address: 1005 Dr. D. B. Todd Blvd Suite 114 Nashville, TN 37208	615-873-6700
Memphis, Tennessee (South) CBOC	1056 East Raines Road Memphis, TN 38116	901-271-4900
Morristown, Tennessee CBOC	925 E. Morris Boulevard Morristown, TN 37813	423-586-9100
Rogersville, Tennessee CBOC	401 Scenic Drive Rogersville, TN 37857	423-235-1471

Savannah, Tennessee CBOC	765 Florence Rd Savannah, TN 38372	731-925-2300
Sevierville Clinic	1124 Blanton Dr Sevierville, TN 37862	865-286-6950
Tullahoma, Tennessee CBOC	225 First Street Arnold Air Force Base, TN 37389	931-454-6134
Chattanooga Vet Center	951 Eastgate Loop Road Bldg. 5700 - Suite 300 Chattanooga, TN 37411	423-855-6570 Or 877-927-8387
Johnson City Vet Center	2203 McKinley Road, Suite 254 Johnson City, TN 37604	423-928-8387 Or 877-927-8387
Knoxville Vet Center	2817 E. Magnolia Ave Knoxville, TN 37914	865-633-0000 Or 877-927-8387
Memphis Vet Center	1407 Union Ave., Suite 410 Memphis, TN 38104	901-544-0173 Or 877-927-8387
Nashville Vet Center	1420 Donelson Pike Suite A-5 Nashville, TN 37217	615-366-1220 Or 877-927-8387

Veterans Benefits Administration - Southern Area Veterans Benefits Administration		
Facility	**Address**	**Phone**
Nashville Regional Office	110 9th Avenue South Nashville, TN 37203	800-827-1000

National Cemetery Administration - Atlanta Memorial Service Network National Cemetery Administration		
Facility	**Address**	**Phone**
Chattanooga National Cemetery	1200 Bailey Ave. Chattanooga, TN 37404	423-855-6590
Knoxville National Cemetery	939 Tyson St. NW Knoxville, TN 37917	423-855-6590
Memphis National Cemetery	3568 Townes Ave. Memphis, TN 38122	901-386-8311
Mountain Home National Cemetery	P.O. Box 8, VA Medical Center Bldg. 117 Mountain Home, TN 37684	423-979-3535
Nashville National Cemetery	1420 Gallatin Rd., S Madison, TN 37115-4619	615-860-0086

Veterans Health Administration - VISN Offices		
Facility	**Address**	**Phone**
VISN 9: VA Mid South Healthcare Network	1801 West End Ave., Suite 600 Nashville, TN 37203	615-695-2200

*http://www2.va.gov/directory/guide/fac_list_by_state.cfm?State=TN&dnum=All&isflash=0

Abbreviations and Terms

DD214	Military Discharge Document
DOC	Department of Corrections
DOD	Department of Defense
GPD	Grant Per Diem Housing
HCRV	Healthcare for Reentry Veterans Specialist
HUD/VASH	Housing and Urban Development/VA Supportive Housing
SC	Service Connection
TNDOC	TN Department of Corrections
VA	US Department of Veterans Affairs
VAMC	Veterans Affairs Medical Center
VARO	Veterans Affairs Regional Office
VBA	Veterans Benefits Administration
VSO	Veterans Service Organization
SSI	Supplemental Security Income
SSDI	Social Security Disability Insurance
NPRC	National Personnel Records Center
Web	World Wide Web or www

Appendix B – Forms

Form	What is it used for:
VA Form 21-0788	Apportionment
VA Form 5655	Financial Status Report needed when requesting a payment plan for overpayment of VA benefits
VA Form 21-4193	Notice to the VA of Incarceration of Beneficiary
SF 180	Order records from National Personnel Records Center (NPRC)

Appendix - B

OMB Approved No. 2900-0116
Respondent Burden: 15 minutes

Department of Veterans Affairs

NOTICE TO DEPARTMENT OF VETERANS AFFAIRS OF VETERAN OR BENEFICIARY INCARCERATED IN PENAL INSTITUTION

1. VA FILE NUMBER *(If known)*

NOTE: Pursuant to Title 38, U.S.C., sections 1505, 3482, 3680 and 5313, awards of Department of Veterans Affairs benefits for veterans and beneficiaries are subject to adjustment or discontinuance while such persons are incarcerated.

