

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Reentry Pre and Post-Release Planning		
Policy Number: 503.02	Effective Date: 1/30/2020	Page Number: 1 of 22
Authority: Commissioner	Originating Division: Inmate Services Division (Transitional Services)	Access Listing: Level I: All Access

I. Introduction and Summary:

Offender reentry planning and preparation begins when the offender is initially received by the Georgia Department of Corrections (GDC). Reentry planning is an ongoing and dynamic endeavor and continues through the offender's release from custody. The Georgia Department of Corrections will provide standardized Reentry Services Protocols (Transitional Services) that permeate all levels of affected agencies and organizations to reduce recidivism through collaborative partnerships supporting offender placement into evidence-based interventions, continuing through offender release and transition to the community.

II. Authority:

- A. GDC Board Rules: 125-4-1-.05, 125-4-1-.06, and 125-3-1-.2;
- B. GDC Standard Operating Procedures (SOPs): 107.04, Risk Needs Assessment; 107.11, Residential Substance Abuse Treatment Programs; 210.05, Inmate/Probationer Boot Camp; 211.06, In-House Transitional Center; 213.02 Screening, Sentencing, Pre-Admission, and Admission; 213.11, Detainee Classification; 214.03, Offender Request for a Vital Record; 215.17, Transitional Center Resident Programs and Services; 215.18, Transitional Centers Resident Classification; 220.01, Admissions/Computations; 220.03, Classification Committee; 220.04, Offender Orientation; 220.05, Diagnostics Reception, Orientation, and Processing; 220.07, Guidelines for Completing Parole Review Summary; 222.08, Sex Offender Registration; 227.05, Visitation of Offenders; 222.07, Release Procedures for Offenders; 409.05.01, Prison Industries Enhancement Program; 503.01, Faith and Character Based Initiatives; and 508.14, Mental Health Reception Screen; and
- C. ACA Standards: 2-CO-4G-01. 4-4442, 4-ALDF-5B-13, 4-ACRS-5A-12, and 4-ACRS-5A-13.

III. Definitions:

- A. **Reentry Assessment Center** - Space and equipment located within facilities, Reentry Assessment Centers are staffed with offenders trained as career clerks. These centers contain resources used to build career/employment plans and prepare releasing offenders for meaningful employment.

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- B. **Residential Problem Housing (RPH) Program** - Offenders that have passed their tentative parole month (TPM) without a residence plan may qualify for consideration in the RPH Program. This program is a collaboration with the Georgia Department of Corrections, the Department of Community Affairs, the Department of Community Supervision and the State Board of Pardons and Paroles.
- C. **SCRIBE** - Georgia Department of Corrections enterprise offender data management system.
- D. **Transitional Housing for Offender Reentry (THOR) Directory** - A listing of housing providers that have been approved by the State Board of Pardons and Paroles. It is found on the Parole website: www.pap.ga.gov or DCS website: www.DCS.ga.gov.
- E. **Vital Records** - For the purposes of this Standard Operating Procedure the term vital records will be defined in accordance with O.C.G.A. 31-10-1 (18).
- F. **The Offender, Parolee, and Probationer State Training Employment Program (TOPPSTEP)** - A collaborative commitment between the Georgia Department of Corrections State Board of Pardons and Paroles and the Georgia Department of Labor to enhance community safety by the development and implementation of measures to improve the employability of offenders: http://dol.georgia.gov/sites/dol.georgia.gov/files/related_files/document/dol4448.pdf

IV. **Statement of Policy and Applicable Procedures:**

- A. **Overview:** To support the process of offender reentry, the Deputy Warden of Care and Treatment (DWCT) or highest-ranking Counseling Supervisor will have the responsibility to ensure compliance with this SOP, including, but not limited to the following processes:
 - 1. Review prospective programming;
 - 2. Make appropriate referrals to Reentry Assessment Centers and Reentry Skills Building Class;

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3. Identify potential barriers to reentry;
4. TOPPSTEP;
5. Interest Profiler: an occupational assessment instrument used to build a career plan leading to employment;
6. Programs/Reentry Initiatives. Once assigned to a permanent facility, staff will make reentry initiatives available to the offender and will review and discuss the importance of offender participation in reentry programs, related activities and working to complete the reentry case plan; and
7. Reentry Checklist.

