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Nashville, TN 3720  
Ph: 615-870-1126

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Dear Applicant,

Thank you for your interest in the TPOM Transitional Program, a re-entry community for returning citizens. We have 2 houses in Nashville, one for men and one for women; in Memphis we run TPOM: Forgiveness House for men. We are a nonprofit ministry, providing holistic services for returning citizens including housing, job training, job placement, counseling, AA/NA and mentoring.

### **About TPOM**

We are a faith-based organization, and our Christian perspective serves as the foundation of our ministry. In both Nashville and Memphis we are located near a major bus line and in close proximity to downtown.

### **Our Program**

Our transitional program consists of 4 phases; as a resident completes the benchmarks of each phase they move on to the next, which carries greater privileges. In our Nashville houses, phase 1 begins with an orientation period and short work readiness program followed by entry into a paid job training program; the resident may choose to continue training or move into another job, with assistance from our workforce development manager, as they move into phase 2. In our Memphis location, residents work with local nonprofit HopeWorks for case management and job assistance.

### **Who We Can Accept**

We welcome all returning citizens to apply to our program. Due to the placement of the Nashville location near a school, applicants with convictions of sex offenses can only be accepted to our Memphis location. We are not able to accept applicants with a charge of arson due to insurance requirements.

In order to be considered for the transition program, applicants must have some history that qualifies as a disability. This can include drug or alcohol addiction or abuse, anxiety, depression or other kinds of mental health issues. You must list a qualifying disability on your application. **Please note that residents must be able to work a full-time job; those in Nashville must be able to walk up and down a flight of stairs to get to their bedrooms.**

### **Application**

Please read over the guidelines and ensure that this program fits your needs and interests. If you decide to complete an application, be sure to complete the Release of Information and to submit all supporting documents at the same time. These include:

- **TOMIS offender sentence letter and face sheet.**
- **Disciplinary records.**
- Copies of certificates, if any.
- Letters of recommendation, if any.

Once we receive your **fully completed application, Release of Information and required documents**, we will begin the assessment process.

- If we have space and consider you for admission, we will schedule an interview with you through your Case Manager or Re-entry Specialist.

**Pre-Acceptance**

Following this interview we will determine if we will be able to pre-accept you into TPOM’s program and will send you a letter with our decision. Please understand that this pre-acceptance will remain dependent on your continued ability to make parole or probation without further disciplinary issues and upon TPOM having bed space available at the time you leave prison or jail.

If you are required to attend a program that sets back the date of your release or takes you to a different facility, you must communicate this to TPOM. Not communicating these changes could invalidate your pre-acceptance into our program.

**Acceptance**

When you have made parole/probation, finished all required programs and are ready to be released, you or a prison/jail official must contact us to verify bed availability. If a bed is available, then we will be able to accept those who either:

- Receive Reentry Partnership Housing (RHP) funding, or
- Prepay \$500, which covers the first 2 weeks of rent, a 30-day bus pass and deposit.

If you are going to be receiving RHP funding, DO NOT send money to hold a bed as this will cancel your funding.

Rent

Rent is based upon income.

| Weekly Income                | Rent  |
|------------------------------|-------|
| Up to \$550                  | \$145 |
| First week at \$550 or above | \$155 |
| First week at \$600 or above | \$165 |

**Upon Release**

Once released, you must come directly to TPOM. If you are coming from out of town, either you or the facility needs to let us know when and where you will be arriving so that we can plan to pick you up. If you are coming from a local facility, we will provide transportation from the facility to TPOM.

Best Regards,  
Tennessee Prison Outreach Ministry

## Application

|                                   |  |                                       |             |
|-----------------------------------|--|---------------------------------------|-------------|
| Name:                             |  | Date:                                 | Gender: M F |
| Date of birth:                    |  | Age:                                  |             |
| Race:                             |  | Presently incarcerated?               |             |
| Jail/prison ID:                   |  | Release date actual or expected:      |             |
| Most recent jail/prison facility: |  |                                       |             |
| Current address:                  |  |                                       |             |
| City:                             |  | State:                                | Zip:        |
| Veteran? Y N                      |  | Applying to: Memphis Nashville Either |             |

### Health

|   |                  |                   |                             |
|---|------------------|-------------------|-----------------------------|
| Diagnosed major medical issues:   |                  |                   |                             |
| Diagnosed mental health issues:   |                  |                   |                             |
| Diagnosed with: HIV? Y N  | Hepatitis C? Y N | Tuberculosis? Y N | Able to walk up stairs? Y N |
| Do you plan on applying for Social Security Disability benefits? Y N              |                  |                   |                             |
| List current medical conditions:  |                  |                   |                             |
| List current medications:   |                  |                   |                             |
| Any health issues that limit your ability to work or live in a community setting? |                  |                   |                             |

