



Constituents of the District of Columbia

Office on Returning Citizen Affairs

Effective Date: February 11, 2015
Number of Vacancies (1)
Number of frozen (0)
Number of Filled FTE's (3)

Charles Thornton (FTE)

Vacant
Deputy Director

Victor Battle (FTE)
Career Development

Enidsia Darby (FTE)
Staff Assistant

TBA
Case Manager

Lashonia Etheridge
Community Service Program Specialist

PROGRAM PROCEDURES,
STAFF DEVELOPMENT &
SYSTEM SUPPORT

Workforce Development
IT Support

Resource Locator
Community Liaison
Data Collection
Payroll, Financial Reports

Case Management
Academic Relations
Liaison
Data Collection

Support Services
Female Reentry
Program Specialist
Supplies

Academic Relations
GW U
Georgetown U
Howard U

DC Reentry Initiative
DOES Workforce Development
Digital Inclusion
ORCA Training
DGS/DPW Internships

OFFICE OF RETURNING CITIZENS SCHEDULE "A" as of JANUARY 15, 2015

Agency	Fiscal Year	Prgm Code	Activity	Vac Stat	FTE	Position Number	Position Title	Hire Date	Grade	Step	Job Status	Salary	Fringe Benefits - 28.9%	Total
FLO	15	901A	4901	F	1.00	00075344	Workforce Development Spec.	2/27/2012	11	5	Term	60,477.00	17,477.85	77,954.85
FLO	15	901A	4901	F	1.00	00046689	Program Analyst	1/3/2011	6	0	Reg	79,567.50	22,995.01	102,562.51
FLO	15	901A	4901	F	1.00	00045633	Staff Assistant	5/5/2014	2	0	Reg	38,245.96	11,053.08	49,299.04
FLO	15	901A	4901	F	1.00	00046257	Acting Director	2/7/2011	E1	0	Reg	95,481.00	27,594.01	123,075.01
					4.00						TOTAL	\$ 273,771.46	\$ 79,119.95	\$ 352,891.41

FY 2014 Intra-District Summary - Receives Funds as Seller				
AGENCY: Department of Corrections (FL0) ORCA:				
DATE	AMOUNT	BUYING AGENCY	PROJECT CODE	DESCRIPTION OF SERVICES PROVIDED
1-Oct-13	84,975.00	Office of Returning Citizens	ORCA14/14	Supports personnel services obligations for the Office of Returning Citizens.
TOTAL \$ 84,975.00				

FY 2014 Intra-District Summary - Transfers Funds as Buyer

AGENCY: Department of Corrections (FL0) ORCA:

DATE	AMOUNT	SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED
N/A	N/A	N/A	N/A
TOTAL	\$ -		

FY 2015 Intra-District Summary - Transfers Funds as Buyer

AGENCY: Department of Corrections (FL0) ORCA:

DATE	AMOUNT	SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED
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N/A	N/A	N/A	N/A
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TOTAL	\$ -		
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FY 2015 Intra-District Summary - Transfers Funds as Buyer

AGENCY: Department of Corrections (FL0) ORCA:

DATE	AMOUNT	SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED
N/A	N/A	N/A	N/A
TOTAL	\$ -		

Attachment 17

OFFICE OF RETURNING CITIZENS TERM EMPLOYEES as of JANUARY 15, 2015				
Employee Name	Title/Position	Length of Term	Term Start Date	Term End Date
Victor Battle	Workforce Development Spec.	13 Months	10/1/2014	11/4/2015
Note: This position was included with the response for the Department of Corrections (FLO).				

Office on Returning Citizen Affairs (ORCA) FY15 Performance Plan

Mission: To provide post-release resources and useful information that supports successful reintegration of incarcerated District residents with their family and community.

Goal	Objectives	Strategies	Timeline
1. Provide employment assistance and workforce development for returning citizens	1.1 Provide intake and assessment interviews 1.2 Schedule and conduct resume completion packages 1.3 Provide assistance for client registration at local American Job Centers (One-Stop)	1.1.1 Develop a questionnaire and interview process that will correctly and accurately obtain the skills currently held by the returning citizen 1.2.1 Develop a resume building workshop /class through the One-Stop workspace technology lab 1.3.1 Reach out to American Job Centers to have a representative at the One Stop center, as well as have additional information about walk in services at American Job Center	
2. Identify employment opportunities for individuals who seek employment through the ORCA Resource Center	2.1 Provide evaluation/assessment on client and job/training readiness 2.2 Identify appropriate	2.1.1 Develop a questionnaire and interview process that will correctly and accurately obtain the skills currently held by the returning citizen 2.2.1 Develop a database of available	

	<p>employment/training opportunities</p> <p>2.3 Contact employers/clients and maintain follow-up contact</p> <p>2.4 Provide construction trades training</p> <p>2.5 Provide computer training</p> <p>2.6 Provide referrals to DPW for CDL training</p>	<p>jobs that can be used in conjunction with the questionnaire and interview process that will accurately link returning citizens.</p> <p>2.3.1 Develop connections with employers to foster beneficial relationships going forward</p> <p>2.4.1 Develop a training program either through a contractor or in-house that can provide construction training to returning citizens.</p> <p>2.5.1 Develop an intro to computer's course that will be feature various levels that could end in specialized certification</p> <p>2.6.1 Through the One Stop shop and a previously signed MOU, ORCA has a relationship with DPW to refer returning citizens for training to receive their CDL</p>	
<p>3. Provide direct linkage for health related services for returning citizens</p>	<p>3.1 Provide referrals to community and municipal partners for needed health related services</p> <p>3.2 Provide HIV testing referrals to returning citizens</p>	<p>3.1.1 As returning citizens visit the office, conduct a health intake assessment which will accurately detail their needs</p> <p>3.2.1 For those individuals who have the need, refer them to the</p>	

	<p>3.3 Distribute condoms to the target population</p> <p>3.4 Conduct outreach and informational trips to prison facilities housing DC residents</p>	<p>appropriate agency for HIV testing</p> <p>3.3.1 Provide condoms at the resource center, as well as at community outreach events</p> <p>3.4.1 Partner with other agencies, i.e. CSOSA, DOC and CJCC to partner with trips to various facilities.</p>	
4. Provide direct linkage for educational related services for returning citizens	4.1 Provide referrals to community and municipal partners for needed educational related services	4.1.1 As returning citizens visit the office, conduct a health intake assessment which will accurately detail their needs	
5. Help returning citizens obtain necessary identification documents	5.1 Obtain an identification card	5.1.1 Connect the returning citizen with DMV and provide step by step to obtain an ID	
6. Help returning citizens find housing	6.1 Provide short term and long term housing options for returning citizens	<p>6.1.1 Accurately assess the housing needs of the returning citizen.</p> <p>6.1.2 Provide referrals and contacts with DCHA, DCHD and other government and community housing organizations to find appropriate housing</p>	
7. Help returning citizens gain access to SSI/SSDI benefits	7.1 Provide returning citizens who have are eligible for SSI/SSDI benefits with help to achieve these benefits	7.1.1 Accurately assess the benefits that the returning citizen is entitled to receive	

		7.1.1 Through the OCRA MOU, provide referrals and access to partner agencies	
8. Ensure that our returning citizens continue their mental health and drug treatment plans	8.1 Ensure that gaps in service do not occur due to returning citizens leaving jail	8.1.1 Provide an intake assessment for each returning citizen to assess mental health needs and drug treatment 8.1.2 Provide referrals to partner agencies for appropriate treatment	
9.			