



TRANSITIONAL PROGRAM PARTICIPANT MANUAL



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General Note:

This manual has been developed by the staff of JUMPSTART and its transitional program. It is intended as a guide to help each participant while he/she is a part of JUMPSTART.



MODULE ONE: Picture of the Future

OUR VISION

We imagine a day when the back of recidivism is broken in our state, our nation and beyond.

OUR MISSION

In partnership with donors, churches and community partners, we are discipling the incarcerated and assisting returning citizens with re-entry services.

OUR BELIEF

God's future is greater than our past.

OUR CORE VALUES

Accountability
Responsibility
Authority

KEYS TO SUCCESS

1. Daily Surrendered to Christ
2. Finding and Keeping a Job
3. Setting and Keeping a Budget
4. Developing a Solid Support Team
5. Having Fun God's Way

100% Success for Those Who Choose to be Successful



MODULE TWO: Welcome

2.1 People You Should Know

North Church Street House Manager

Responsibilities

- Proactively shepherd Participants toward living out the five keys to success:
 - Daily Surrender to Christ
 - Finding and Keeping a Job
 - Setting and Keeping a Budget
 - Developing a Solid Support Team
 - Having Fun God's Way
- Discussing content of Daily Journal throughout the week
- Encourage Participants to join in organizational events (Ex. The Gathering)
- Serve as point of contact between Transitional Program Director and Participants
- Live out and uphold JUMPSTART culture
- Manage cleanliness and upkeep of homes
- Ensure transitional program boundaries are followed
- Shop for food

Transitional Program Director - 888-403-3815, ext. 2

Responsibilities

- Case Worker - Manage transition including:
 - Medical: Access Health, VA, Prescriptions
 - Mental Health: Emerge, Envision Counseling, Spartanburg Mental Health
 - IDs
 - * Driver's License - DMV
 - * Birth Certificate - DSS
 - * Social Security Card
 - Vocational Rehabilitation
- Manage clothing needs of Participants
- Housing assignments
- Employment - Collect employment history and forward to appropriate personnel
- Ensure that Participants are maintaining a personal budget

Housing and Transportation Manager - Text 888-592-3017

Responsibilities

- Manage the maintenance needs for all the houses
- Manage the maintenance of the fleet of JUMPSTART vehicles
- Manage the transportation needs of Participants
 - Send a text message to Housing and Transportation Manager at least 24 hours in advance.
 - In case of an emergency, call 888-403-3815, ext. 3.



MODULE THREE: Transition Checklist

3.1 Overview of Checklists

The following are important components of your transition process. Please check them off as you achieve them.

- If you are under supervision, you must report to PPP the day you arrive before 5:00pm. If you arrive after 5:00pm, report the next business day at 9:00am.
- If you are registering as a sex offender, you must report to the Sheriff's Office the day you arrive (if you arrive before 3:00pm). If you arrive after 3:00pm, report the next day at 7:30am.
- Move into your bedroom. Bedding and toiletries will be supplied to you.
- Receive your JUMPSTART manual and review your personal calendar.
- Intake with Case Manager
- Browse the clothing closet. Report clothing and show needs to a staff member.
- Visit the local thrift store.

ID CHECKLIST

- Birth Certificate
- Social Security
- State ID
- Driver's Permit
- Driver's License

MEDICAL CHECKLIST

- Access Health paperwork completed
- Access Health enrollment appointment
- Apply for Medicare if 65 years old
- Make a VA appointment if qualified
- Get your prescriptions filled
- Medical appointment
- Mental health appointment
- Substance abuse treatment
- Eye exam



3.1 Overview of Checklists (Continued)

FINANCIAL CHECKLIST

- Open a checking account and savings account
- Check your credit score
- Credit Builder Loan or other credit building activity
- Complete budget training
- Apply for Social Security benefits if qualified
- Apply for Social Security disability if qualified
- Create financial savings goals

EMPLOYMENT CHECKLIST

- Complete employment packet
- Meet with Employment Director
- Initial Vocational Rehabilitation appointment
- Notify Vocational Rehabilitation as soon as you receive a job offer
- Choose your work clothes and boots at Harrisons when requested by VocRehab
- Request Vocational Rehabilitation Fee Assistance

SPIRITUAL CHECKLIST

- Visit churches and make a decision on where you will regularly attend
- Become a member of your chosen church
- Discover and begin your ministry/volunteer assignment at your church
- Attend small group/Bible study
- Choose at least two people to become part of your support team who will encourage you and hold you accountable to a Christ-like standard of living

