



Lifelong
Learning
Programme

MyComPASS – Reintegration Guide



*Developed for România
by Penitenciarul Timișoara partner*

2013

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1. Introduction

Dear friend,

This Guide was created to assist you during your first days of reintegration into society. In the first days after outside the prison you'll need some important information and support on certain issues which are of primary interest for every person, such as financial aspects, those related to food, housing and others.

The present Guide was developed within the European project **CLAP – Convicts Liberty Aid**. This project is a response to the difficult reality faced by an ex-inmate in the first days after release. If this period is not well prepared in advance, risk of recurrence is higher. The project CLAP aims to support the preparation of these days, by providing a set of tools to the penitentiary specialists and to the inmates, but more importantly by providing this actors the opportunity to negotiate and to find common ground in their work, so that each intervention becomes as more personalized as possible.

This Guide was created using the dialogical toolkit, created during the project by workers in participating penitentiaries and the feed-back received from inmates.

In this Guide, you will find the necessary information and contact details of relevant organizations that will provide you support in the first days of your new life.

2. Penitentiary system, preparation for release programmes and release procedures

In the Romanian penitentiary system the inmate will attend, in the period prior to the release, a training program specifically for the preparation for release - Preparation for release program. This program is run by specialists of social reintegration of the penitentiary and has a minimum of 12 group meetings.

Each inmate may qualify for conditional release when he meets the time limit prescribed by Law 275/2006 and the Criminal Code. For this it will be analyzed in the Committee for conditional release from the prison. The commission, taking into account the behavior of the inmate during detention proposes to the court conditional release or sets a new period of analysis. The commission's proposal for conditional release from prison is transmitted to the court. The court will determine the conditional release.

If the court decides conditional release, when this decision becomes final, it communicates it to the prison and the inmate is soon conditionally released. At the moment of the release personal documents and goods are handed to him and the money saved during detention in the release fund. At the moment of the release a ticket release is given to him, as proof of the executed sentence, important document which he must keep. If an inmate who is released lacks the necessary funds to go home he receives the sum needed to travel from the prison fund.

We also believe it's important to know a few things about rehabilitation. Rehabilitation is of two kinds: legal (in case of conviction to a fine or to imprisonment not exceeding one year, if within three years the convicted has not committed any other crime) and judicial rehabilitation. Judicial rehabilitation conditions:

a) has not had a new conviction in the following range: in case of conviction to imprisonment exceeding one year to five years, after a period of 4 years, to which is added half of the sentence pronounced; in case of conviction to imprisonment of more than 5 years to 10 years, after a period of 5 years, to which is added half of the sentence pronounced; in case of conviction to imprisonment of more than 10 years, after a period of 7 years to which is added half of the sentence pronounced; in case of conviction to life imprisonment commuted to or replaced with imprisonment, after a period of 7 years, plus half of the prison sentence.;

b) his existence is ensured through labor, or other honest means, and in case he is of age to be retired or unable to work;

c) had a good behavior;

d) fully paid legal costs and civil damages to which payment he was forced; however, rehabilitation may be ordered without fulfilling this condition, when the court finds that the breach is not due to ill-will of the convict.

Rehabilitation application shall be submitted either to the court that heard the case in the first instance which pronounced the conviction for which rehabilitation is requested, or to the appropriate court in whose jurisdiction the convicted person resides.

Further we recommend that after release you follow the following tips:

1. *“At the meeting with your family, relatives and friends be calm, do not react negatively, because you can find them unprepared, so strive to prove sympathy.*
2. *Find yourself a job or go to a vocational school.*
3. *Live honestly and follow rules and laws; ask when you're not sure about something, to not get in conflict with the law again.*
4. *Be thankful to start with less – every beginning is difficult.*
5. *Avoid alcohol.*
6. *Avoid the circle of people who could turn you from the right track.*
7. *Choose your friends carefully;*
8. *The family, the community need your freedom, so keep it!”*

(“WHAT IS GOOD TO KNOW WHEN YOU ARE RELEASED?” authors: Victor Rusu, Victor Zaharia, Vladimir Cojocaru
Coordinators: Radu Danii, Victor Zaharia, This book was published with the financial support of UNICEF Moldova Chişinău – 2005)