B. TOPPSTEP - The Offender, Parolee, and Probationer State Training Employment Program:

1. All offenders will be reviewed for the TOPPSTEP process with the exception of the following:
 - a. Offenders with immigration detainers;
 - b. Offenders under death sentences (UDS);
 - c. Offenders serving life without parole; and
2. The TOPPSTEP initiative enhances the employment potential of all eligible offenders by obtaining the following:
 - a. Social Security cards and certified copies of birth certificates;
 - b. Department of Driver Services identification cards and drivers licenses;
 - c. Resume and other documents created in Career Resource Centers;
 - d. Program certificates of completion and earned skilled trade credentials;

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- e. Selective Service Cards and Status of Information letters; and
 - f. DD-214 - <https://www.archives.gov/veterans/military-service-records/standard-form-180.html>.
3. Each Warden/Superintendent will appoint a designee for the purpose of performing a final review of all TOPPSTEP packages prior to the offender's release. The designee should be the DWCT or highest-ranking Counseling Supervisor. This should be done in a memo and available for review.
 4. Designee will review the status of each package to ensure:
 - a. The required steps in the process have been completed and documented on the SCRIBE reentry checklist;
 - b. The quality of the resume is acceptable;
 - c. The status of the TOPPSTEP package is complete;
 - d. Document the findings of the review of the TOPPSTEP checklist on the SCRIBE reentry checklist; and
 - e. Report noncompliance to the Warden/Superintendent.
 5. GDC Repository:

The GDC Documents Repository ("Repository") located at State Offices South, Tift Campus, was created to provide a safe and secure storage location for offender identity documents, which are essential to their reentry. The Repository receives, scans, stores and distributes reentry-related documents for releasing offenders. Documents maintained at the Repository include Birth Certificates and DDS Driver's Licenses and state IDs.
 6. Birth Certificates ("BC"):
 - a. GDC provides certified copies of birth certificates (BC) at no cost to offenders born in Georgia.

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- b. GDC does not provide birth certificates to offenders born outside of the State of Georgia. If the offender was born outside of Georgia, the following steps must be taken:
 - i. The offender must complete the appropriate application for their birth state.
 - ii. The application must be signed by the offender and only add the date if they are going to order it at that time.
 - iii. If the offender wants to purchase their out-of-state birth certificate, the facility must assist them with mailing the fee.
 - iv. The application should be maintained in the TOPPSTEP file.
 - v. Upon release, the original application must be given to the offender and a copy of the application must be maintained in the TOPPSTEP file.
7. Application Process for birth certificates for offenders born in Georgia:
 - a. To acquire a birth certificate for a Georgia-born offender, the offender must complete a birth certificate application. This gives consent for the birth certificate to be researched and printed. The application process must be completed when the offender arrives at the facility if it has not been done at a previous facility.
 - b. If an application for a birth certificate has not previously been completed, the following should be checked first for documents prior to beginning the birth certificate application process at the current facility in order to determine whether there is already an application or birth certificate on file and to avoid duplicate effort and applications:
 - i. Institutional file for any original documents;
 - ii. Reentry Checklist in SCRIBE; and