TO	ADDRESS OF VA REGIONAL OFFICE	FROM	NAME AND ADDRESS OF INSTITUTION

PRIVACY ACT INFORMATION: The law authorizes us to request the information we are asking you to provide on this form pursuant to Title 38, U.S.C. 1505. 3482, 3680 and 5313. The responses you submit are considered confidential (38 U.S.C. 5701). They may be disclosed outside the Department of Veterans Affairs (VA) only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

RESPONDENT BURDEN: VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-800-827-1000 for mailing information on where to send your comments.

2. FIRST NAME - MIDDLE NAME - LAST NAME OF VETERAN		
3A. SERVICE NUMBER	**3B. SOCIAL SECURITY NO.**	**3C. DATE OF BIRTH**
4. NAME OF PERSON INCARCERATED, IF OTHER THAN VETERAN	**5. RELATIONSHIP TO VETERAN**	
6. DATE OFFENSE WAS COMMITTED	**7. TYPE OF OFFENSE FOR WHICH COMMITTED**	**8. DATE OF COMMITMENT FOLLOWING CONVICTION**
	☐ FELONY ☐ MISDEMEANOR	
9. LENGTH OF SENTENCE	**10. SCHEDULED RELEASE DATE**	**11A. IS INDIVIDUAL IN A WORK RELEASE OR HALFWAY HOUSE PROGRAM?**
		☐ YES ☐ NO
11B. DATE ENTERED PROGRAM	**12. INSTITUTIONAL TELEPHONE NUMBER *(Including Area Code)***	
13. REMARKS		
14. DATE SIGNED	**15. NAME AND TITLE OF INSTITUTIONAL OFFICIAL**	**16. SIGNATURE OF INSTITUTIONAL OFFICIAL**

VA FORM NOV 2001 **21-4193** EXISTING STOCKS OF VA FORM 21-4193, NOV 1994, WILL BE USED.

OMB Approved No. 2900-0666
Respondent Burden: 30 minutes

Department of Veterans Affairs

(DO NOT WRITE IN THIS SPACE)
(VA DATE STAMP)

INFORMATION REGARDING APPORTIONMENT OF BENEFICIARY'S AWARD

INSTRUCTIONS: All or part of a veteran's disability award may be apportioned (paid) to the veteran's spouse, child, or dependent parent. A surviving spouse's award may also be apportioned for the veteran's child or children. Print all answers clearly. If an answer is "none" or "0," write that or line through the space provided. For additional space, attach a separate sheet, indicating the item number to which the answers apply. Make sure to write the veteran's name and VA claim number on any attachments to the form.

1. FIRST, MIDDLE, LAST NAME OF VETERAN	2. VA FILE NUMBER C/CSS-
3A. FIRST, MIDDLE, LAST NAME OF PERSON COMPLETING THIS FORM *(If other than veteran)*	3B. MAILING ADDRESS *(Number and street or rural route, city or P.O., State and ZIP Code)*
3C. TELEPHONE NUMBER *(Include Area Code)* Daytime / Evening	3D. E-MAIL ADDRESS *(If applicable)*
4A. WHO ARE YOU REQUESTING AN APPORTIONMENT FOR? *(List first, middle, and last names)*	4B. WHAT IS HIS/HER RELATIONSHIP TO THE VETERAN?
5A. HOW MUCH IS THE VETERAN OR VETERAN'S SURVIVING SPOUSE CONTRIBUTING TO THE PERSON(S) FOR WHOM AN APPORTIONMENT IS BEING CLAIMED? $	5B. HOW OFTEN ARE THE CONTRIBUTIONS MADE?
6. IF THE SPOUSE IS CLAIMING AN APPORTIONMENT, IS HE/SHE LIVING WITH ANOTHER PERSON AND HOLDING HIMSELF/HERSELF OUT OPENLY TO THE PUBLIC AS THE SPOUSE OF THE OTHER PERSON? ☐ YES ☐ NO *(If "Yes," provide an explanation)*	7. HAS THE VETERAN'S CHILD(REN) BEEN LEGALLY ADOPTED BY ANOTHER PERSON? ☐ YES ☐ NO

PART I - INCOME AND NET WORTH

Report all income and net worth. Report the gross amounts before you take out deductions for taxes, insurance, etc. If you do not receive income or net worth from a particular source, write "0" or "none" in the space provided. **Do not leave the space blank.**
Note: If you are the veteran or surviving spouse, report only your income and net worth. If you are the claimant or are filing on behalf of the claimant(s), report all income and net worth for all persons for whom an apportionment is being claimed. If you are claiming an apportionment as the custodian of the veteran's child or children, report your income and net worth and the income and net worth of the child(ren).