What to expect after release? You must be prepared for discrimination, reluctance from the society and labeling. A study shows that ‘High degree of reluctance of society members towards the problems of ex-prisoners, and their unwillingness to grant special aid is determined especially by the negative image of inmates promoted by the media. In pursuit of sensations and spicy news, journalists often exaggerate with epithets and labels assigned to prisoners’. The same study also shows that “the elements considered important for reintegration into the community of the person who has been convicted are:

- *“family relationships - the existence of family support helps reintegration, while a broken home can be an obstacle;*
- *relations with the group of friends - friends who do not respect the law could attract the former offenders in committing new crimes;*
- *motivation of the person - as long as the person does not want to work or change their behaviour, his reintegration is blocked;*
- *criminal history - chances of reintegration are higher for the primary offenders compared to recidivists and offenders who have criminal patterns in family life;*
- *age - younger people have more chances to reintegrate;*
- *technological changes - after the execution of long sentences, at the release of prison, there is the possibility that the person does not know how to use new technologies”*

(SOCIAL REINTEGRATION OF PERSONS RELEASED FROM DETENTION

- Monitoring and evaluation report of the activity performed within the project „Consolidarea societății civile în Moldova. Grupuri marginalizate. Reintegrarea socială a ex-deținuților”, implemented by Institutul de Reforme Penale with the financial support of Sida and FSM-Chişinău 2009-pg.33 Publication coordinator– Dorina Ardeleanu Experti – Ana Racu, Vadim Pistrinciu, Victor Zaharia)

3. Release and relevant support organizations for release

3.1 Relevant non-governmental organizations

Release is a moment full of excitement and joy for any inmate. But you must be prepared to face difficulties of your reintegrating into society.

If you have a family it can offer a lot of support. You must be sympathetic to all family members and understand that your extended absence from the family has left traces which cannot be erased overnight. However, the fact that you have a family that can support you is something extraordinary!

There are many former inmates who encounter many difficulties soon after release. To cope with difficulties of reintegration into society, former inmates can turn to various non-governmental organizations. There are several non-governmental organizations that can assist you either belonging to religious denominations or independent. In the table below we offer a few of them. Even if the address is not in your area you can call to find out if they have branches in your area of residence.

| Non-governmental organizations | | | | |
|--------------------------------|---|-------------------------------------|--|------------------------------------|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | PRISON FELLOWSHIP ROMÂNIA | Tel: 0364145 932 Fax:0364145 932 | Str. B-dul 21 Decembrie 1989, nr. 3 cod 400105, Cluj- Napoca, România | e-mail:office@pfr.ro www.pfr.ro |
| 2. | Asociația Serviciul Umanitar pentru Penitenciare | Tel. 0721304140, 0745146471 | Str. Ștefan cel Mare nr.3 ARAD | supbanat@yahoo.com |

3.2 Probation Services

Probation Service reports Probation Department of the Ministry of Justice and is attached to the courts. Regarding probation service beneficiaries, these are individuals who **received a suspended prison sentence under supervision**. So if you were locked in prison as prevented arrested and the court decided to give you a suspended sentence under supervision and you are released, contact Probation Service!

Mainly individuals who received prison suspension sentences under supervision should follow four steps that provided by the law: report to the probation service whenever you are called, prior noticing of house changing and any travel lasting more than eight days and return, announce change of job and inform their livelihood. If they do not comply with the measures mentioned, probation officer notifies the court which may revoke the measure, and persons who find themselves in this position will have to go to jail. Probation counselors help those they supervise and individuals under the anathema of being sentenced to prison, but

with **suspended sentence under supervision**, not to violate the conditions of the suspension imposed by the judge, not to commit new crimes.