PURCHASING A VEHICLE

- Research makes and models
- Consider fuel mileage
- Set a budget and stick to it/calculate maintenance and repair costs
- Always test drive the vehicle
- Get a vehicle history report
- Ensure there is a clear title
- Do not make a buying decision alone - Get qualified help
- Shop insurance prices - Your credit score matters



3.1 Overview of Checklists (Continued)

GRADUATION/MOVE OUT

- Save at least \$3,000 for deposits and moving costs.
- Determine your monthly budget. How much can you afford?
- Start searching for housing. Utilize real estate websites for rentals and purchases.
- Obtain approval for your new address from the Sheriff's Department PRIOR to signing for your new home.
- Make a list of necessary household items and furniture and start purchasing.
- Notify JUMPSTART two weeks prior to your move-out date and schedule a final walk through.
- If necessary, have utilities set up for your move-in date.
- Notify PPP and the Sheriff's Department of your new address.
- Change your address at the DMV.
- Change your address with the US Postal Service.
- Update your addresses with your bank, medical providers, etc.



MODULE FOUR: Frequently Asked Questions

4.1 Q&A

When will I go to work?

People cannot begin work until all of their documents (birth certificate, SS card, South Carolina ID) have been obtained and their employment packet has been completed. This process can take anywhere from 3-10 weeks or more, depending on your state of birth among other factors.

Where am I allowed to go after I get to JUMPSTART?

You are not permitted to leave JUMPSTART grounds for your first 30 days unless you have a scheduled appointment. You can leave with a staff member, JUMPSTART mentor, or transportation employee if they require you to do so, but no one else.

Who do I contact when I have a question or issue?

Your first source of information should be this Participant Manual. The Welcome page in this manual has the contact information and job titles of each staff member that you can contact if you need further information or assistance. Typically, you will contact your Case Manager during your first 90 days for general information. You should contact the Case Manager for questions concerning employment. You should contact the Transportation Manager for appointments and transportation changes or issues.

When can I have visitors?

You are not permitted to have any visitors during your first 30 days. See the Housing Expectations page in this manual for more information.

How long will it take to get my documents (license, ID, SS card, etc.)?

This process can take some time and is dependent upon several factors (your state of birth, previous SC ID, etc.). Typically, we can help you get your documents anywhere from 3-10 weeks after your arrival.



MODULE FIVE: Housing Expectations

5.1 JUMPSTART Housing Expectations

Joining JUMPSTART after being released from incarceration can be compared to getting an opportunity to participate in an accelerator program. Just as accelerator programs offer participants resources and support to grow and learn, JUMPSTART provides essential elements that empower individuals to build a new life and overcome past challenges.

The program offers housing, ensuring a safe and stable environment for personal growth. Employment opportunities help participants gain financial stability and independence. Transportation services provided by JUMPSTART enable residents to access jobs, appointments, and other essential services, fostering self-sufficiency.

Life skills training is an integral part of the program, equipping individuals with the tools and knowledge necessary to navigate various aspects of daily living successfully. This training plays a similar role to the educational and personal development resources offered in accelerator programs.

Mentoring is another valuable component of JUMPSTART. Like mentors and advisors in accelerator programs, JUMPSTART mentors guide, support, and encourage individuals throughout their journey, helping them make better choices and set achievable goals.

Lastly, the program fosters a community of people who offer love and support, much like the connections and networks formed in accelerator programs. This community helps participants feel accepted, understood, and motivated to succeed.

In essence, JUMPSTART provides a comprehensive support system for those transitioning from incarceration, much like the opportunities and resources accelerator programs offer to participants in pursuit of personal growth and success.

At JUMPSTART, we believe that with Christ anyone's future can be greater than their past. We believe the greatest potential for residents to thrive is in a supportive, Christian environment. To ensure everyone's success, we have designed a set of Housing Expectations for those participating in the Transitional Program.

Core Values

Accountability
Responsibility
Authority



5.1 JUMPSTART Housing Expectations (Continued)

Please read the following expectations and then sign page 12 of this manual, indicating to submit with your application if you will follow the program expectations so that you can achieve all that God has for you.