MONTHLY INCOME

SOURCE	VETERAN OR SURVIVING SPOUSE	CUSTODIAN	PERSON APPORTIONMENT IS CLAIMED FOR	PERSON APPORTIONMENT IS CLAIMED FOR
1A. GROSS WAGES FROM ALL EMPLOYMENT	$	$	$	$
1B. SOCIAL SECURITY				
1C. RETIREMENT OR ANNUITIES				
1D. SUPPLEMENTAL SECURITY INCOME (SSI) / PUBLIC ASSISTANCE				
1E. OTHER INCOME *(Show source)*				
1F. OTHER INCOME *(Show source)*				

NET WORTH

SOURCE	VETERAN OR SURVIVING SPOUSE	CUSTODIAN	PERSON APPORTIONMENT IS CLAIMED FOR	PERSON APPORTIONMENT IS CLAIMED FOR
2A. CASH/NON-INTEREST-BEARING BANK ACCOUNTS	$	$	$	$
2B. INTEREST-BEARING BANK ACCOUNTS				
2C. IRAS, KEOGH PLANS, ETC.				
2D. STOCKS, BONDS, MUTUAL FUNDS, ETC.				
2E. REAL PROPERTY *(Not your home)*				
2F. ALL OTHER PROPERTY AND ASSETS				

VA FORM MAY 2009 **21-0788**

SUPERSEDES VA FORM 21-0788, JAN 2005, WHICH WILL NOT BE USED.

PART II - MONTHLY LIVING EXPENSES				
Show your monthly living expenses, including any monthly installment payments. If you do not have expenses from a particular source, write "0" or "none" in the space provided. Do not leave the space blank. **Note: If you are the veteran or surviving spouse, report only your expenses. If you are the claimant or are filing on behalf of the claimant(s), report expenses for all persons for whom an apportionment is being claimed. If you are claiming an apportionment as the custodian of the veteran's child or children, report your expenses and the expenses of the child(ren).**				
SOURCE	VETERAN OR SURVIVING SPOUSE	CUSTODIAN	PERSON APPORTIONMENT IS CLAIMED FOR	PERSON APPORTIONMENT IS CLAIMED FOR
1A. RENT OR HOUSE PAYMENT	$	$	$	$
1B. FOOD				
1C. UTILITIES *(Water, gas, electricity)*				
1D. TELEPHONE				
1E. CLOTHING				
1F. MEDICAL EXPENSES				
1G. SCHOOL EXPENSES				
1H. OTHER EXPENSES *(Show source)*				
1I. OTHER EXPENSES *(Show source)*				

PART III - CERTIFICATION AND SIGNATURE	
I CERTIFY THAT the foregoing statements are true and correct to the best of my knowledge and belief.	
1. SIGNATURE OF VETERAN OR CLAIMANT	2. DATE SIGNED

PENALTY - The law provides severe penalties which include fine or imprisonment or both, for the willful submission of anystatement or evidence of a material fact, knowing it is false, or fraudulent acceptance of any payment to which you are not entitled.

PRIVACY ACT INFORMATION - The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (i.e., civil or criminal law enforcement, congressional communications, epidemiological or research studies, the collection of money owed to the United States, litigation in which the United States is a party or has an interest, the administration of VA programs and delivery of VA benefits, verification of identity and status, and personnel administration) as identified in the VA system of records, 58VA 21/22/28, Compensation, Pension, Education and Vocational Rehabilitation and Employment Records - VA, published in the Federal Register.
Your obligation to respond is required to obtain or retain benefits. The requested information is considered relevant and necessary to determine maximum benefits under the law. The responses you submit are considered confidential (38 U.S.C. 5701). Information submitted is subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN - We need this information to determine whether an apportionment of VA disability or death benefits may be made (38 U.S.C. 5307). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 30 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

OMB Approved No. 2900-0165
Respondent Burden: 1 hour

Department of Veterans Affairs

FINANCIAL STATUS REPORT

1. SOCIAL SECURITY NO.	2. FILE NO.	3. SPECIFY WHY YOU ARE COMPLETING THIS FORM *(Waiver, Compromise, Payment Plan or Other)*

(Type or print all entries. If more space is needed for any item, continue under Section VII, Additional Data, Item 36 or attach separate sheet)

