



DISMAS HOUSE OF INDIANA . . . serving men and women returning home from incarceration.

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Dear Applicant,

Thank you for requesting an application to Dismas House of Indiana, a residential re-entry program for men and women returning from incarceration. We are glad that you have considered joining our Dismas House family. Enclosed is information about our program and the application packet

There are four parts to our application.

Part 1-Information & fact sheet. Keep this information as a reference for the interview.

Part 2-Assessment form; fill in all the requested information.

Part 3-Questions and Answers section.

Part 4-The Release of Information form. On the release form, please pay attention to starred (*) sections and **sign on the back.** Completed forms (parts 2-4) can be returned to us by mail, fax or email.

The application process will begin if you are within one year of your release date. *Please do not expect an immediate response.* Applications are processed based on projected out dates usually 90 to 60 days before the release date. Also, we must also have the information we requested from DOC, jail or an agency prior to the interview. The interview will be conducted by phone or in person. Priority for admission is given to individuals who resided in St. Joseph County at the time of their arrest or offended in St. Joseph County. We do accept residents from the counties surrounding St. Joseph County; primarily from counties in Parole District 8. On the 2nd Tuesday of each month our Review Committee meets to determine if applicants are a good fit for our program. Applicants will be notified if their applications were approved or denied.

Dismas House is not a boarding house; it is a program that can have a positive impact on your life if you are willing to do the work. You must be able to live peacefully in the house and respect other residents, staff and volunteers, obey all the rules, and actively participate in Dismas House programs. You need to be able to take direction from the staff, follow a schedule and your client specific reentry plan. Thank you for your interest in our program.

Sincerely,

The Dismas House Staff

Modification/Reduction Fee

If you are seeking a sentence modification (even for a modification from a purposeful incarceration sentence) Dismas charges a \$200 non-refundable fee for staff time and services involved in the process. The \$200 fee must be paid in advance before the staff will interview you. Your modification fee does not guarantee that Dismas will accept you for residency. It is very important that while incarcerated you demonstrate through your behavior that you can live peacefully in community. We cannot do any legal work for you, but we will work closely with your attorney.

Pending Charges

If you are seeking alternative placement the the courts (in lei of incarceration) Dismas requires a court order or other eligibility documentation before we review your application. These documents must come from the courts. If the court allows for review additional supervision/monitoring by a community corrections or home detention center is required.

“Bringing Forgiveness Home.”

PO Box 4571, South Bend, IN 46634–521 S. St. Joseph St., South Bend, IN 46601

Telephone: 574.233.8522 Fax#: 574.246.9538

Email:dismas@dismasin.org

A Member of St. Joseph Chamber of Commerce

An AmeriCorps Volunteer Site



DISMAS HOUSE OF INDIANA, INC.

Our South Bend Home's History

Dismas House is a nonprofit organization that provides housing and transitional services to men and women recently released from incarceration. Our program has been recognized nationally by the Urban Institute as an effective prisoner re-entry program. It is a unique program because former offenders share the house with area college students. The program was founded by Father Jack Hickey and a group of Vanderbilt University students in 1974 in Nashville, TN. The South Bend Dismas House opened in 1986 through the efforts of the United Religious Community of St. Joseph County. The house is co-ed and holds up to 15 residents. The program is supported by hundreds of community volunteers. It is funded through residents' fees, grants, donations and fundraising activities. Dismas House recognizes that the cycle of crime can be reduced when men and women, who have been incarcerated, have assistance readjusting to society. To that end, Dismas House provides housing, meals, case management, bus passes, employment services, life skill workshops, substance abuse, tutoring, mentoring and other programs to help former offenders make a successful transition back into the community. Former offenders must commit to participate in the program for a minimum of 90 days and college students typically stay in terms of semesters (fall, spring, summer). Annually Dismas serves between 30-40 former offenders. Since opening, Dismas House has been home to over 1,300 former offenders and over a 100 college students. A former offender has up to 2 years to complete his/her clinic specific plan as a resident.