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- iii. Any scanned Reentry Docs in Offender docs.
- c. If it is determined there is no birth certificate and no application:
 - i. The offender should complete and sign the BC application.
 - ii. Application should be scanned to Offender Docs>Reentry Docs in SCRIBE.
 - iii. The offender's mother's maiden name or "unknown" and father's name or "unknown" AND county of birth should be entered into the SCRIBE Personal Data Summary as an update.
 - iv. Update the Selective Service question on the SCRIBE Reentry Checklist.
 - v. Update the Social Security number on the Personal Data Summary.
 - vi. The process is automated once the above items are complete.
 - vii. If the offender is NOT within 180 days of release, there is nothing more to be done at this time.
 - viii. If the offender IS within 180 days of release, email GDC Vital Records staff (gdcvitalrecords@gdc.ga.gov) with the following information:
 - 1) Offender name;
 - 2) GDC #; and
 - 3) Subject of email should state that offender is releasing within 180 days.
- d. If there is a scanned application in SCRIBE but no birth certificate, AND the offender is releasing within 180 days, contact GDC Vital Records staff by email at the above address.
- e. All birth certificate applications must be scanned into Offender Docs in SCRIBE under the appropriate heading.

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- f. Do not mail or email birth certificate applications to GDC Vital Records staff.
8. Requests to have documents mailed to facility:
 - a. The offender must currently be on the 180-day list and the file is being prepared with all their vital documents pending release.
 - b. If they are not on the 180-day release list, do not request any documents be mailed to the facility at this time.
 - c. The request to have the birth certificate mailed to your facility via the Repository (gdc.repository@gdc.ga.gov), should be completed when the offender appears on the 180-day list.
 - d. Make sure there is a birth certificate scanned in SCRIBE **PRIOR** to sending a request to the Repository. If there is not, you must go back and complete the application process. Do NOT send a request if you have not verified in SCRIBE-Reentry Docs that the document exists.
 - e. When the name appears on 180-day list, send an email to gdc.repository@gdc.ga.gov with the following information:
 - i. Name;
 - ii. GDC number; and
 - iii. Specific documents you are requesting (birth certificate/driver's license/GA state ID).
 - f. If offender is within 7 days of release, do not request documents to be mailed to your facility. There is not enough time to ensure the offender will receive their documents.
 - g. Once you receive the document at your facility, complete the following steps:

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- i. Enter a note in the comment box at the bottom of the reentry checklist stating that you received the document;
 - ii. Change the radial button in the top section of the reentry checklist to reflect the current status of the document;
 - iii. Update the information on the outside of the TOPPSTEP Checklist to reflect its contents; and
 - iv. Verify that all documents on the spreadsheet were received. Print and sign the spreadsheet. Scan and email or mail the spreadsheet back to the repository.
 - h. If an offender returns to a GDC facility after releasing, and the document was scanned during a prior incarceration, they will not be issued a new birth certificate. In this case, email the Repository to see if there is currently an original birth certificate on file. If not, print a copy of the document from SCRIBE and give to offender upon release. Place a copy in the TOPPSTEP file and note on the copy and in the comment section of the reentry checklist that the offender was given the original birth certificate during a previous incarceration.
9. DDS Driver's Licenses ("DL") and State IDs:
- a. GDC has an agreement with Department of Drivers Services (DDS) to provide offenders with either a Georgia driver's license or state ID at no cost to the offender. They will receive a driver's license if they are not on revoked or suspended status. If they are revoked or suspended, it will default to a state ID.
 - i. In order for the process to be complete, the following must be done:
 - 1) DDS application must be completed and scanned in SCRIBE>Reentry Docs;
 - 2) Birth Certificate complete;

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3) Proof of Social Security number on Personal Data Summary;

4) Images of face and signature; and

5) Selective Service question complete on the Reentry Checklist in SCRIBE.

ii. Once this information is complete, the process is automated. Data is sent to DDS monthly for offenders who have an earliest release date of 61 days to 7 years from release.

iii. Georgia driver's license or state ID will be issued for 8 years. The address on the document will be: 300 Patrol Rd, Forsyth, GA 32019.

iv. The offender has 60 days from release to update their address with DDS at no charge.