Probation counselors conduct programs also in prisons together with specialists from prison and are members of the Committee of Conditional Release. To find the contact information of the Probation Service that you belong to, you may address to the Court related to your home address or to the Probation Department.

| PROBATION SERVICES | | | | |
|--------------------|---|---------------------------------------|--|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Ministerul Justiției-Direcția de Probațiune | Tel: 0372.041058 (secretariat), | Adresa: București, Str. Apolodor, Nr.17, sector 5. | Web: www.just.ro |

3.3 Religious organizations

There are religious organizations in Romania generally helping people in distress. Therefore, to obtain information about religious organizations that can provide support in your home area contact your representatives of the religious cult you belong to (eg priests, pastors). As most Romanian citizens are Christians we provide forward some information about Christian organizations.

In this regard we should mention **Federation Filantropia** which is a private non-profit organization that works with the blessing of the Holy Synod of the Romanian Orthodox Church. It currently brings together 17 of the most active associations and foundations working in the social field, the Romanian Patriarchate Dioceses. To find a branch in your home area you can inform at:

FEDERATIA FILANTROPIA - Str. Sf. Ecaterina nr. 4-6, sector 4, cod 040155, București.

Telephone: (004) 0372 768 599

(004) 0372 768 600 **Fax:** (004) 0372 873 641

E-mail: office@federatia-filantropia.ro

Confederation CARITAS operates under the auspices of the Catholic Church in Romania and also includes several organizations that provide general support to people in need. To find a branch in your home area you can inform at:

Confederation Caritas Romania - Str. Washington 38, sector 1 BUCUREȘTI, Cod poștal 011876, Tel.0371 185 226 , 0733 313 960

Also the **neo-Protestant Christian cults** in Romania have many associations, foundations that help people in need. To find the nearest neo-Protestant Christian organization that can help you contact a neo-protestant church or request information by

phone, e-mail address of the headquarters of these churches listed in the table below. In the table below we provide you with some useful websites:

| RELIGIOUS ORGANIZATIONS | | | | |
|--------------------------------|--|--|--|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Federația Filantropia Asociația "Filantropia Ortodoxă Sibiu" | Tel:0269213052 Fax:0269213052 | Str. Dealului nr. 13, Sibiu, județul Sibiu | e-mail: prcreangaciprian@yahoo.com |
| 2. | Federația Filantropia ASOCIAȚIA VASILIADA CRAIOVA | Tel./Fax: 0251-521 040 | Craiova, Str. Fratii Buzesti, Nr. 20, Cod 200381, Jud. Dolj | www.AsociatiaVasiliada.ro e-mail: office@AsociatiaVasiliada.ro |
| 3. | Federația Filantropia Fundatia "Filantropia Timișoara" | Tel.: 0356- 715 986 Fax: 0256-491 176 | Bd. C. D. Loga nr. 7, Timișoara, cod 300021, județul Timiș | e-mail: fundatia.filantropia@yahoo.com www.fft.ro |
| 4. | Federația Filantropia Asociația "Filantropia Ortodoxă Alba Iulia" | Tel./ Fax: 0258- 817.766 | Str. Mihai Viteazu nr. 16, Alba Iulia cod 510010, județul Alba | e-mail: filantropia_ortodoxa@yahoo.com www.filantropiaortodoxa.ro |
| 5. | Federația Filantropia FUNDATIA SOLIDARITATE SI SPERANTA | Tel: 0232-220548, Fax: 0232 -271228 | Str. Costache Negri, nr. 48, cod 700071, IAȘI , județul Iași | Email: contact@fundatia.mmb.ro; Web: www.fundatia.mmb.ro |
| 6. | CONFEDERAȚIA CARITAS Centru de resurse pentru integrare socială și profesională - Satu Mare | Tel: 0372-758266, 0261-716282 | Str. B. St. Delavrancea, nr.20, Satu Mare | |
| 7. | Cultul Creștin Penticostal din România | Tel: 021.311.9295, 037.404.3813, 031.405.4542, 031.405.4543 | adresa: str. Carol Davila nr. 81, sector 5 București, 050453 | http://www.cultulpenticostal.ro |
| 8. | Uniunea Baptistă din Romania- | Tel: 021 430 00 39 | Str Dâmbovița 9-11, Sector 6 București, cod poștal 060842 | uniuneabaptista@gmail.com http://uniuneabaptista.ro/ |
| 9. | Biserica Baptistă Betel Timișoara | Telefon: 0256491918 Fax: 0256293519 | Str Ady Endre nr.20 Timișoara, județul Timiș | betelbaptist@gmail.com www.betel.ro |
| 10. | FUNDAȚIA CRESTINĂ ISUS SPERANȚA ROMÂNIEI | Tel:0256-272109 | Str. Dorobanților nr. 16 cod poștal 300298 Timișoara Timiș, Romania | e-mail: isr.jhor@gmail.com http://www.isussperantaromaniei.ro |
| 11. | Eparhia Reformată de pe lângă Piatra Craiului | Tel. 0259.435.386 | 410210, Oradea, Str. Calvin nr. 1 | www.kiralyhagomellek.ro |
| 12. | Uniunea de Conferințe a Bisericilor Adventiste de Ziua a Șaptea | Tel.:021 2690338; fax: 0212690340 | str. Erou Iancu Nicolae, nr. 38-38A, Voluntari, județul Ilfov, O.P. Pipera, | http://www.adventist.ro E-Mail: comunicare (@) adventist.ro |