An Overview of the Dismas House Program

A resident (former offender) must secure and maintain a job, pay program fees of \$115 per week, obey a curfew and adhere to seven rules: no violence, no use of alcohol or drugs, no disturbing the peace, no sex among residents, complete assigned chores, attend evening meals & the weekly house meeting, participate in Dismas programs and no smoking in the house. Programs and services offered:

- A Client Specific Reentry Plan: developed by the resident and a staff member. Also by courts or other supervising agencies if necessary
- Weekly 10 minutes of Time Meeting: residents and a trained case management staff member review resident's progress.
- Hazelden's "Living In Balance": is an evidence based substance abuse program, designed for highly "at risk" populations to learn about their addiction, triggers and strategies to live free of drug & alcohol abuse.
- The Twelve Step program: is an evidence based program that assists participants on how to get the most out of recovery meetings and how to stay focused on sobriety.
- Thinking for Good: evidence based, peer driven program that allows participants to develop empathy and learn how to change criminal thinking and behavior.
- Houses of Healing: a prisoner's guide to inner power and freedom, the groundbreaking book/curriculum for prisoner healing and rehabilitation by Robin Casarjian. The eight-week program offered in local county jails, is a guide that instructs, encourages, and speaks to prisoners/re-entering offenders, providing a path to behavioral change, dignity, and respect-for oneself and for others.
- Employment Services offers residents assistance in securing employment through job search aid, securing proper identification, resume preparation, mock interviews, supplying bus passes and job/employment program referrals.
- 2nd Chance at Work Program: a job-training program offered by Goodwill Industries of Michiana. It provides a participant with a stipend while developing soft job skills, work experience and job history.
- Tutoring Night (once a week) helps residents earn GED's, gain computer skills and life skills to further employment or education. The tutors are Notre Dame University students who are members of Mercy Works.
- Men and Women Support Groups: in a confidential setting, clients receive guidance and assistance with life skills and gender issues.
- Beyond Trauma: A Healing Journey for Women: an eleven week, evidence based program designed for trauma treatment, although the connection between trauma and addiction in women's lives is a primary theme throughout.
- Special Events: The residents participate in social activities and volunteer service projects to acclimate them to activities that do not involve drugs/alcohol. We offer many activities for residents to participate in with their children. In USA there are 2 million adults in prison and they are parents to 1.5 million children. According to the US Justice Department, 70% of these children will end up incarcerated as adults.
- AmeriCorps Member Services: Members offer residents a variety of support resources and life skills acquisition. Members help residents with employment services, expand their financial skill, personal skill and provide other social services.
- Purdue Extension Courses: These courses teach residents skill to improve their health and wellness. Through outside instructors from Purdue Extension residents gain educating nutritional skills, food safety and maintaining proper health. Other program topics may also be taught by this organization outside of the topics mentioned (i.e. governmental, skill building programs)

Dismas House of Indiana Fact Sheet

Address: P.O. Box 4571* 521 S. St. Joseph St., South Bend, IN 46634

Office: 574-233-8522 Fax: 574-246-9538

Email: dismas@dismasin.org

Website: www.dismashouseofindiana.org



Our mission is to aid with the reconciliation of former prisoners to society and society to former prisoners while developing a **supportive community**.

Dismas House is a unique place where college students and former prisoners come together under one roof and together create their own community and supportive environment. By having active volunteers from the outside community as well as active board members from all crosses of life, the community interacts both in and outside the home.

Residents are required to make a *commitment of at least 90 days*, a student resident a semester, or an academic year. As part of living at Dismas House, residents must:

Perform assigned chores, pay program fees, participate in community events, attend evening meals and house meetings, and be an active member of the Dismas Community. Dismas House is not affiliated with any particular religion and is not a bureaucratic organization or counseling agency. This House is full of a group of concerned people (volunteers, students, former prisoners, and staff) who's aim it is to help each other. **As a resident, it is part of your commitment to be responsible, not only for yourself, but for the betterment of the entire community.** Treat everyone with dignity and respect. Keep in mind that your actions affect each person you live with and interact with.

Volunteers are the foundation to Dismas House's success. It is vital that volunteers are always welcomed, given respect, and shown appreciation. Keep in mind that volunteers make dinners, fund home repairs, provide residents with basic necessities, and raise awareness in the community. Dismas **does not accept** anyone with any sexual or child abuse offenses, patterns of repeated violence, any arson charge or anyone with an **active** substance/alcohol abuse problem.