### Substance Issues

|  |                        |                     |  |
|--|------------------------|---------------------|--|
| History of alcohol addiction/abuse? Y N  |                        | Date of last drink: |  |
| History of drug addiction or abuse? Y N  | Date of last drug use: | Drug of choice:     |  |
| List primary drugs used in past 3 years: |                        |                     |  |
| List any treatment programs completed:   |                        |                     |  |

### Education

|   |         |  |             |
|---|---------|--|-------------|
| High school graduate, GED or HiSET? Y N             |         | If no, what was highest grade completed? |             |
| College graduate? Y N                               | Degree: | Trade school? Y N                        | What trade? |
| List classes/programs completed while incarcerated: |         |  |             |

### Employment

|                         |  |                              |  |
|-------------------------|--|------------------------------|--|
| Most recent employer:   |  | How long at last job?        |  |
| Reason for termination: |  | Physically able to work: Y N |  |
| List job skills:        |  |                              |  |
| List prison jobs:       |  |                              |  |

### Incarceration

|                                      |  |                               |  |
|--------------------------------------|--|-------------------------------|--|
| Current conviction(s):               |  |                               |  |
| County of conviction(s):             |  |                               |  |
| Length of sentence:                  |  | Date incarcerated:            |  |
| Will you be on probation/parole? Y N |  | On sex offender registry? Y N |  |

| People in Your Life   |                                |
|---|--------------------------------|
| Emergency Contact:  | Phone:                         |
| Relationship to you:  | Marital Status:                |
| Are you in contact with family members? If yes, explain who visits/calls and how often: |                                |
| Does your family provide financial support? Y N   | If yes, how much per month?    |
| Minor children? Y N   | Child support obligations? Y N |
| Who has custody of children?  | Age of children:               |
| Do you currently have a mentor? Y N   | If yes, mentor's name:         |
| Do you have any No Contact orders? Y N  | If yes, for whom?              |

| Needs Upon Release           |                        |                       |
|------------------------------|------------------------|-----------------------|
| Mental Health Treatment: Y N | Medical Treatment: Y N | Dental Treatment: Y N |
| Transportation: Y N          | Clothing: Y N          | Food Assistance: Y N  |

| Reflections  |
|--|
| Why do you want to come to TPOM Transitional House?                              |
| What is one thing that you hope to achieve as you begin life beyond jail/prison? |

| Agreement  |
|--|
| <p>I agree that if I am accepted into the TPOM Transitional program, I will:</p> <ul style="list-style-type: none"> <li>● Be free from all addictive substances.</li> <li>● Pass an initial drug screen.</li> <li>● Take medication ordered by doctor for mental or physical issues.</li> <li>● Provide a list of medical needs and medications.</li> <li>● Be able to walk up and down a flight of stairs.</li> <li>● Be able to engage in physical labor.</li> <li>● Abide by the TPOM rules and regulations as explained in the Summary of TPOM Transitional House Program Rules and Regulations.</li> <li>● Actively seek work and expect to be employed.</li> <li>● Participate in the orientation program.</li> <li>● Attend counseling, 12-step program meetings and other required sessions.</li> <li>● Submit to random drug/alcohol screenings.</li> <li>● Attend one weekly church/religious service per week.</li> <li>● Send TPOM an official copy of all prison/jail write-ups.</li> </ul> <p>I understand that false or misleading information on this application is cause for denial or dismissal from the program.</p> |
| <b>Signature of applicant:</b>   |

### **Mission Statement**

At TPOM, we believe that we are formed in God's image and called to live in community. TPOM believes in second chances, and all members of our community are responsible for making every effort to live in a harmonious relationship with others. This is why TPOM is committed to reuniting the returning citizen with God, family and community. Participants in the TPOM Transitional Housing Program are expected to meet guidelines and standards so that they can live together in a healthy and supportive atmosphere.

## **I. TPOM Program**

### **Successful Completion of the Program**

Participants are considered to have successfully completed the program when they have:

- Obtained full-time employment.
- Participated in TPOM's required programs. These include:
  - Orientation programming.
  - Weekly AA/NA.
  - Weekly religious service.
  - Weekly counseling.
  - Other classes or programs as assigned.
  - Weekly meeting with mentor if assigned.
- Maintained sobriety.
- Abided by curfews determined by participants' phase in the program.
- Returned on time from overnight and weekend passes.
- Completed all 4 phases of the program, usually accomplished in about 120-160 days.
- Maintained a bank account.
- Completed an exit plan.

