



Rebuild. Restore. Renew...Lives.

JUBILEE AFTERCARE BASICS

Program Mission: Jubilee Aftercare assists those who have been in prison, homeless, and/or struggle with addiction as they transition back into society.

Jubilee Aftercare is a Christian program seeking to go beyond the surface and address the deeper needs of men and women caught in a cycle of addiction, incarceration or homelessness. Our program offers an environment and structure that provides opportunities for these individuals to have their hearts and lives transformed through a relationship with Jesus Christ.

Basic requirements: Meet all financial obligations, develop healthy relationships, and achieve specific goals.

Program Description: Progression through Aftercare is not time based, but rather growth based--upon the accomplishment of goals specifically designed to meet the needs of each individual. The program begins with an orientation period during which each student gets settled in, develops goals, attends classes and begins job training. Students are on "Blackout" during orientation. Subsequently, there is no contact with family or friends during this time (except as program outlines). Once orientation goals are met, the student moves through program phases that are less restrictive with increasing individual responsibility. Goals specific to each phase must be completed to move to the next phase in the program. Completion of all set goals is required for graduation. Graduates may extend their time with Jubilee on a case-by-case basis.

Who May Apply? Although our program is Christ-centered, men and women of any faith background are welcome to apply. Applicants must be physically able and willing to work, and understand and agree to the fact they will be immersed in Christ-centered and biblically based programming.

Program Fee: There is no Program Fee to *enter* Aftercare. However, you will begin paying a Program Fee after employment of \$100/week.

- Financial Accountability:** Complete accountability with *all* your finances is a requirement. You are expected to live by an established budget plan, save money for your transition back into the community, and meet your financial obligations.
- Employment** Upon arrival, after completion of intake administrative actions and employment paperwork, students will be required to complete 500 hours of employment (job training) at Jubilee Ministries.
- Upon completion of the 500 work hours, and upon recommendation of Aftercare staff, students are eligible to then seek fulltime work either at an external location of Jubilee or with an outside employer. Continued employment within Jubilee ministry is considered on a case by case basis with Jubilee career minded students.
- Relationships:** Family contact is allowed after orientation, with the approval of Aftercare staff. There are no relationships or contact with the opposite sex during the program. This includes no letter writing, no phone calls, no Facebook, etc. This time is for you to focus on your issues. Students who are legally married may have visitation/contact with their spouse after orientation and only with approval by Aftercare staff.
- Church attendance:** Attendance at a local church is an integral part of Aftercare. Each resident is encouraged to not only regularly attend a local church, but to also become *actively involved* in a local body of believers.
- Medications:** We do not allow any psychotropic medications in the program.
- Cell Phones:** Cell phones are not allowed until the 500 hour employment at Jubilee obligation is fulfilled, the student reaches Phase 4, and has offsite employment. Once cell phones are allowed they must be talk and text only and no contract plans. These phones will be provided through Jubilee Ministries and are only used for communicating to the program any offsite job related concerns (i.e. running late), medical appointments, and approved personal calls.
- Smoking policy:** We have a “No Smoking” policy for the duration of Aftercare.
- Daily schedule:** Your daily schedule includes biblical, Christ-centered classes/groups/activities each Monday through Friday and at least once per day on weekends. During the day you work at our thrift stores, go to scheduled appointments and weekly counseling. You will also work some Saturdays.



AFTERCARE RULES, EXPECTATIONS & INFORMATION

1. Jubilee Aftercare is a phased based program. Phase 1 serves as an Orientation Phase. What is this “Orientation Phase” all about?

- It is a time for us to get to know you, and for you to get to know us.
- It is a time of preparation as you begin Jubilee Aftercare.
- You will learn about Jubilee Aftercare and the options available to you.
- It is a time for you to refocus and become acclimated to the new setting that you are in.

2. How long is Phase 1?

- The length of time depends upon your motivation to complete the orientation requirements.
- Generally, six to eight weeks.