10. Forwarding Documents:

- a. Each facility will be responsible for maintaining a forwarding log to track where and when documents (birth certificate, social security cards, DDS ID/DL) are being forwarded.
- b. The forwarding log shall list the offender's name, GDC number, documents being forwarded, date forwarded and name of the person forwarding the documents.
- c. SCRIBE Reentry Checklist shall be updated to reflect the receipt and forwarding of these documents.
- d. SS cards should be sent back to SSA if they arrive after offender has released. If the offender is going to another GDC facility, the card should be sent to that facility only after it is verified in SCRIBE that the offender is still in custody.
- e. Birth certificates, Georgia driver's licenses and state IDs can be sent back to the repository if these documents arrive AFTER the offender has

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released or transferred to another facility. The address to mail them back to is:

Georgia Department of Corrections
Transitional Services
Upshaw Building, 2nd floor
300 Patrol Rd.
Forsyth, GA. 31029

	Social Security Card	Birth Certificate	Driver License/ ID Card
Duplicates	Send back to Social Security Administration	Send back to Repository	Send back to Repository
Offender Released	Send back to Social Security Administration	Send back to Repository	Send back to Repository
Offender Transferred prior to receiving the document	Send to receiving facility/prison.	Send back to Repository	Send back to Repository
Offender Deceased	Send back to Social Security Administration	Send back to Repository	Send back to Repository

11. Social Security Card Replacement:

- a. GDC has an agreement with the Social Security Administration. A copy of the agreement may be obtained from GDC, Transitional Services Unit. All facilities shall comply with the requirements of this agreement regarding the processing of applications for duplicate social security cards for offenders. Social security card applications (Form SSA-5) may be located online for printing, at <https://www.ssa.gov/forms/ss-5.pdf>.

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- b. Applications are accepted for offenders who meet at least one of the following criteria:
 - i. Will be released within 120 days;
 - ii. Participating in a reentry work release or school program; or
 - iii. Will be released to a Transitional Center or Work Release within 120 days.
- c. Do not place social security card applications in TOPPSTEP envelopes. These cards should be maintained in a separate, locked file.
- d. Document the status of receiving the social security card on the Reentry checklist and TOPPSTEP checklist.
- f. The Certification of Prison Records (Attachment 1) must be completed and documented with each social security application. Attachment 1 must be completed by the counseling staff only. The offender shall not complete Attachment 1. Attachment 1 must be signed by the Designee and a copy must be placed in TOPPSTEP file.
- g. Form SSA-3288, Consent for Release of Information (Attachment 2), must also be signed by the offender and placed in the TOPPSTEP file.
- h. Social security cards received at the institution must be matched with the social security number listed in the offender's SCRIBE personal data summary. SCRIBE should be updated to reflect the social security number listed on the social security card, to ensure the information matches. This information will be verified.

12. TOPPSTEP at Diagnostic Facilities:

- a. Requirements for offenders undergoing initial diagnostic processing and/or assigned to diagnostic facility:

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- i. Applications for certified birth certificates for Georgia-born offenders must be completed during the diagnostic process.
- ii. Social security cards and completion of the resume are not to be pursued unless requested by the administration or the offender is a permanent resident housed at the diagnostic facility.
- iii. For regular parolees and Max-outs with probation supervision to follow, a TOPPSTEP cover memo (originated by the facility and accompanying the Checklist) will indicate release from diagnostics as the reason a package has not been completed.

13. TOPPSTEP at Permanent Facilities:

- a. Once the offender is assigned to a Counselor/Case Manager the TOPPSTEP process will resume.
- b. Admissions and Orientation (A/O) functions:
 - i. During A/O process, counselors will review the institutional files and SCRIBE – Offender Documents – Reentry Documents to determine the status of TOPPSTEP information;
 - ii. Findings should be documented on the Reentry Checklist, along with any necessary comments;
 - iii. The TOPPSTEP Checklist (Attachment 3) and envelope shall be part of the institutional file;
 - iv. If new arrivals have not completed applications for birth certificate and/or Department of Drivers Services Driver’s License-ID Request Form (Attachment 4), the A/O process should include time to assist them with completing these forms;
 - v. After review for completion, the A/O counselor will ensure that the Birth Certificate and/or DDS DL/ID applications are scanned into the correct folder in SCRIBE Offender Docs; and

