

You are eligible for OAR post-release services if you have been released into the Richmond/Petersburg areas from a local jail, state prison, or federal institution. OAR staff will assist you in making your transition back into the community a successful one. However, you have to be willing to help yourself. Your long-term success is up to you, not OAR.

OAR is a private, nonprofit organization whose goal is to help clients become productive, taxpaying citizens of the community and not return to jail or prison. But OAR expects you to also be willing to help yourself. Your attitude, your willingness to help yourself and make changes in your lifestyle can "make or break" your situation. Do not expect OAR to do everything for you or to give you everything you ask for. If you don't know how to do something like look up a number in the telephone book, ask staff to help you so you can learn how to do it next time.

OAR has 3 post-release offices in its service area. The main office is in downtown Richmond and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. The other offices are in Chesterfield County and Petersburg and are not open all day everyday. If you need services at the Chesterfield or Petersburg office, please call the number on the back of this guide for office hours or to schedule an appointment with a case manager.

Depending on funds available, service location, and specific eligibility guidelines, OAR's post-release services include the following:

- transportation assistance to scheduled job interviews and jobs until you receive your first paycheck
- housing assistance which includes Central Intake referrals and rent assistance for boarding houses once you become employed. Security or utility deposits and back rent are not paid by OAR.

- job search skills classes which are required if you are unemployed
- weekly jobs list
- use of OAR telephone, fax machine, and copier for resumes
- resume assistance and mock interviews
- work clothes, shoes, and tools needed for a specific job
- personal hygiene kits
- money management counseling
- goal setting assistance
- identification documents such as birth certificates
- substance abuse counseling and support groups
- community voice mail
- incentives for keeping a job
 - 30 days = special gift
 - 90 days = \$10 and \$10 GRTC Go Card
 - 6 months = SUCCESS pin and gift certificate
 - 1 year = \$100
 - 2 years = \$200
 - 3 years = \$300

***You must make an appointment to pick up your incentive. Incentives must be picked up within 30 days of your eligibility date.

- referrals for other services not directly provided by OAR

Before you can be provided services, an OAR case manager will meet with you for an intake interview. During this interview you will need to give the case manager information about yourself. It is important that you be truthful in answering the case manager's questions. OAR needs to know your criminal record and any alcohol or drug use in order to assist you with other services like job search or treatment referrals. During the intake interview, you will be asked to sign a release of information which gives OAR permission to provide services to you and to refer you to other services you may need which are not directly provided by OAR.

When you arrive at the OAR office, you will be seen in the order in which you arrived. You may need to sign in. It is possible that on busy days you may have to wait to be seen. Clients will not be seen during the case manager's lunch time unless prior arrangements have been made.

If you are unemployed and receiving services at OAR's Central Office location, you will be required to participate in a job search skills class which is held on Wednesdays at 1:30 p.m. This class includes information on how to look for a job, interviewing tips, how to answer questions about your criminal record, and other tips for your job search. Class begins promptly at 1:30 p.m. Please arrive before 1:30 p.m. for the class. The class time at the Petersburg and Chesterfield post-release offices will be posted on the office door.

When you get a job, you will be requested to get your employer to complete an employment verification form. Once OAR receives this form, you will be eligible for the job retention incentives program and other services which require that you be employed, maintain that employment, and stay in contact with OAR.

Clients who are uncooperative, untruthful with staff, use community resources when they don't need them, or who come into the office drunk or under the influence of drugs may be asked to leave and may lose their eligibility for OAR services.

Clients are not charged a fee for services. OAR works with thousands of clients each year and depends on community support and individual donations. All donations are sincerely appreciated and are used for direct services to others just like you. Clients are asked to make a donation to OAR once they are "on their feet" and are able to "give back" to others in their same situation.

Things You Need To Know

- OAR's Central Office is open Monday-Friday from 8:30 a.m. to 4:30 p.m. The hours for the Chesterfield and Petersburg offices are listed to the right.
- You may be requested to sign in each time you come into the office.
- OAR offices are not your personal living room. You are requested to conduct your business quietly and not disturb others.
- A restroom is available for your use. Please help keep it clean.
- Clients may request to use the telephone to call about jobs or housing. Calls should be kept short.
- Smoking is allowed in the reception area and client room of OAR's Central Office. Smoking is not allowed at the Chesterfield and Petersburg offices.
- Bus tickets will not be given out after 12 noon unless prior arrangements have been made with your case manager.
- OAR does not make loans to clients.
- Clients who are drunk or disruptive may be refused services and requested to leave the office.
- Clients should be courteous and polite with other clients and with OAR staff. A "please" or "thank you" is always appreciated.
- OAR staff have chosen to be in the work they are in. They have chosen to work with clients in your situation. Try to learn to trust their suggestions and work "with" them. They really do want to help you.

**OAR of Richmond, Inc.
Central Office
One North Third Street
Suite 200
Richmond, VA 23219
(804) 643-2746
FAX (804) 643-1187
www.oarric.org**

**OAR of Richmond, Inc.
Chesterfield Office
Capital Area Workforce Center
7333 Whitepine Road
Richmond, VA 23237
(804) 271-8510 Ext. 17
FAX (804) 275-0270**

**Office Hours:
Friday: 1:00 p.m. - 4:30 p.m.**

**OAR of Richmond, Inc.
Petersburg Office
Crater Regional Workforce Center
114 North Union Street
Petersburg, VA 23803
(804) 862-6414
FAX (804) 862-6417**

**Office Hours:
Monday: 8:30 a.m. - 12:30 p.m.
4:00 p.m. - 4:30 p.m.
Tuesday: 8:30 a.m. - 9:00 a.m.
Wednesday: 8:30 a.m. - 12:30 p.m.
1:30 p.m. - 4:30 p.m.
Thursday: 8:30 a.m. - 9:00 a.m.
12:00 p.m. - 12:30 p.m.
4:00 p.m. - 4:30 p.m.
Friday: 8:30 a.m. - 12:00 p.m.**

A Client's Guide

to

OAR

Post-Release Services