1. Upon arrival, each resident will benefit from a 30-day stabilization period designed to help them adapt smoothly to their new life. During this time, personal transportation and visits with loved ones will be limited to help the individual focus on getting acclimated to the program and prepared for all the opportunities that are ahead.
2. Residents are encouraged to create an inspiring, positive atmosphere by living in a manner that honors God and their fellow residents while exhibiting Christ-like behavior. To help hold one another accountable, participants sign out and in on housing sign-out sheet at the JUMPSTART home where they reside.
3. Curfew is set to ensure everyone gets adequate rest: 10:00pm-5:00am Sunday through Thursday and 11:00pm-5:00am on Friday and Saturday. Please maintain a quiet environment during these hours out of respect for others.
4. Residents will work together to maintain the cleanliness and orderliness of homes, yards, and ministry vehicles. New residents awaiting job placement will have the opportunity to help take care of what God has provided make a difference with JUMPSTART in various ways.
5. For everyone's well-being, the use of tobacco products is prohibited in any JUMPSTART house or vehicle.
6. Weapons are not allowed, except for pocketknives with blades shorter than 3 inches.
7. At JUMPSTART, we prioritize the well-being and safety of our participants, which is why we have a zero-tolerance policy for fighting, verbal threats, and illegal drug use. To ensure a positive, secure environment for everyone, we conduct random tests to uphold our commitment to fostering a supportive and nurturing space for personal growth and success.
8. To maintain harmonious relationships, borrowing or lending money between residents, staff, and mentors is not permitted. This policy helps to avoid misunderstandings, ensure fairness, and uphold a supportive and positive environment for everyone involved.
9. Embracing responsibility and being on time for work, meetings, and other appointments is essential for making the most of the opportunities that God provides in our lives. By being accountable for our actions and honoring commitments in a timely manner, we demonstrate our readiness to seize the blessings and growth experiences that come our way. In doing so, we not only show gratitude for the opportunities presented to us but set ourselves up to be all that God created us to be.

(Continued on next page.)



5.1 JUMPSTART Housing Expectations (Continued)

10. Attending weekly church services and engaging in regular meetings with your JUMPSTART mentor are vital aspects of the program. By actively participating in these activities, you show your willingness to embrace the opportunities and spiritual growth that God has in store for you.

11. After the thirty-day stabilization period, family members over 18 will be permitted in the JUMPSTART homes in the common areas. Hours of visitation are 12-3 pm on Saturdays and 2-5 pm on Sundays.

12. Residents will be able to have one travel pass each month. Weekend passes begin Fridays at 5:00 pm and extend through Sunday at 10:00 pm. The travel pass request form should be submitted at least one week in advance. Passes will only be considered if the resident is legally married to their spouse, the request is consistent with SCDPPPS conditions, and it is determined that the visit is beneficial to the resident.

13. After the thirty-day stabilization period residents may obtain a personal vehicle if their financial situation and their support system deems this is a responsible step in your reentry journey.

14. New installation of cable or satellite TV is prohibited on any JUMPSTART property.

15. Within two weeks of obtaining employment, residents should open both a savings and checking account at a bank or credit union. Residents are expected to deposit 10% or more of their weekly net income into their savings account to ensure they have adequate savings to transition from the ministry. Withdrawals from savings should be made only in true emergencies and in discussion with JUMPSTART staff.

16. Weekly budget sheets are to be completed by all participants detailing their income and expenses. Providing copies of your pay stubs and bank statements when asked is an important part of the JUMPSTART program. Living at JUMPSTART usually costs less than after you finish the program because kind donors help cover some of your living expenses. This helps you save money for a better future. When you save money and show that you can handle your finances well, it means you are growing and being responsible. Our goal is to support and help you stay on track so you can reach your highest potential and make God proud.

(Continued on next page.)



5.1 JUMPSTART Housing Expectations (Continued)

17. JUMPSTART employees, board members, and advisory members reserve the right to enter and inspect all properties at any time.

18. JUMPSTART reserves the right to use resident photographs and videos in marketing and ministry related media.

19. You will be assigned a Program Coach when you move to Phase 2. You must attend a weekly group meeting with your coach to review your Daily Journal. You will also be required to attend a monthly gathering with your group.

20. Please review the following pages which explain JUMPSTART'S Transportation Expectations for those who are going to need transportation to and from their necessary appointments once accepted into the program, as well as the program fee schedule. If you agree to abide by these expectations, please date, print, and sign this form, and include it along with the completed application.