3. What are the requirements of Phase 1?

- There are Administrative, Spiritual, Social, Financial, Career, and Life Skills/Recovery requirements to be completed.
- You begin a time of temporary employment at Jubilee during orientation.
- You will develop your own, personal “Wellness Action Plan.” Staff must approve your plan.
- After all of the Phase 1 requirements have been met, the Aftercare committee will assess your progress and behavior in the program and decide on your progression to the next phase.

4. What is “blackout” and how long does it last?

- Upon arrival, all Aftercare students are placed on “blackout” for the entire time in Phase 1.
- “Blackout” is a time of “necessary rules” that provide safety and accountability as you focus on living responsibly and making healthier life choices.
- “Blackout” is intended to remove various distractions and interferences as you seek to get settled into the program.

5. What are my restrictions during Phase 1?

- Remain at assigned living area except when in classes, counseling, or other assigned/required appointments. In other words, you are restricted to the Aftercare House unless authorized to be elsewhere.
- No landline, cell phones, computers, or use of landline, cell phones or computers without staff authorization.
- You may have an initial family contact by phone, supervised by staff, to notify family members you have arrived at our facility. Students with small children may make one 10 minute call to their child(ren) weekly until Phase 1 is complete—this will also be supervised by staff. There will be no additional family contact during Phase 1. “Family members” are defined as spouse, parents, or children.
- No relationships whatsoever are allowed during Phase 1.
- No visitors.
- No sending/receiving personal mail. Legal mail (courts, domestics, probation/parole, fines, etc.) must be given to Aftercare staff.
- Abide by all Aftercare rules & expectations.

6. What are the Aftercare Rules & Expectations?

Rules:

1. Follow individualized parole/probation stipulations.
2. No physical violence, threats of physical violence, terroristic threats, or foul language.
3. No use of, or possession of, alcohol or drugs is allowed at any time.
4. No drug paraphernalia or weapons.

5. Narcotic medications are strictly forbidden. No methadone, buprenorphine or other opiate blockers of any kind are permitted.
6. Staff must be informed of all medications and any changes in medication (prescription and non-prescription). Medications and any herbal or “natural” supplements of any kind **may not** be purchased or brought into the house without approval from program staff for any reason...ever.
7. Submit to drug and alcohol testing upon request.
Failure to comply with drug/alcohol testing may result in dismissal from Aftercare.
8. Submit to random room, living area, and personal searches.
9. No physical contact between students. Women may, at times, and in appropriate settings, provide emotional support and encouragement from a hug or a pat on the back from female staff or a peer in a group setting.
10. Fraternalization, dating, flirting, romantic relationships, or interactions that compromise and distort the professional boundaries expected of staff and students (actual or perceived) are not permitted between students, or between students and Jubilee employees.
11. No unapproved visitors or non-students are permitted inside the Aftercare House or on any other Aftercare property. All visitations must happen off premises from any Aftercare property, unless specific approval has been obtained from the Aftercare Manager.
12. No pornography (posters, images, videos, pictures, etc.). This includes movies, magazines, books, etc. that contain material that is sexually suggestive, contains nudity, revealing content, or inappropriate humor.
13. No personal devices of any kind including music devices, DVD players, etc.
14. Assigned chores must be completed *to the satisfaction of staff*. Chores are not considered complete until staff is satisfied and the chore sheet is marked with your initials and the time of completion.
15. Keep personal area neat (bed made every morning, clothes properly put away, etc.) and follow insect control procedure.
16. No accumulated items beyond allotted space of assigned dresser drawers and wardrobe. An inventory is taken upon entry to the program. If students get new items from the store they are responsible to show those items and receipts to staff to be added into their personal inventory. Items not listed in inventory will be considered stolen. Personal belongings must be removed from the premises within 72 hours of discharge date.
17. There is to be no loaning, giving, or sharing of personal items between students.
18. Maintain good personal hygiene (showering with soap/shampoo, brushing teeth daily, using deodorant, and brushing hair).
19. 100% financial accountability is required, to include meeting all financial obligations. No food stamps.
20. Appropriate personal dress (shirts, pants/shorts, footwear) must be worn in all common areas. No cleavage may be seen and no push up bras are permitted. Leggings must have a shirt that covers your bottom, undergarments must not be visible, shirt must cover waist, be loose fitting, and all articles of clothing may not be see through. Students *must* be fully dressed when exiting shower room. Hoodies worn up or hats are not to be worn inside any building; *your face must be completely visible at all times*.
21. Complete the “sign out/sign in” log each time you leave or enter the Aftercare House. This includes leaving the building for work, appointments, free time, etc. Sign out properly. Be very specific with location. Examples – Not “store,” but list the name of the store: “Wal-Mart.” Not “to work,” but list the name of your employer: “Henry Moulded Products.” Not “Friend’s house,” but friend’s name, address, and phone number. All contacts on log must be verified and approved by staff ahead of time.
22. Students may request to take a walk during free time. This must be requested as a part of their weekly planner, planned ahead of time, and approved by staff. When approved, a student must sign out for walks listing the exact streets they are planning to walk on—these must be in designated areas, returning before dusk, and accompanied by another student for accountability. Any deviation from the listed path will result in disciplinary action.