PRIVACY ACT INFORMATION: The information you furnish on this form is almost always used to determine if you are eligible for waiver of a debt, for the acceptance of a compromise offer or for a payment plan. Disclosure is voluntary. However, if the information is not furnished, your eligibility for waiver, compromise or a payment plan may be affected. The responses you submit are confidential and protected from unauthorized disclosure by 38 U.S.C. 5701. The information may be disclosed outside the Department of Veterans Affairs (VA) only when authorized by the Privacy Act of 1974, as amended. The routine uses for which VA may disclose the information can be found in VA systems of records, including 58VA21/22, Compensation, Pension, Education and Rehabilitation Records-VA, and 88VA244, Accounts Receivable Records-VA. VA systems of records and alterations to the systems are published in the Federal Register. Any information provided by you, including your Social Security Number, may be used in computer matching programs conducted in connection with any proceeding for the collection of an amount owed by virtue of your participation in any benefit program administered by VA.

RESPONDENT BURDEN: VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-800-827-0648 for mailing information on where to send your comments.

SECTION I - PERSONAL DATA

4. FIRST-MIDDLE-LAST NAME OF PERSON		5. ADDRESS *(Number and street or rural route, City or P.O. Box, State, and ZIP Code)*
6. TELEPHONE NO. *(Include Area Code)*	**7. DATE OF BIRTH (MM-DD-YYYY)**	**8. MARITAL STATUS** ☐ MARRIED ☐ NOT MARRIED
9. NAME OF SPOUSE		**10. AGE(S) OF OTHER DEPENDENTS**

COMPLETE RECORD OF EMPLOYMENT FOR YOURSELF AND SPOUSE DURING PAST 2 YEARS

KIND OF JOB	DATES *(MM-YYYY)* FROM	TO	NAME AND ADDRESS OF EMPLOYER
11. YOUR EMPLOYMENT EXPERIENCE			
		PRESENT TIME	
12. YOUR SPOUSE'S EMPLOYMENT			
		PRESENT TIME	

SECTION II - INCOME

AVERAGE MONTHLY INCOME	SELF	SPOUSE
13. MONTHLY GROSS SALARY *(Before payroll deductions)*	$	$
14. PAYROLL DEDUCTIONS		
A. FEDERAL, STATE AND LOCAL INCOME TAXES		
B. RETIREMENT		
C. SOCIAL SECURITY		
D. OTHER *(Specify)*		
E. TOTAL DEDUCTIONS *(Items 14A through 14D)*		
15. NET TAKE HOME PAY *(Subtract Item 14E from Item 13)*		
16. VA BENEFITS, SOCIAL SECURITY, OR OTHER INCOME *(Specify source)*		
17. TOTAL MONTHLY NET INCOME *(Item 15 plus Item 16)*	$	$

SECTION III - EXPENSES

AVERAGE MONTHLY EXPENSES	AMOUNT
18. RENT OR MORTGAGE PAYMENT	$
19. FOOD	
20. UTILITIES AND HEAT	
21. OTHER LIVING EXPENSES	
22. MONTHLY PAYMENTS ON INSTALLMENT CONTRACTS AND OTHER DEBTS *(Include amount from Section VI, Line 34I - Column E.)*	
23. TOTAL MONTHLY EXPENSES	$

SECTION IV - DISCRETIONARY INCOME

24A. NET MONTHLY INCOME LESS EXPENSES *(Item 17 less Item 23)*	24B. AMOUNT YOU CAN PAY ON A MONTHLY BASIS TOWARD YOUR DEBT
$	$

VA FORM JUN 2009 (RS) **5655**

SECTION V - ASSETS

25. CASH IN BANK *(Checking and savings accounts, building and loan accounts, etc.)*	$	29. U.S. SAVINGS BONDS *(Current Value)*	$
26. CASH ON HAND		30. STOCKS AND OTHER BONDS *(Current Value)*	
27. AUTOMOBILES *(Resale value)*		31. REAL ESTATE OWNED *(Resale value)*	
MAKE / YEAR / MODEL		32. OTHER ASSETS *(Specify below)*	
28. TRAILERS, BOATS, CAMPERS *(Resale value)*	$	33. TOTAL ASSETS ▶	$

SECTION VI - INSTALLMENT CONTRACTS AND OTHER DEBTS

NOTE: Show below ALL debts which you are required to pay in regular monthly installments, such as a car, television, washing machine, payments to dealers, banks, finance companies, repayment of money borrowed for any purpose, doctor bills, hospital bills, etc. **DO NOT INCLUDE LIVING EXPENSES.**

	NAME AND ADDRESS OF CREDITOR (A)	DATE AND PURPOSE OF DEBT (B)	ORIGINAL AMOUNT OF DEBT (C)	UNPAID BALANCE (D)	AMOUNT DUE MONTHLY (E)	AMOUNT PAST DUE *(If any)* (F)
34A.			$	$	$	$
34B.						
34C.						
34D.						
34E.						
34F.						
34G.						
34H.						
	34I. TOTAL ▶		$	$	$	$

NOTE: If repayment of a debt is not on a monthly basis, write "0" in column E and describe arrangements to repay in Item 36.