Printed Name (Participant)

Date

Signature (Participant)



5.2 JUMPSTART Transportation Expectations

- All Transportation requests should be sent via text to (888) 592-3017.
 - Please do not make requests to directly to drivers.
 - If you must speak with Transportation immediately, call 888-403-3815, option 3.
- All requests for transportation should be made at least 24 hours in advance.
- Transportation requests will be acknowledged Monday – Friday, 8:00am to 5:00pm.
 - Make all transportation requests by 2:00pm of the preceding business day.
 - If transportation is needed on Monday, then make the request by 2:00pm on Friday.
 - If a request for immediate transportation is made outside of these hours, the Participant should see if the House Manager can arrange for JUMPSTART transportation, but expect to seek and pay for their own transportation, such as Uber.
 - Do not contact the Transportation Coordinator to find out who your driver will be.
 - Please do not contact the Transportation Coordinator to find out where your driver is until the driver is 10 minutes late.
- JUMPSTART will make every effort to accommodate a Participant’s need to be transported to appointments with doctors, counselors, employment agencies, etc. and to work and church; however, this is a privilege, not a right, and should not be abused.
- Grocery shopping using JUMPSTART Transportation is done on Saturdays.
- For all additional JUMPSTART Transportation requests, please contact your House Manager who will work with JUMPSTART’s Transportation Director to see what is available. Allow 24-48 hours (about 2 days) for follow-up.
 - Having Fun God’s Way is one of JUMPSTART’s Keys to Success. Transportation requests that build on this are encouraged, but approval should not be automatically assumed.
- Basic JUMPSTART Transportation guidelines:
 - Permission to use JS vehicle up to 1,000 miles per month to go places that Jesus would go with you.
 - You may offer to purchase the vehicle at our cost to replace it. We will consider payment plans on a case-by-case basis.
 - Obey all traffic rules and follow all PPP guidelines.
 - Participant is responsible for fuel.
 - Provide other participants who do not have a vehicle with a ride when possible and wise. You are being blessed to be a blessing.
 - When a Participant is asked to drive another JUMPSTART Participant, the two Participants are adults who can agree on a fair split of the fuel costs.
 - Keep the car clean and ensure no one smokes in the vehicle.
 - Cooperate with Director of Housing and Transportation to ensure preventative maintenance of a vehicle is maintained.
 - Respond with a positive attitude when you are asked to switch to another JS vehicle.

Please sign and date below indicating that you have read and understand the guidelines above.

Printed Name (Participant)

Date

Signature (Participant)



MODULE SIX: Transitional Housing Sign-Out Form

6.1 Instructions

Each line of the form is to be completed legibly, accurately, and completely.

Write the complete date. (Ex. mm/dd/yyyy)

Write your complete name. (First name (not nickname) and last name)

All destinations must be specific. (See example form on next page.)

Include complete time of time leaving. (AM or PM)

Include complete time returned. (AM or PM)

You are required to complete an entry on this form, whenever you are LEAVING FROM and RETURNING TO your place of residence. There are no exceptions.



MODULE SEVEN: Travel Pass

7.1 Requirements

The travel pass form can only be requested after the first 30 days have been successfully completed.

The travel pass form is used to visit only immediate family members.

The travel pass must be submitted at least 7 days in advance. Exceptions will be made during emergency situations.

All required information must be clear and completed in full. No missing information is allowed.

The travel pass form must be returned to the Housing and Transportation Manager.



7.2 Travel Pass Request Example

JUMPSTART

Travel Pass Request

Please provide the following information at least one week prior to the planned trip date.

Purpose of trip: Going to visit my family

Date & Time of Departure: August 3, 2018 5:00pm

Date & Time of Return: August 5, 2018 9:00pm

Destination Address: 555 Shady Tree Lane, Laurens, SC

Mode of Travel: Being Picked Up By: My sister - Sherry Green or,

Driving My Own Vehicle

Make and Model	Chevy Tahoe
Year	2004
Color	White
Tag Number	QBL4343

Contact Information: My Phone Number: (555) 555-5555

Additional Contact Person: Jerry Blue

Additional Contact Number: (555) 500-0000

Billy Green
Requestor's Name Printed

7/27/2018
Date of Request

Billy Green
Requestor's Signature

Approved/Disapproved

JumpStart Ministry Staff Signature

Date



MODULE EIGHT: Program Fees

8.1 Fees Explained

Program fees are required after a Participant obtains employment or other regular means of living, (Ex. SSI) and will be made online. Fees are due on Sunday before 9:00 pm and will incur late fees of \$5 for each day they are late.

BASE FEES

- \$160 weekly, effective March 7th, 2025
 - If you earn less than \$200 weekly, you will pay 40% of your gross income.





With Christ, anyone's future can be greater than their past.