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vi. Documentation shall be made on the SCRIBE reentry checklist if the process is not completed due to exceptions outlined in this policy.

c. Counselor/Case Manager responsibilities include:

- i. Application completions for birth certificates, social security cards, DDS DL/ID and resume;
- ii. Three months prior to earliest release date, Counselor/Case Manager shall perform a final check to determine completion of all TOPPSTEP documents;
- iii. If birth certificates, DDS ID/DL have not been received, they must be requested at this time from the GDC Repository, gdc.repository@gdc.ga.gov; and
- iv. Monthly reviews of the 180-day list should be conducted for the TOPPSTEP process compliance.

d. The DWCT or Counseling Supervisor is responsible for ensuring the staff is monitoring the quality, accuracy, timeliness and completion of offender applications for social security cards, birth certificates, DDS DL/ID and resume completions.

14. Resume:

- a. Completion of resume is required for all TOPPSTEP participants.
- b. MH Level III and IV offenders may complete the resume and may attend the Pre-Release group if appropriate.

15. Reentry Checklist:

- a. Staff shall accurately complete the SCRIBE Reentry Checklist for all offenders prior to release.

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- b. Completing the Reentry Checklist should begin as soon as the offender enters GDC custody.
- c. All relevant information shall be recorded on the checklist and notations to the checklist shall be entered whenever the activity is complete, by the person completing the activity or designee.
- d. Reentry checklist must be routinely reviewed during quarterly contact by the offender's current Counselor/Case Manager and immediately reviewed by any newly assigned Counselor/Case manager to ensure timely completion and updated to reflect the current status.
- e. Checklist instructions are found in SCRIBE under the Reentry Plan tab. Also see Attachment 5, Reentry Checklist Narrative - State Prisons, Transitional Centers.
- f. All documents requested that are received or forwarded from the Repository shall be documented in the comments section at the bottom of the Reentry Checklist.

16. TOPPSTEP Checklist:

- a. A TOPPSTEP checklist (Attachment 3) will be established and maintained in each offender's administrative file.
- b. The checklist shall accurately reflect the status of the TOPPSTEP process for that offender and will fully document the status of each item, to include accurate entry dates and appropriate comments.
- c. The checklist will be placed or printed on the TOPPSTEP envelope and the envelope shall be maintained as follows:
 - i. Envelopes should be affixed in files so that their contents are easily accessible for review;
 - ii. State, private prisons, county prisons, transitional centers and parole revocation centers: bottom left side; and

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iii. Probation Detention Centers: bottom right side (2-sided files).

17. US Selective Service Registration:

- a. All male offenders who are ages 18-25 shall be registered for Selective Service no matter their crime or residency status.
- b. Process is to be completed online at Selective Service website: www.sss.gov;
- c. The counselor/case manager is responsible for ensuring that all male offenders born after December 31, 1959 submit a Status of Information Letter which is available on the Selective Service website. This letter will allow the offender to possibly receive an exemption from registering.
- d. It is important to be very specific when filling out this paperwork and attaching the supportive documentation.
- e. The offender may use the prison as their address.
- f. The registration card or copy of the Status of Information Letter should be placed in the offender's TOPPSTEP envelope and the information recorded on the offender's SCRIBE Reentry Checklist. This is also a requirement of the Department of Drivers Services in order for eligible offenders to be issued an ID/DL by DDS prior to release. (To be provided to the offender at the time of release.)

18. Refusal to participate in TOPPSTEP:

- a. Offenders will be encouraged to participate in this process.
- b. Every effort should be made to secure all attainable documents required in the TOPPSTEP process.