3.4 Public Institutions:

Within every **city hall**, operates a social assistance service that has as primary responsibility providing social assistance to citizens who reside in jurisdiction of the city hall. Thus the person who releases from prison can receive the support of the social worker from the municipality of residence.

Also in each county operates the General Directorate of Social Assistance and Child Protection. These public institutions provide social assistance to both children and adults. To find contact details of DGASPC from your County you can request telephonically information at the department below, or by accessing the website:

| PUBLIC INSTITUTIONS | | | | |
|---------------------|---------------------------------------|---|---|---|
| Nr | Name of the institution | Telephone | Address | website |
| 1. | Direcția Generală Protecția Copilului | Tel: 0213153633, 0213153630, 0213100789, 0213100790 Fax: 0213127474 | Bulevardul G-ral Gheorghe Magheru nr. 7, Sector 1, București, Cod poștal 010322 | E-mail: office@anpfdc.ro http://www.copii.ro |

4. Problems that may occur and how to cope with

4.1 Financial problems

In the absence of a stable source of income and having a precarious situation any citizen can seek **help from the municipality of residence**. The social worker employed at the town hall you belong to will inform you about the conditions for granting and necessary documents. So if you are in a very difficult financial situation **address to the social worker from the city hall of residence for support!**

The main types of social assistance benefits granted to certain targeted categories of beneficiaries are:

1. Support to families with low-income

- Social support;
- Support for heating;
- Family support allowance;

2. Family policies

- Allowance for children;
- Placement allowance;
- Child allowance and incentive insertion;

3. Support for persons with disabilities

- Rights for persons with disabilities in accordance with the Law no. 448/2006;
- Personal additional budgets granted monthly for people with disabilities;
- Monthly food allowance HIV/AIDS;
- Monthly allowance paid to people with severe and accentuated disability;
- Monthly allowance for companion for visually handicapped persons;
- Monthly food allowance for children with disabilities of type HIV/AIDS;

The main **criteria** to grant social assistance benefits are:

- a) assessment of the family context;
- b) income of the applicant or his family;
- c) living conditions;
- d) health and dependence status.

The State grants social assistance benefits through central or local government authorities in accordance with applicable law.

Subordinated to the National Agency for Payments and Social Inspection operates county agencies for payments and social inspection and the agency of Bucharest as decentralized public services, with legal personality and whose aim is the management of social assistance benefits at local level.

You can find the address of the agency in the county where you live by visiting the website in the table.

| FINANCIAL SUPPORT | | | | |
|-------------------|---|---|--|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Agenția Națională pentru Plăți și Inspecție Socială | Tel : 021 3136047 Fax : 0213136098 | Adresa: Șoseaua Panduri nr. 22, Sector 5, București Cod poștal : 050659 | Adresă e-mail : anps@prestatiisociale.ro Adresă site : www.prestatiisociale.ro |

There are also churches and nongovernmental organizations that can provide emergency financial support.

4.2 Employment and education

Immediately after release from prison is very important that you find a job.