23. In the event that a mistake is made on the sign out sheet, one single line is to be placed through the mistake and the student is to initial above the line. Students should not scribble over the mistake.
24. When leaving the Aftercare House, students' destination must have a valid mailing address that can be verified by staff and/or parole if necessary. No random walks or unidentifiable destinations.
25. Abide by curfew. After curfew students are expected to remain inside the Aftercare House (or other Jubilee Aftercare housing) unless authorized by staff to be elsewhere. No "hanging out" outside after curfew without authorization from staff.
26. Sunbathing is not permitted.
27. Attendance at House Meetings is mandatory, unless permission was given by staff to be elsewhere.
28. Students are expected to attend all Bible classes, life skills classes, recovery meetings, counseling sessions, house meetings, church, and any other program-related activity designed by the Aftercare staff.
29. Students are not permitted to be in any romantic or sexual relationships during their stay in Aftercare.
30. Students are not permitted contact with members of the opposite sex outside of marital or biological relations outside of Jubilee staff. In the event that students are required to speak with a member of the opposite sex, it is to be done in the presence of Jubilee staff.
31. Any communication (while on site at the Aftercare House) with a minor must be done in the presence of Jubilee staff.
32. Students are not permitted entrance into another student's bedroom at any time. All student interaction must occur in public areas only (ie living room, kitchen, group area).
33. Be courteous and respectful to each other and to staff at all times.

Violation(s) of Aftercare rules, policies & expectations will result in consequences to be determined by Aftercare staff and may lead to dismissal from Aftercare.

Expectations of Students

- Maintain sobriety; deal with life on life's terms.
- Practice responsible behaviors free from addiction and destructive life choices.
- Comply with all Aftercare expectations, policies, rules and procedures.
- Maintain regular employment.
- Abide by all court mandated and parole stipulations.
- Live by a budget to meet all financial obligations, to include financial obligations to Jubilee Ministries.
- Achieve specific individual goals as per Wellness Action Plan.
- Hear the message of the Gospel of Jesus Christ and learn of God's great love for all people.

Violation(s) of Aftercare rules & expectations will result in consequences to be determined by Jubilee staff and may lead to dismissal from Aftercare.

7. Must I sign in and out?

- Yes. Anytime you leave the Aftercare House, you are accountable to staff regarding your location. The Aftercare House property is defined as the house itself, and the area surrounding the house and visible by camera. If you are outside and not seen on camera, you are considered "off" Aftercare House property. Staff can assist you in determining outside camera limits.
- You must complete the "sign out/sign in" log each time you leave/enter the Aftercare House.
- Important Note: Sign out properly. *Be specific*. Examples - Not acceptable: "Work." Instead, list the name of your employer. Not acceptable: "Store." Instead, list the store: "Walmart" or "Giants" or "Lebanon Mall." Not acceptable: "Friend's house" Instead, list friend's name,

address and phone number.

- Remember, during phase 1 you do not have permission to leave the Aftercare House property without authorization by staff.