19. Release and distribution of TOPPSTEP packages:

- a. At release, offenders are to be provided with the contents (original

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documents) of their TOPPSTEP package.

Note: Do not give the offender any documents until being released. The Releasing Officer is responsible for giving the offender his copy of any documents per SOP 222.07 Release Procedures for Offenders.

- b. Staff shall explain the value of each document as it relates to the offender's transitioning to the community and the importance of safely maintaining these documents.
- c. Copies of all contents of the TOPPSTEP packages (including the TOPPSTEP Checklist) are to be maintained in the TOPPSTEP envelope which will remain affixed in the release file.
- d. Also see Attachment 2 of SOP 222.07, GDC Offender Release Checklist form.

20. Department of Driver Services Residence Verification Form (Attachment 6):

- a. This form is NOT to be given to the offender during their period of incarceration;
- b. This form is to be completed only for those who max out with no supervision to follow.
- c. Upon release, it allows for immediate access to State ID or Driver's License (if no infractions/suspensions are pending).

C. Problem Residence:

- 1. Every effort shall be made to ensure that offender residence plans are thoroughly reviewed, and sufficient documentation is entered into SCRIBE.
- 2. The DWCT or Counseling Supervisor is responsible for ensuring that each Counselor/Case Manager is actively working with offenders to resolve housing issues.

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3. The following steps should be completed:

- a. Options review - the assigned Counselor/Case Manager shall review predetermined placement options with the offender and identify names, addresses and phone numbers of all possible housing options.
- b. Outside contacts - it is expected that telephone calls be allowed to assist the offender when necessary. Calls may be made to family, friends, previous employers, housing providers, nursing homes, etc. (This list is not all inclusive and calls are not limited to those specified.)
- c. Resources - if the offender does not have a residence plan, the following resources may be utilized:
 - i. Department of Community Supervision (DCS);
 - ii. THOR (http://www.pap.state.ga.us/Thor_ejb-war/accounts);
 - ii. Family (for residence or placement recommendations);
 - iii. Faith-based and non-profit entities;
 - iv. Department of Community Affairs (DCA);
 - v. www.georgiahousingsearch.org;
 - vi. Housing opportunities for people with HIV/AIDS (HOPWA) <http://www.dca.state.ga.us/housing/specialneeds/programs/hopwa.asp> ;
 - viii. Veterans assistance - if offender has a history of military service, contact the Department of Veterans Affairs for placement assistance. A veteran's resource book is available on CAPTIVA and the GDC public website under Reentry Service; and

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ix. Nursing homes - long term care facilities, approved through the Office of Health Services and Georgia Healthcare Association (www.ghca.info/).

4. Three to six (3-6) months prior to release, post-release housing must be confirmed. A case note containing the name of the person the offender will be residing with upon release, the offender's relationship to that person, address, and contact phone number, shall be made in SCRIBE.
5. If the offender is being released upon his maximum release date (MRD) or will have supervision to follow, housing options must still be in place.
6. If the offender is a registered sex offender, the housing must be submitted for approval by the DCS SPS Officer in the supervising judicial circuit.
7. An immigration detainer does not exempt an offender from the housing process.
8. If all housing options are exhausted, an offender is past their TPM and they have supervision to follow, an offender shall be identified as a "problem residence inmate" and may be eligible for the RPH program.
9. In order for an offender to be identified as a "problem residence inmate" the following prerequisites must be met:
 - a. All housing options including family, friends, employers, etc. must have been submitted and disapproved;
 - b. This process must be documented on the SCRIBE Reentry Checklist;
 - c. All potential housing options identified in the THOR directory shall have been exhausted and documented in SCRIBE; and
 - d. The offender must have more than 90 days remaining before his sentence MRD.