The first step is to elaborate a Curriculum Vitae (CV). This is a document that describes a person in order to present it to a potential employer. To complete a CV you must first get a standard European CV template. You can request support from the County Agency for Employment in the county where you live. It's important to be honest in your CV and highlight what you can do specifically!

The next step is to identify available jobs which match your training. Once identified these jobs you must submit your CV and a cover letter to these companies. If you are selected by the employer you will be contacted and asked to come for an interview or a practical test.

It is important to present yourself to the interview in time, be dressed appropriately, be honest and do not forget to be very polite. Before going to the interview inform you about the company, job requirements and salaries offered to employees.

Following are **a few helpful tips** in your approach of finding a job soon after release:

- First of all, obtaining as much information as possible about vacancies is vital. Do not neglect any source of information. Start with vacancies displayed at County Employment Agency, continue with ads in newspapers or on street posters, ask many companies that intermediates jobs and consult that register on the Internet profile sites. Even if you don't have a computer or do not know to use one sure you have a relative or friend who can help you in this endeavour. Relatives, friends and former colleagues, because of their circles of relationships, can be an additional source of information that deserves to be exploited.
- Do not get quickly tired and disappointed by the refusal of employment. This happens to most people looking for a job even if they have never been to prison. European studies show that a person usually sends 100 resumes and barely gets 7-8 interview invitations from employers.
- The first thing you need to find is a job that draws you into an area that you like. The second thing to be found is an employer who is looking for someone like you, who wants to grow in this position. Do not forget you have to have the education and skills required for the job!
- Inform yourselves about the job requirements for which you candidate, about the wages that company generally provide and not least data about this company. You should know everything about the vacancy, from exact tasks you have to perform, program, knowledge and studies needed in such circumstances. It is important to undertake your own investigation, using either persons authorized to give information or peering discreetly other employees of the company or people who worked there, or finding friends or acquaintances who have connections with the employees concerned and can obtain information from them.
- Prepare psychologically to "fight"! For this purpose, you must be armed with patience, to keep under control your physical and mental strength, to repeat one that, as important as getting the job is, that should not be treated as "now or never". Try dominate your aggression or excessive shyness, that doesn't advantage you at all in such situations.
- The employer has his own strategy, which can be expressed synthetically as follows: choose the best competitor, offering very little at first. Therefore you must be prepared to give up some claims!
- Prepare your own presentation! You must learn to present yourself as good as you can in very short time. The employers have many candidates and time is precious for them.
- If employment requires a knowledge test prepare well for this test.
- If interviews take place in a period and you are required to set the date when you come to the interview, take advantage and choose the end of the period. Experience shows that the last candidate received is nearly three times more likely to be recruited than the first one. The top candidates often help the one who makes the selection to better understand the problem.
- The fact that you were in prison represents a handicap for the employer. First, accept your handicaps. Second, train your mind to discuss about them with the interviewer or the person who examines you, if he so requests. Without shyness,

without aggression, without reluctance, but with an air of relaxed, smiling and, why not, even with some self-irony. Your relaxation will make the employer to forget their anxieties or fears.

- Prepare in advance the necessary documents for hiring! More than once it happened that some applicants who have passed the interview phase were eliminated from the race because they lost some important documents and failed to get them ready in time. Therefore it's good to check in advance the existence of diplomas or training courses, of all the documents necessary for employment and to make copies of them.

We present below some important points about filling in your CV. Curriculum vitae is a kind of personal identity card. The main goal is to get a meeting with the employer to obtain the desired position. Currently employers are required to complete a European CV. A CV template is available on the Internet at <http://www.europass-ro.ro> and if you don't have a computer you can call a relative or friend to help you. Also, support in elaborating a CV can give you employees at the County Agency for Employment.

” When filling your resume be careful not to make the following errors:

- never put the title “Curriculum Vitae” on such a document, however it is know what it is about;

- never sign a curriculum vitae;

- do not ever send a C.V. without a cover letter;

- use only a first name, if you have many;

- never send a photo disadvantaging you, if a photo is required, along with your resume, choose a quality one, in which you have a decent outfit, as for an identity document;

- years, various other data expressed numerically should not be written in words, but only with numbers;

- never mentioned in the CV periods of unemployment. If the other party will show interest, will talk about this issue during the meeting;

- do not mention basic or secondary education if you have a university degree. References are made only to the highest level of education.