First days: Each new resident undergoes an evaluation period of thirty days. If the resident does not show an interest in community life, that person may be asked to leave. The first thirty days are considered part of your interview process. Make sure that Dismas' House staff aware of when you'll arrive as soon as possible. Upon arrival, you will be given an orientation, assigned a bedroom, and given a key to your bedroom, assigned a chore and a day to do dishes. The deposit to move in is \$115.00 and is due on the day of arrival.

Employment/School: All residents of Dismas House must be employed or going to school full time. If a resident receives SSI, they must volunteer a minimum of ten hours per week. Dismas Staff will assist you in finding employment, but ultimately the resident is responsible for finding, securing, and maintaining a job. **The Executive Director must be informed immediately if a resident obtains or loses a job. You must have permission of the Executive Director in order to quit your job.** In addition, you must report your salary, work hours, pay periods/dates, employer's name, address, and phone number to staff members. Students should inform staff of any academic problems.

Program Fees: Program fees are \$115 per week or \$460 a month. These fees include room, amenities, programs, services and activities. Non-payment of fees is grounds for dismissal from the house and potential collections and/or legal action. Program fees are set by the board of directors and may increase due to rising overhead cost.

Curfews: Upon first arrival, all new residents will have a daily curfew of 8pm for the first 30 days. After 30 days, the curfew can be extended to 10pm if the resident attends all required meetings/counseling/programs, obeys house rules, curfews and completes chores & volunteer hours. Curfews may be extended to 10pm if the residents adhere to the above, is employed at least 30 days and program fees are current. The Review Committee will approve curfew changes unless the courts, parole, probation, or supervising community corrections program sets the curfew. If a resident loses employment, falls behind in program fees or is not attending required meetings/counseling/programs or activates residents' curfews can be reduced/revoked by the Executive Director until the next review committee meeting.

DISMAS HOUSE RULES

These rules are guidelines for house etiquette and behavior to create a safe community. To live peacefully together these rules serve to foster a healthy living environment.

- 1) **No violence:** The use or threats of violence, intimidation or harassment of any kind means that you will be asked to leave the program/house immediately. There is no appeal hearing for violating this rule.
- 2) **No alcohol, illegal drugs/substances:** There are ***no illegal drugs or alcohol of any kind allowed in the house or on the premises.*** Consequences for violating this rule may range from participating in a more intensive substance abuse program, additional NA/AA classes, random drug screens or termination from the program. If anyone in the house believes that you are a danger to yourself and/or others, you will be asked to leave immediately.
- 3) **No Disturbing the Peace:** Rowdy behavior, spreading false rumors/gossip, rudeness, stealing, lying, vulgarity, racists or sexist remarks, disrespect of Dismas & other's property, irrational behavior, excessive noise from devices or inappropriate behavior with guests. A resident will be asked to leave for displaying disruptive, discriminatory or anti-social behavior.
- 4) **No Sex:** *Sexual relationships between two residents, a resident and a volunteer, or a resident and a staff member are not permitted.* Individuals who get involved in intimate relationships will be terminated from the program. Women are not allowed on the men's floor and men are not allowed on the women's floor. For security reasons only roommates, not other residents, are allowed in bedrooms. **Sexual harassment is not tolerated** and should be reported to the Executive Director or Chair of the Review Committee. Residents will be asked to leave if they sexually harass another resident, volunteer or staff member.
- 5) **Guests:** No guests are allowed upstairs or in bedrooms and all rooms should be locked when a resident aren't in their room. Sexual harassment is not tolerated and should be reported immediately to staff. If guest sexually harass another resident, volunteer, or staff member they will be asked to leave immediately and will not be allowed back to Dismas. No videos, magazines, or other pornographic related materials are permitted in the house. Residents are responsible for their guests at all times. Guests are permitted only on the main level of the house. Guests can visit from Sunday – Thursday 9:00am – 10:00pm and Friday-Saturday 9:00am – Midnight.
- 6) **House Meetings/Community Dinners:** House meetings are held once a week and are mandatory for all residents. These meetings cover issues such as policy and management, potential new residents, conflicts, personal reflections and conflict resolution. Once monthly program fee statements, chores, & dish night are also assigned. Dinner is at 6:30pm Monday – Thursday. All residents are required to attend Dismas Dinner. Only administrative staff can excuse a resident from dinner.
- 7) **No smoking:** There is no smoking allowed in the house. There is a designated smoking area on the front or back porch. There are no candles, incense, coffee pots or hot plates allowed in the resident's bedroom or anywhere else in the home. All e-cigarettes need to be pre-approved by the Executive Director prior to being bought and used. No hand-rolling tobacco products and/or loose tobacco is permitted on the Dismas property.

