

**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**

**Office Hours:
Monday-Thursday: 8:30 a.m.-4:30 p.m.
Friday: 8:30 a.m.-3:00 p.m.**

**OAR of Richmond, Inc.
Chesterfield Office
(804) 706-2001
Call the case manager
to schedule an appointment.**

A Client's Guide

to

OAR

Post-Release Services

OAR is a private, nonprofit organization whose goal is to assist clients to become productive, taxpaying members of the community. OAR provides pre-release case management services in all the area jails and post-release case management services to anyone with an adult criminal conviction.

OAR's main office is in downtown Richmond and is open Monday through Thursday from 8:30 a.m. to 4:30 p.m. and Friday from 8:30 a.m. to 3:00 p.m. Services are also provided at the Chesterfield Probation and Parole offices by appointment on scheduled days. OAR contact numbers are on the back of this guide.

Services at the Richmond office are provided on a walk-in basis. You are required to sign in at the receptionist desk each time you come into the office. Due to the high number of clients coming into the office, you may have a lengthy wait to see your case manager. Your patience will be appreciated.

In order to enroll in OAR's post-release services program, you must see a case manager who will conduct an intake interview to determine your service needs. You will be asked a number of very personal questions; answering these questions honestly will help the case manager understand your history and service needs and be better prepared to assist you. During the intake interview, you will be asked to sign a release of information which gives OAR permission to provide services to you and/or refer you to other organizations for services that are not directly provided by OAR.

New clients are required to attend an *Orientation and Job Search Assistance Class* before you can begin receiving services. Some clients also may be required to attend other OAR groups during their job search. The class is offered on Wednesday afternoons beginning at 1:00 p.m. and ending at 4:00 p.m. You will not be allowed to attend the class if your intake interview has not been done. Late arrivals will not be able to attend the class and must return the following week for the class.

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

- identification documents such as birth certificates
- personal hygiene kits
- resume assistance
- use of telephone, fax machine, and copier for resumes
- weekly jobs list
- substance abuse counseling and support groups
- transportation assistance to scheduled job interviews and jobs until you receive your first paycheck
- problem solving/goal setting assistance

- money management counseling
- housing assistance and Central Intake referrals
- work clothes, shoes, and tools needed for a specific job
- incentives for continuous employment of at least *30 hours per week from 30 days to 3 years*
- GED classes.
- referrals for services not directly provided by OAR

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 that require you to maintain employment and stay in contact with OAR at least *monthly*.

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

- 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 are limited to 10 minutes*
- *Smoking is allowed in the back client room only.*
- Bus cards *will not be given out after 2:00 p.m.* unless prior arrangements have been made with your case manager.
- Clients should be courteous and polite with other clients and with OAR staff. A "please" or "thank you" is always appreciated.
- OAR offices are not your personal living room. You are requested to conduct your business quietly and not disturb others.
- Clients who are disruptive, untruthful with staff, or under the influence of drugs or alcohol may be asked to leave and may lose their eligibility for OAR services.
- Clients who are not dressed appropriately for a job search will not receive bus cards that day.
- OAR staff 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.