8. What services are provided?

- Welcome kit (supplies for personal care needs).
- Material assistance (case-by-case basis).
- Personal loan for clothing during Orientation.
- Housing.
- Food is provided and kitchen facilities are available for students to prepare meals.
- TV (may be available for special events)
- Access to washer and dryer.
- Supervision through staff and camera surveillance system.
- Accountability through drug and alcohol testing.
- Casework services to guide you through the Phase 1.

9. Do I have to pay a Program Fee?

The time period for the Program Fee will be tracked from Sunday to Saturday and is due in advance. Any checks received during the week will be credited towards the following week or two weeks dependent upon the person's pay schedule. Students will begin paying the program fee once employment at Jubilee begins. Students will work at Jubilee for a minimum of 500 hours as part of their job training.

Program Fee

Based upon Jubilee's two-week pay period, the program fee is as shown below:

- 1st program fee is \$100 weekly due the pay day reflecting the completion of the student's first full week of work.
- Program fees will be due bi-weekly thereafter on pay dates

10. Smoking/tobacco products are not allowed-no vaping.

11. What is expected of my behavior?

- Follow house rules and expectations.
- Treat one another with courtesy and respect.
- Allow staff to handle conflicts, disagreements or arguments that cannot be easily resolved.

12. How should I respond in an emergency situation?

- You will be given a separate information sheet that details the procedures for emergency situations.
- You are responsible for following all emergency procedures.
- The "Rally Point" is on the corner of Lafayette St. & 12th Street. Know this location!

13. What else is important to know?

- Please clean up after yourself. If you use it, clean it and put it away when finished. Do not leave cups, dishes, etc. in common areas or in the sink. Wash them, dry them, and put them away immediately.
- Do not put anything other than toilet paper down the toilets. No paper towels, facial tissues, hand wipes, sanitary napkins, etc.; they will clog the drain pipes.
- Thermostat settings are set by staff. Do not touch thermostats. If you have an issue with the temperature, bring it to the attention of staff.
- Comply with insect control measures as directed by staff.

- Searches: Jubilee staff will perform searches of your personal belongings, your personal area, and/or any area inside the Aftercare House. Outside areas, to include vehicles on Jubilee property, are subject to search.
- Students and graduates are expected to remain in Lebanon County while in Aftercare. Travel outside Lebanon County is permitted with prior approval from the Aftercare Manager and, if applicable, approval from County Probation or State Parole.
- A level of confidentiality is maintained between Aftercare staff and students. Disclosure of information without the student's consent, however, is permitted in specific situations. Those situations may include, but are not limited to, medical emergencies, communications among staff, when reporting is mandated as in instances of child abuse or neglect, or when there is a danger to self or others.
- If you have a question, please ask. Your concerns are important to us. You are important to us!

14. Whom do I go to if I have a problem or a question?

- A student must complete and submit an "Aftercare Student Request Form" for perceived needs and requests. These are typically responded to in 3 business days.
- Your assigned Life Coach is your primary source for questions or resolution of a problem.
- If your assigned Life Coach is unavailable and the issue is time sensitive or of an urgent nature (you are ill), see one of the other Aftercare staff for assistance.
- If the matter is an emergency, follow the posted "Student Emergency Procedures".

Growth-Based Programming Information

1. Jubilee Aftercare completion is not based on a “time served” criteria basis.
2. Jubilee Aftercare completion is not based on a “task completion” criteria basis.
3. Jubilee Aftercare completion is based on a person’s individual:
 - Attitude and character development
 - Time needs to complete goals
 - Time needs to complete commitments
 - Time needs to experience optimal personal growth and preparedness

Therefore, program progress and completion are based on individualized care plans which include successful movement through all program phases as evaluated and determined by Aftercare staff. While the program typically takes 8 to 12 months to complete, there is no specific or guaranteed program length.



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235 S 12th St, Lebanon PA 17042 • Tel: 717-274-7528 • Fax: 717-274-0149 • www.jub.org

JUBILEE AFTERCARE APPLICATION

Please fully complete and return this application. The completed Chaplain Recommendation Form must be returned separately by the person giving the recommendation. Once we have all this information we will evaluate your application.