SECTION VII - ADDITIONAL DATA

35A. HAVE YOU EVER BEEN ADJUDICATED BANKRUPT? IF SO AND VA OR A MORTGAGE COMPANY WAS INVOLVED, PLEASE SEND ALL PERTINENT DOCUMENTATION

☐ YES ☐ NO *(If "Yes," complete Items 35B through 35D)*

35B. DATE DISCHARGED FROM BANKRUPTCY (MM-DD-YYYY)	35C. LOCATION OF COURT	35D. DOCKET NO. *(If known)*

36. USE THIS SPACE AND ADDITIONAL SHEETS, IF NECESSARY, TO SUPPLY ANY PERTINENT INFORMATION AND TO CONTINUE YOUR ANSWER TO PREVIOUS ITEM NUMBER(S) TO WHICH YOUR COMMENTS APPLY

SECTION VIII - APPLICANT CERTIFICATIONS - REQUIRED

37A. YOUR SIGNATURE *(Required)*	37B. DATE SIGNED	38A. SIGNATURE OF SPOUSE *(Required)*	38B. DATE SIGNED

PENALTY: The law provides severe penalties which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false.

BACK OF VA FORM 5655, JUN 2009 (RS)

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)	2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH

5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)

	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						

6. IS THIS PERSON DECEASED? If "YES" enter the date of death.
☐ NO ☐ YES _____

7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE?
☐ NO ☐ YES

SECTION II – INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

☐ **DD Form 214 or equivalent.** When was the DD Form(s) 214 issued? YEAR(S): _____
If more than one period of service was performed, even in the same branch, there may be more than one DD214.

This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. **An UNDELETED DD214 is ordinarily required to determine eligibility for benefits.** Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.

An undeleted copy will be sent unless you specify a deleted copy. Indicate here if you want a deleted copy of the DD Form 214 . ☐.

The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

☐ **All Documents in Official Military Personnel File (OMPF)**

☐ **Medical Records** (Includes Service Treatment Records, Health (outpatient) and dental records.) If hospitalized (inpatient), the facility name and date for each admission **must** be provided: _____

☐ **Other** (Specify): _____

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

☐ Benefits ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Genealogy ☐ Correction ☐ Personal

☐ Other, explain: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (*Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.) No signature required for Archival records.*

☐ Military service member or veteran identified in Section I, above
☐ Next of kin of deceased veteran: _____ *(Relationship)*
☐ Legal guardian (Must submit copy of court appointment.)
☐ Other (specify) _____

MUST HAVE PROOF OF DEATH - See item 2a on instruction sheet.

2. SEND INFORMATION/DOCUMENTS TO:
(Please print or type. See item 4 on accompanying instructions.)

Name

Street Apt.

City State Zip Code

3. AUTHORIZATION SIGNATURE WHEN REQUIRED *(See items 2a or 3a on accompanying instructions.)* I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct. No signature required for Archival records.

Signature Required - Do not print **Date**

( ) Daytime phone ( ) Fax Number

Email address

*This form is available at *http://www.archives.gov/research/order/standard-form-180.pdf* on the National Archives and Records Administration (NARA) web site.*

RESET

LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge , deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	
	Discharged, deceased, or retired after 10/16/1992	14	11
	Active enlisted, officers	7	
	Former National Guard/USAR personnel	14	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center Records Management Branch (DPTARA) 18420 E. Silver Creek Ave. Bldg. 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command ATTN: AHRC-PDR-V 1600 Spearhead Division Ave., Dept 420 Fort Knox, KY 40122-5402 askhrc.army@us.army.mil	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wooton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (PSD-MR) MS7200 US Coast Guard 4200 Wilson Blvd., Suite 1100 Arlington, VA 29598-7200 http://uscg.mil/psc/adm	8	*Reserved.*	13	*Reserved.*
4	Headquarters U.S. Marine Corps Manpower Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	*Reserved.*	14	National Personnel Records Center (Military Personnel Records) 1 Archives Dr. St. Louis, MO 63138-1002 eVetRecs! *http://www.archives.gov/veterans/military-service-records/*
5	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		