Appeals: Residents may appeal decisions of the Executive Director. If you wish to appeal, inform the Executive Director and then together bring the issue to the next house meeting. If you wish to appeal further, a meeting with the Review Committee can be arranged. A final appeal may be made in writing to the Dismas of Indiana Board of Directors.

Counseling: The Review Committee may require a resident to participate in various types of counseling while at Dismas House. Professional counseling is made available through other local agencies. Any outside fees are the responsibility of the resident.

Final Days: The Dismas House program is a preparatory step. All residents are asked to stay through the final House Meeting to share their reflection and show encouragement to other house residents. All fees must be paid up before residents move out or a repayment plan agreed upon with the Executive Director. A 30-day move-out notice is required.

Discrimination Policy: Dismas prohibits discrimination against and harassment of any applicant for residency/resident because of race, color, national or ethnic origin, age, religion, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

DISMAS HOUSE ASSESSMENT FORM

Complete form and return to: Dismas House of Indiana, P.O. Box 4571, South Bend, IN 46634 **Anticipated Release Date** _____

Name _____
 Last First Middle DOC Number Institution

Current Address _____
 Street or Box # City State Zip

Birthday ____/____/____ Birthplace _____
 City County State Country

Social Security # _____ Driver's License # & State _____

Address prior to incarceration _____
 Street City State Zip County

Next of Kin: Name _____ Relationship _____

Kin's Address _____ Telephone # () _____
 Street City State Zip

Name of another person who will always know how to contact you? _____

Person's Address _____ Relationship _____ Telephone # () _____

List financial obligations (child support, loans, court fees, restitution) _____ Tot. Amount _____

List financial resources (i.e. car, savings) _____ Housing statuses prior to incarceration (circle): Homeless Renter Homeowner

Marital Status _____ Married how many times? _____ Name of spouse/significant other _____

Number of children _____ Names & ages of children _____

Are you in regular contact with Spouse/significant other? Children? Parents/family? Others? _____

Physical Health: Any diagnosed health problems? Yes No Describe treatment received: _____

Do you have a health problem that would prevent you from working? Yes No other/restricted (explain) _____

Are you taking any medication? _____ If yes, what and the dosage _____

Are you a survivor of sexual abuse? Or Are you a survivor of physical or emotional abuse? If yes, counseling received _____

Mental Health: Describe your mental health history: _____ Treatment received _____

Are you taking any medication? If yes, what and the dosage _____

Substance Abuse History: Do you believe you have/had an alcohol or drug problem? Yes No Current Past

Are you an alcoholic? Yes No Are you a drug addict? Yes No Both

List Substance Abuse History Below: **LIST ALL DRUGS EVER TAKEN**

List Drug Used	Method of intake	Age of first usage	Last used	List Drug Used	Method of intake	Age of first usage	Last used

What substance abuse treatment have you received? _____ Where & when? _____

Did you participate in/ are you in any substance abuse programs in prison _____ Program(s) name(s) _____

Education: Last grade completed _____ High School Degree? _____ Name of school/city/state _____

GED/TASC? _____ If yes, when & where _____ College/Trade School _____

Completed Degree/Program Yes No Degree(s)/accreditation _____

Military Service? # of yrs. _____ Branch? _____ Combat Experience? _____ Type of Discharge? _____

Employment: Last job held - Name of Business _____ Address _____

From _____ to _____ Why did you leave? _____ Job title & tasks _____

Were you employed at the time of your most recent arrest? _____ Number of jobs in last 3 years before arrest? _____

