

WINDOWS TO WORK- GUIDELINES AND EXPECTATIONS

Mission:

The Windows to Work Program will promote self-sufficiency for individuals returning to the community through the development of constructive skills and the modification of thought processes related to criminal behavior.

Program Guidelines:

Windows to Work is a pre- and post-release program designed to address criminogenic needs that can lead to recidivism.

Pre-release Phase: Participants will begin group and individual coursework no less than 90 days or more than 12 months from anticipated release from incarceration (varies for jail programs). Classroom training is provided in core curriculum content areas, such as Cognitive Intervention, General Work Skills and Expectations, Financial Literacy, Community Resources, Job Seeking, Applications and Resumes.

Post-release Phase: In coordination with the Division of Community Corrections (DCC) Agent, Windows to Work Coaches assist participants with job search and job retention activities for approximately 12 months after release from incarceration. Participants receive assistance in accessing available community resources to address needs for food, shelter, clothing, transportation, and other services. Windows to Work programs sometimes have limited funds to assist participants in addressing barriers to employment such as transportation, education, identification, and work supplies.

Attendance Standards:

Pre-release Phase:

- No unexcused absences are permitted. If you miss a group or individual session without a valid excuse, you may be terminated from the program.
- A maximum of two excused absences are permitted.
- Participants must be punctual for all scheduled groups and meetings.

Post-release Phase:

- Participants must attend all scheduled appointments. If you are unable to attend a scheduled appointment, you must notify your Windows to Work Coach.
- You must actively search for employment each week (as appropriate) and attend any and all job fairs or training opportunities as assigned by your Windows to Work Coach.
- You must maintain contact with your Windows to Work Coach every 30 days. If you do not maintain contact, your Windows to Work Coach is authorized to take the following steps:
 - After two contact attempts are made to your listed telephone number(s), a letter will be sent to your direct mailing address to request communication and contact will be made with your assigned DCC Agent.
 - If there is no successful contact, by you directly or via your DCC Agent, a final contact letter will be sent to your direct mailing address notifying you that your case will be closed if you do not respond.
 - If you do not respond to the final contact letter, your case will be closed and you will lose enrollment in the Windows to Work program.

Participation Expectations:

Pre-release Phase:

- Attend and be punctual for all group and individual meetings.
- Demonstrate respect for staff and others in the group. No violence or threats of violence.
- Provide a responsible level of communication:
 - Report your thoughts openly and honestly.
 - Be willing to listen to other points of view. Do not criticize or ridicule others.
 - Provide real and meaningful information for all assignments.
 - Maintain confidentiality.
 - Participate in discussions, role-plays, and other group activities.
 - Complete all homework as assigned.

Post-release Phase:

- Attend and be punctual for all scheduled appointments.
- Make every effort to accept the opportunities and supportive services offered as part of the Windows to Work program.

Limits of Confidentiality:

A fundamental requirement of Windows to Work is a participant’s willingness to evaluate thoughts and feelings and examine potential barriers to future success. It is important to be open and honest in the program, so that the Windows to Work Coach may help with problem-solving and assist participants in the transition from incarceration to the community. Your Windows to Work Coach will work with additional program staff, institution staff, and/or your DCC Agent to help you succeed during this transition.

Additionally, staff are mandated by law and administrative directive to report:

- Specific threats of harm to self or others.
- Specific threats to the security of an institution, such as the introduction of contraband (weapons and/or illegal drugs), plans to escape, or plans to cause a disturbance.
- Information regarding suspicious or unexplained deaths.
- Information regarding previously unknown homicides, attempted homicides, or 1st/2nd degree sexual assaults.

Program Completion/Termination:

Participation in the Windows to Work program begins pre-release and extends approximately 12 months post-release. Successful completion of the full program shall be done within 12 months or when the participant has found employment and it is determined by the Windows to Work Coach that the participant has shown stability in the community, stability in their employment status and completion of their individual employment goals. A certificate of completion is provided to participants upon successful completion.

Reasons for termination other than successful can occur at any time and include: reincarceration, violation of supervision, movement out of participating area, failure to meet program requirements, administrative terminations (no fault) and withdrawal.

PARTICIPANT SIGNATURE	DOC #	DATE SIGNED
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