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10. Responsibilities and Composition of the Problem Residence Review Committee:

- a. The Committee shall be composed of, but not limited to, the DWCT, Counseling Supervisor, Chief Counselor and Case Managers/Counselors.
- b. Meetings shall be for the purpose of reviewing the status of residential options for all offenders on the parole problem residence list.
- c. The Committee shall meet monthly on a date determined by the facility.
- d. All Committee members are to be notified of meeting location and date.
- e. The case manager shall electronically submit the status of offenders on their respective caseloads to the Committee prior to the meeting.
- g. The Committee is responsible for ensuring that staff is exploring all possible housing leads for offenders.
- h. All new housing options will be emailed to Problem.Residence@pap.ga.gov and documented in the Committee meeting minutes. Documentation should include the name of the person they will reside with upon release, their relationship to the offender, the address and a contact number for this person.
 - i. A SCRIBE case note shall be entered with this information.
 - ii. SCRIBE Contacts shall be updated with this information.
- i. Offenders that are problem residence may be considered for Transitional Center placement up to 24 months prior to release.
- j. Case Managers are required to have a face-to-face, monthly contact specifically regarding residential planning and progression toward obtaining a reliable release plan on 100% of the offenders who have passed their TPM or Parole Problem Residence List dates and document in SCRIBE.

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- k. The warden will receive a monthly update regarding the activities of the committee and the Problem Housing File Review (Attachment 7).

D. Reentry Skills Building Curriculum:

1. All offenders must be enrolled and complete this curriculum. A certificate of recognition by the facility should be provided upon completion and a copy should be maintained in the TOPPSTEP envelope.
2. Curriculum must be delivered by a counselor. Offenders may assist as an aide to the counselor teaching the class.
3. It is the responsibility of the warden or designee to ensure that all offenders complete the Reentry Skills Building curriculum.
4. Class capacity should not exceed 30.
5. Class should be taught in 12 sessions with 1 session being equal to one 2-hour instructional time block.
6. Meetings of multiple classes may be combined when a volunteer subject-matter expert is brought in to teach a portion of the class.

E. Reentry Assessment Centers (RAC):

1. RACs are located within facilities and are staffed with offenders who are trained as Career Clerks.
2. RACs contain resources used to build career employment plans and prepare releasing offenders for meaningful community employment.
3. During A/O at permanent facility, RAC should be added as a program to the offender's case plan.
4. Offenders should be scheduled to attend the RAC in SCRIBE within six (6) months of release.

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5. Resources include but are not limited to:

- a. Interest Profiler;
- b. Resume writing;
- c. Typing skills;
- d. Interview skills;
- e. Driver's Manual;
- f. Fatherhood Program information; and
- g. Other areas related to job and career growth.

F. 24/7 Dad/Mom Program:

1. This program is offered through the Department of Human Services/Office of Child Support Services to offenders in Transitional Centers. <http://dcss.dhs.georgia.gov/>. The offender will have the opportunity to have a DNA test to acknowledge paternity. Offenders may also participate in other 24/7 Dad/Mom initiatives available through the Department of Labor, local technical schools and community service providers.
2. These programs assist all parents with job training, gaining back a driver's license and managing overdue child support payments. Contact information for these programs is available in the Reentry Handbook.

V. Attachments:

Attachment 1: Certification of Prison Records
Attachment 2: SSA - 3288 Consent Form for Release of Information
Attachment 3: TOPPSTEP Checklist
Attachment 4: Department of Driver Services DL-ID Request Form
Attachment 5: Reentry Checklist Narrative-State Prisons, Transitional Centers
Attachment 6: Department of Driver Services Residence Verification Form
Attachment 7: Problem Housing File Review

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VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, 4, and 5 shall be placed in the offender's institutional file, in the TOPPSTEP packet, and the file shall be retained according to the official retention schedule for that file. Attachment 3 shall be attached to the TOPPSTEP packet in the offender's institutional file. The original of Attachment 6 shall be given to the offender, at release. A copy shall be placed in the offender's institutional file, in the TOPPSTEP packet. Attachment 7 shall be maintained for four (4) years and then destroyed.