What is the longest time you held a job? _____ Where? _____

What are your future employment plans? _____

List job skills and/or skilled certifications earned _____

List Current Charges: _____

Current Convictions: _____ **County of Conviction** _____

Alcohol/drugs used prior or during crime? _____ Current Sentence _____ Date Incarcerated for Offense _____

(If Applicable) Did you know the victim & how? _____ Victim's Name _____

Sentence Expiration Date: _____ Earliest Release Date _____

Anticipating time cut(s): _____ Reason and expected date of time reduction _____

Have you met with Parole Board on these charges? _____ If yes, how many times? _____ Next parole hearing _____

Any open charges or detainer? _____ If yes, where? _____ What for? _____

List disciplinary write-ups _____ How long since last one? _____

Seeking a modification? _____ If yes, name, address & phone of attorney handling your modification _____

Current Prison Job _____ Past Prison Jobs? _____

List prison programs attending/completed _____

Name of your counselor/case worker? _____ Counselor's/Case Worker's email _____

References of prison employees, volunteers or other community contacts:

Name	Position	Phone #	# of years known
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Past Record: Age of your first arrest _____ Juvenile record? _____

(List all arrests & convictions)

In juvenile facilities? _____ Where & how long? _____

Prior **Adult** arrests, charges? _____

Prior **Adult**, convictions? _____

of years as of your adult life has been in prison? _____ Have you ever applied to Dismas House? __ Yes __ No

Have you ever lived in a Dismas House? __ Yes __ No If yes, when _____ Did you complete program? __ Yes __ No

Hobbies/Interests _____

Personal Goals _____

If accepted, I understand and agree that I will live at Dismas House for a minimum of 90 days. I will follow the program and rules as outlined on the fact sheet. I give my permission for Dismas to see any information in my Dept. of Corrections files or by any other agency. I understand this information will be kept confidential by Dismas House. Ten days after leaving Dismas House, I understand that the staff will dispose of any property left by me unless I have made arrangements with the staff for a later pick up date. I understand that if I leave before the minimum of 90 days I can be held accountable for the fees within the 90 day period.

Signature _____ **Print Name** _____ **Date** _____

Dismas House does not discriminate in selecting applicants solely on the basis of race, color, national or ethnic origin, age, religion, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

Dismas House of Indiana Residency Questionnaire

Return to: Dismas House of Indiana, Inc., PO Box 4571, South Bend, IN 46634-4571

Candidate's Name _____ DOC # _____ Date _____

Current Mailing Address _____

Telephone # (if applicable) _____ Street _____ City _____ State _____ Zip _____
Email _____

Read Fact Sheet and other information in the packet before answering the questions below. Please be truthful, as we will review your charges/records.

1. How did you hear about Dismas, be specific?

Why do you want to participate in our program?

If you were not from St. Joseph County prior to your arrest, why do you want to relocate here?

2. What is the difference between right and wrong? Give an example of each.

Add details of your offense:

Are you remorseful for breaking the law? If yes, why?

3. How do you plan to reconcile with society, family, etc.?

4. What does the word "community" mean to you?

5. Dismas has seven rules that residents must follow. Do you understand **all** rules? Any questions about Dismas rules? Are you willing to hold yourself & other residents accountable to the rules?

6. At Dismas House former offenders observe a curfew. How do you feel about a curfew?

7. What does "family" mean to you?

8. How will you contribute to the Dismas community?

9. List your work skills and/or experience?

10. How do you feel about paying program fees?

11. What would you do if someone in the house was breaking House Rule 2?

12. If you have a history of substance abuse are you willing to participate in a substance abuse treatment or a relapse prevention program and/or 3 recovery meeting a week?

13. Do you have a problem taking direction from a person in authority? If yes, why?

14. The Dismas experience is about changing your life for the better. It involves changing your behavior that puts you at risk to re-offend or relapse. To successfully change your life, you may have to sever ties you're your spouse, a lover, old friends and/or family members. How do you feel about this?