Today's Date _____ Contact Phone #: _____

1. Name _____ Prison ID #: _____

2. Do you have your Social Security Card? Yes No Photo ID? Yes No

S.S. # _____ - _____ - _____ Birth Certificate? Yes No

Have you ever had a PA ID? Yes No is it current? Yes No

3. Date of Birth _____

4. Are you physically able to work fulltime? Yes No

Do you have any recent surgeries or conditions that may result in work limitations? Yes No
If yes, please explain.

5. Current residence (if prison, please list prison address and prison ID number if applicable)

6. Are you pre-sentenced, sentenced, or stipulated to a program? Yes No

7. Were you receiving disability income (SSI, SSD) prior to coming to prison? Yes No

If "Yes", please explain for what condition you were receiving disability

If you were on disability prior to incarceration, do you intend to pursue disability upon release from incarceration? Yes No

8. List all current medications you are taking and the condition for which you are taking that medication. If you are on no medications, please state "Not on any medications"

Medication

Condition

9. When were you placed on the medications listed above?

10. Do you plan to continue these medications upon discharge from your current institution or rehab?

11. Do you have any medical or psychiatric conditions? (If yes, please explain. If no medical or psychiatric conditions, please state "No medical or psychiatric conditions")

12. Have you been convicted in any other state? Yes No

If yes, please identify state and charges.

13. Have you been sentenced on all charges? Yes No

If you have been sentenced on all charges, what are your minimum/maximum dates?

Minimum _____

Maximum _____

14. Please take the remainder of this page (and the back side if needed) to tell me...

(a) Why do you want to come to Jubilee Aftercare?

(b) If you feel comfortable doing so, please share a brief testimony of your relationship with Jesus Christ.

Aftercare Information Acknowledgment

By signing below, I am acknowledging that I have received, read, have gotten clarity where necessary and fully understand the information and expectations provided, have answered honestly and completely, and am agreeing to the following program materials as they have been presented in this information packet:

- Jubilee Aftercare Basics
- Aftercare Rules and Expectations
- Growth-Based Programming
- Jubilee Aftercare Application

Print Full Name _____

Signature _____

Date _____

Emergency Contacts

Name	Address	Phone Number
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1.	_____	_____
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2.	_____	_____
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CHAPLAIN RECOMMENDATION

The applicant has applied to be a resident of Jubilee Aftercare.

Do not return to applicant. Please return application to:

Jubilee Ministries
Aftercare Application Department
235 S 12th St
Lebanon, PA 17042

Applicant's Name _____ Date _____

- If your institution does not allow recommendations for inmates, please check the box below and sign. Please answer question 3 regarding the programs this inmate is involved with so we have a glimpse of his commitment to change.

_____ This institution does not allow staff to make recommendations

Chaplain signature _____

1. Do you know this applicant? Yes ___ No ___ For how long? _____

2. What has been the extent of your involvement with this applicant?

3. What programs has this applicant been involved in during this incarceration? (Include spiritual programs, church services, and any secular programs)

4. Do you feel the applicant truly desires change in his/her life? _____ Yes _____ No
(Please explain your answer)

5. Does this applicant handle himself in an intimidating and/or street way?

6. Realizing you only get to see one side of this applicant, would you please ask one or more Correctional Officers their opinion of this applicant and share their responses (if your institution allows this).

7. Is there anything else you would like to tell me about this applicant that would relate to his/her coming to Jubilee Aftercare?

8. Jubilee Aftercare is a Biblically-based, Christ-centered program seeking to address the needs of men and women caught in a cycle of addiction, incarceration or homelessness. The program is open to Christians and non-Christians alike, although all students are expected to follow program rules and attend program classes (life skills, Bible studies, etc). What is your recommendation for this applicant?

I recommend this applicant for Jubilee Aftercare.

I do not recommend this applicant for Jubilee Aftercare.

I recommend this applicant, but with some reservation (please explain).

Print Name _____ Signature _____

Date _____