



## TENNESSEE PRISON OUTREACH MINISTRY

tnprisonministry.org 615-870-1126  
136 Rains Avenue Nashville, TN 37203

Dear Applicant,

Thank you for your interest in TPOM Transitional, 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 non-profit 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.

### **Who We Can Accept**

We are able to accept those convicted of sex offenses at our Memphis location and at a secondary location in Nashville. For those with an arson charge, we are only able to accept applicants whose charge is 10 years or more in the past.

In order to be considered for the transition house, 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. See the attached Summary of TPOM Transitional Housing Program Rules and Regulations for more information.**

### **Application**

If you are interested in applying for admission, 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. (We will obtain from the facility if you do not have these).**
- **Disciplinary records (we will obtain from the facility if you do not have these).**
- 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 are unable to meet your needs or do not expect to have bed space available when you expect to need it, we will send you a letter declining your application.
- 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 expire your sentence without further disciplinary issues and upon TPOM having bed space available at the time you leave jail/prison.

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

### **Acceptance**

When you have either made parole and finished all required programs and are ready to be released, or you are close to your expiration date, you or a prison 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 entrance fee.

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

### **Rent**

The rent at all TPOM locations is \$175/wk.

### **Upon Release**

Once released, you must come directly to TPOM. If you are coming from out of town, please 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:	
Date of birth:		Age:	
Faith preference:		Gender: M F	
Race:		Are you presently incarcerated?	
Jail/prison ID:		Next parole hearing date:	
Current jail/prison facility:		Expiring sentence date:	
Current jail/prison 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 jail/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	

## Disciplinaries

What disciplinaries have you received in the past year?

## 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?

## STG/Gang Affiliation

Are you currently affiliated? Y N

If so, what gang?

Have you previously been affiliated? Y N

If so, what gang?

## 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

I agree that if I am accepted into the TPOM Transitional program, I will:

- Be free from all addictive substances.
- Pass an initial drug screen.
- Take medication ordered by doctor for mental or physical issues.
- Provide a list of medical needs and medications.
- Be able to walk up and down a flight of stairs.
- Be able to engage in physical labor.
- Abide by the TPOM rules and regulations as explained in the Summary of TPOM Transitional House Program Rules and Regulations.
- Actively seek work and expect to be employed.
- Participate in the orientation program.
- Attend counseling, AA and other required sessions.
- Submit to random drug/alcohol screenings.
- Attend the weekly TPOM church/fellowship service.

I understand that false or misleading information on this application is cause for denial or dismissal from the program.

**Signature of applicant:**



**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.

## **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 will be 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. See Substances and Violence section for more information.

### **Employment Services**

In our Nashville location, participants may begin work or enter a paid job training program. In order to complete phase 2 of the program, participants must be working a full time (37 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. Participants must:

- **Be able to lift climb/bend/stoop and lift a minimum of 25lbs.**
- **Be able to stand for long periods of time.**
- **Be able to do repetitive movement.**
- **Be able to work in both heat and cold. There is no requirement for employers to maintain a certain workplace temperature under federal Occupational Safety and Health Administration (OSHA) so working in extreme temperatures might be required.**

## **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 will assist with an initial bus pass; 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 following entry to the program 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 enter Phase 2, usually about a month after entering the program; the vehicle must be in good working order, 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; TPOM is a ZERO TOLERANCE facility. No alcohol, illegal substances or weapons are allowed anywhere on TPOM property including in vehicles. If participants fail or refuse a drug screen, they will be immediately discharged. 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 ONLY. There is no smoking inside the facilities.