15. If you could change one thing about your life what would it be?

16. How long do you plan to live at Dismas House? (Circle) **minimum of 90 days**

180 days/6 months

270 days/9 months

365 Days/1 year

2 years/maximum

17. What is your biggest fear about reentry?

18. List 3 major goals you plan to accomplish within the first 6 months of your release?

- 1. _____
- 2. _____
- 3. _____

19. What insights have you gained from your incarceration experience?

20. If you are not accepted by Dismas what is your alternate plan?

21. How do you feel about participating in

Community Based Activities _____

Chores _____

Recovery Meetings _____

Evening Community Meals _____

**AUTORIZATION FOR DISCLOSURE OF CONFIDENTIAL INFORMATION
RELEASE OF INFORMATION FORM**

**DISMAS HOUSE OF INDIANA
A Residential Prisoner Reentry Program
DESCRIPTION OF AGENCY**

The applicant listed below has applied to Dismas House, a residential program. As part of the application process the information listed below needs to be submitted and reviewed by Dismas before action on residency can be undertaken. Dismas House is a residential home for former offenders, who share the house with college students. Dismas' mission is to successfully reconcile former offenders to society and society to former offenders by providing transitional housing and re-entry services and programs to men and women recently released from prison or jail.

APPLICANTS INFORMATION

*Applicant's Name _____ Address and/or Current Facility _____
DOC Number _____
*Date of Birth _____
*Social Security # _____

*** Please note- inaccurate or missing information from starred (*) sections could lead to delays processing/reviewing your application. These may prevent Dismas staff from fully reviewing your application; leading to termination of review**

CONTACT PERSONAL FOR RELEASE OF RECORDS/INFORMATION

Dismas House of Indiana is permitted to receive and exchange information in a two-way (RELEASE TO EACH OTHER) capacity with... **(Check/fill-in information for contact person in the space;s not all starred (*) will apply)**

Supervising Agency/Agencies* _____ Attorney(s) * _____
 Current facility* _____ Other (With name include title, agency department, etc. if able.) _____
 Case-Manager* _____
 Courts/Judge* _____
 Personal Advocate* _____

This form authorizes the specified authorization of disclosure/release of information for confidential information of the following regarding the above-named applicant to Dismas of Indiana. **(Initial/Check for release*; not all starred (*) options may be applicable)**

_____ Pre-sentence Investigation Report* _____ Job Performance/Other Review Reports*
_____ DOC Conduct Report* _____ Mental Health Report
_____ DOC Programs* _____ Substance abuse, anger management, or other counseling service reports
_____ Other: _____

This release also authorizes that this information may be shared among the above named client and/or Agencies, the Dismas Review Committee, the client's family members, Dismas staff, etc. for the purpose of:

Reviewing applicant's residency application for acceptance into the Dismas House of Indiana program. As well as, coordinating and maintaining quality care and other transition procedures/ assistance services.

All information obtained through this release is considered confidential and will be handled in a professional manner. I understand that I may cancel this consent at any time by notifying the staff of Dismas House of Indiana in writing, except for information that has already been shared. This consent will expire within 365 days from the date signed unless specified here: _____

Applicant's signature _____ Date

Signature of Dismas Staff _____ Title _____ Date

Return This Form and Application Sheets to...

Dismas House of Indiana

Mailing Address: PO Box 4571, South Bend, IN 46634

Street Address: 521 S. St. Joseph Street, South Bend, IN 46601

Telephone: 574 233-8522 **Fax:** 574 246-9538 **Email:** dismas@dismasin.org

Website: dismashouseofindiana.org

FOR APPLICANTS UNDER IDOC OR OTHER SURROUNDING STATES/COUNTY CORRECTIONAL CARE: CONSIDERATIONS BEFORE SUBMITTING APPLICATION

Dismas advises that you make any counselor, case-manager, or case workers assigned to you aware of your request for review before submitting. Dismas staff will likely seek their assistance in obtaining the necessary documentation we require to conduct an interview. For applicants seeking immediate reviews your case-manager might be able to assist in time-limited reviews.

Check For Extension of Release for accepted residents/extended reviews (*Written changes to sections of this application must be initialed & dated near changes with date matching below*)...

___ One Year ___ other specified here _____

Resident's/Applicants Signature Date

Staff/Witness Signature Date

___ One Year ___ other specified here _____

Resident's/Applicants Signature Date

Staff/Witness Signature Date