

Dear Brother/Sister _____,

We are writing to introduce ourselves. We are *[Insert your name: Brother or Sister Last Name]*, and we are serving as the Transition Coordinators for the *[insert your correctional branch name here]* of The Church of Jesus Christ of Latter-day Saints. We understand that transitioning back to the outside world is a huge challenge, and we will do all that we can to help you meet it successfully.

This letter is to explain what information and resources we can and cannot provide to assist your transition. It is extremely important for you to understand that you have the primary responsibility to do all that you can to provide for yourself. Your family and friends would then be your first resource for seeking and receiving help.

If family and friends are not able to assist you, the Church has a welfare system in place to help you with basic physical needs. Although the Church does not provide a place to live, a job, nor a vehicle, we can assist you in your efforts to become self-sufficient.

The Church has an employment center that can provide training and assistance with your job search. We can direct you to programs at the community college that can lead to skill certification, which will make you a better candidate for employment. Financial assistance is available for these training programs. We will provide you with addresses and phone numbers of places in the community which are able to assist you in various ways.

When you know where you will be living, you need to contact the bishop of that area. We can help you locate his contact information.

The bishop can coordinate efforts to help you with your job search, food, and clothing, within the guidelines of the church.

Upon your release, you may have restrictions placed on you by the state parole and/or county probation departments. You must follow these restrictions, which may limit where you may live, where you may go, and what types of employment you may take. It is very important that you are respectful and attentive to the Parole/Probation officer. They can improve the quality of your transition.

The first step in preparing for your release starts with you. Approximately six months prior to your release we encourage you to meet with your assigned CO for guidance. We also suggest you meet and discuss your release with the unit chaplain. These individuals have many resources available to assist you.

They have lists of community shelters, halfway houses, and forms to apply for social security and medical assistance.

You need to make sure you have TWO forms of ID before your release. Some examples are prison ID, Social Security, driver license and birth certificates. Many applications require two forms of ID. If you have a concern about anything, make every effort while in prison to find the answer and get the help you need. **Do not wait until you are released!**

Enclosed with this letter is a list of questions. Please answer the questions on the list as accurately as possible then return it to us. Your answers will serve as guidelines for us to better help you with your transition back into society.

You must be willing to take personal responsibility for your own progress and well-being, demonstrate that in the following manner:

1. Respond to the "Inmate Questionnaire" as soon as possible.
2. Meet with your CO's and chaplain and file applications for help in all possible areas.
3. Let us know what progress you are making in preparing for your release.
4. Attend the LDS religious service every week as long as you are in prison. We can best serve and help you prepare for your release when you attend our branch services. When you attend services on a regular basis, we can assign you a mentor or friend that can be a resource for you while you are still incarcerated and after your release. We cannot do much for you if you are not willing to help yourself. Your regular attendance at services communicates to us that you want our help.
5. Read the scriptures every day for a minimum of 30 minutes.
6. Say your prayers at least twice daily.
7. Live the commandments of God.

Day(s) and time(s) of meetings as follows: *[Insert your day (s) and time (s)]*

No matter how much information we send you, it will be of no use unless you are committed to making the necessary changes in your life to be successful before and after your release. In order for you to successfully transition back into society and avoid returning to prison, you must make the commitment to live the gospel of Jesus Christ. You will learn the Gospel of Jesus Christ by attending the LDS religious meetings that are offered to you in prison. Please ask your mentor for assistance in areas where you need further guidance. As you apply the teachings of Christ in your life you will be guided and blessed in receiving the help and assistance you need to succeed on the outside.

The Lord is always willing to help you as long as you are faithful to Him. The Gospel of Jesus Christ is a blessing and will bring peace and happiness if you will apply its teachings in your life. Heavenly Father has not forgotten you. He will guide and help you as you seek his help in preparing for your release.

Kind regards,

[Insert your name: Brother or Sister Last Name]

Transition Coordinator(s), [insert name of correctional branch]

[Insert your mailing address: your branch PO box number]