### **Discharge from the Program**

Participants who do not comply with program rules or who leave the program without notice overnight will be discharged from the program.

### **Employment Services**

In our Nashville location, participants enter a paid job training program. As they complete phase 1 of the program, participants may choose to continue job training or move into a full time (minimum 32 hours per week) job. TPOM provides help in accessing employment leads and other areas of employment services. In our Memphis location, participants work with local nonprofit HopeWorks for job assistance.

## **II. Living in the Transition House**

### **Food**

Participants are responsible for their own food purchasing and meal preparation.

### **Bedrooms and Personal Belongings**

In the Nashville houses, each bedroom has 2 twin beds and participants share a bedroom. The Memphis house has smaller bedrooms and only 1 participant per bedroom. Linens are supplied.

Closet space is limited. All personal belongings brought into the Transition House will be screened by staff to ensure that they meet appropriate safety standards.

### **House Chores and Maintenance**

Participants are responsible for keeping their bedrooms and bathrooms neat and orderly. They also are expected to perform chores to keep the Transition House clean and neat.

### **Personal Appearance**

Participants are expected to maintain personal cleanliness and dress appropriately at all times. TPOM will assist with initial clothing needs upon release from the prison facility.

### **Visitors, Including Children**

TPOM encourages participants to spend time with family and friends but is not able to accommodate visitation inside TPOM facilities except during prearranged programming.

### **Transportation**

- **Nashville:** The Transitional Houses are located near a major bus line. TPOM can assist with an initial bus pass if needed; once participants are employed they are responsible for the cost of transportation.
- **Memphis:** The Transitional House is located on a major bus line. TPOM can assist with bus passes until the earliest of 30 days or 1 week after participants begin working; after that participants are responsible for the cost of transportation.

Participants earn the right to keep a personal vehicle on TPOM property when they have achieved Phase 2, about a month after entering the program; the vehicle must be in good working order and must be properly licensed and tagged and the participant must have a valid driver's license.

### **Computer Accessibility and Use**

Laptop computers with internet accessibility are provided for participants' use during their time in the transitional program. These computers must be returned to TPOM upon leaving.

### **Medical Care and Medication**

TPOM does not provide direct medical care of any kind. TPOM's case managers may provide referrals to low-cost medical service providers, health and dental clinics and pharmacy programs. As a condition of residency, participants must take all prescribed medications.

## **III. Substances and Violence**

### **Alcohol, Illegal Drugs and Weapons**

Sobriety is expected of all residents. No alcohol, illegal substances or weapons are allowed anywhere on TPOM property including in vehicles. To provide a safe community for those in recovery, TPOM conducts frequent and random drug and alcohol screenings.

### **Safe Environment/No Violence**

TPOM works to provide a safe environment for all residents. TPOM does not tolerate any type of violence committed by or against residents, staff, volunteers, or anyone else on TPOM property.

### **Smoking**

Smoking, including vaping, electronic cigarettes and the use of smokeless tobacco (example: chew or snuff), is allowed on TPOM's campuses IN DESIGNATED AREAS. There is no smoking inside the facilities.



**TPOM Transitional Housing Program  
Consent for Release of Information**

I, \_\_\_\_\_, agree with my signature below to the release of all case records, including medical records, held by the State of Tennessee Department of Corrections, the Federal Bureau of Prisons or local county jails. I give my permission for these records to be forwarded to representatives of:

Tennessee Prison Outreach Ministry  
136 Rains Avenue  
Nashville, TN 37203  
Ph: (615) 870-1126  
Fax: 615-865-6248

I understand that I am authorizing the release of any and all of the following:

- Medical history, health status, diagnosis, laboratory tests and treatment reports.
- Psychological evaluations and/or psychiatric evaluation reports
- Social history data (including family information), education and any other related material.
- Institutional records, including Department of Corrections, FBI and/or TBI sheets, criminal history, facility disciplinary reports, parole/probation reports, TRICOR reports, case management records, work history, chaplain summaries and/or classification summaries.

I understand that this information may be used for the following purposes:

- Determination of program admissions process.
- Coordination of medical, psychological, and social rehabilitation.
- Development of a treatment and/or rehabilitation plan.

Applicant printed name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Information obtained will remain confidential and will only be shared in accordance with federal privacy laws. This consent will expire 365 days from the date of signature, unless otherwise specified in writing.