- wrong presentation can be a problem; avoid unclear, confusing writing, incorrect, poor written with grammatical or spelling mistakes;

- a CV filled incorrectly is that where are not valued the qualities and personal experience in relation to the job requirements you want to occupy;

- the CV has too many information, is boring, full of insignificant details, no originality;

- includes visible imbalances between different stages of the educational and professional development;

- is written in a precious language, too specialized, in professional jargon with abbreviations.” (Preparing for release program)

When you have identified a vacancy for which you want to apply and you are required to present a resume do not forget that in addition to your full CV you should absolutely send a **cover letter**!

The purpose of the cover letter is to show the employer that you are motivated to be hired on the vacancy, why you chose the company and that you have the necessary skills for the vacancy.

” What you need to know for a successful cover letter:

1) Focus on employer’s needs in a cover letter. Analyze the company’s activity. How can you get them more money? Present yourself as a solution to the problems that the organization faces.

2) To further effect show interests in the person who will handle the **recruitment** and address him/her directly.

3) When writing a cover letter think to answer the employer’s questions: What can you do for that company? What is your current situation? Are you qualified for that **job**? Why do you want to work for them?

4) Be brief and concise in a **cover letter**. Leave a good impression. Use short sentences. Split the text in 3-4 paragraphs separated by a space.

5) Write like your talk, but neat. For extra **originality** combine formal language and simple style, conversational in the cover letter.

6) Be **positive**. Use an optimistic and energetic tone in a cover letter. It will be transmitted to the employer too!

7) Keep in touch. Fix the next step: **the interview.**”

(Author Myjob-www.myjob.ro)

Also remember that the letter must be written neatly and without spelling or grammar errors; also most of the time it is written by hand. Remember that the cover letter should not be a copy of the CV.

“Below is a sample of a cover letter:

POPESCU ION

*Strada Oltului nr. 20, Bloc M12, scara 4, apt.9, etaj2, sector 2, București,
Cod poștal nr. 7120
Telephone 2561724*

(date)

*To the attention of Mr. Florin Stănescu
Owner of S.C. Metalurgica
Strada Florilor nr. 40
Sector 2, București, cod poștal nr. 7215.*

Dear Mr. Stănescu,

From heading of advertisements in the newspaper Romania Libera of 18.04.ac day, I found out that you want to hire lathe operators. I would be very glad if you would give me the opportunity to work in your company.

I confess that I was on two occasions at your company to order the execution of parts for my dad's car and I was impressed by the efficiency and quality shown. Although in my life I had an unfortunate accident and I spent almost two years in a prison, I am convinced, given my human, moral and professional qualities, that you will hire me.

As you will see from the curriculum vitae, I am a person with work experience, able to perfect myself, with desire to be useful, fatigue-resistant, with initiative, disciplined, orderly and polite.

I would love to talk personally with you, opportunity that would allow me to introduce widely the qualities and skills that I possess.

I am looking forward to contact me at my home phone, at the number 2561724.

Thank you for your time.

Yours sincerely,

Signature,

(Preparation for release program)

After the employer receives the cover letter and your CV if he chooses you will invite you to an interview. The interview is the main opportunity for you to convince them that you are the right person.

”Below we have some **job interview mistakes** to be **avoided**:

1. Be late

If you do not arrive on time for the interview, why would them trust someone that could not come to work on time once you get hired?

2. Arrive unprepared

If you really want a job at a company, you should know as much as possible about the job and about the company in question BEFORE going to the interview.

3. Come with a friend

Come alone. If a friend or relative gives you a ride, once you get there thank him and tell him that you will see him later.

4. Do not come at all

A recruiter cannot remember all the names from a list of resumes, but surely will remember the name of the person who did not come at all to the interview. And you never know where you could meet.

5. You are dressed inappropriately

You must have an elegant outfit and be neat!

6. Smoke

If you smoke, do not light a cigarette before the interview. And avoid food that could disadvantage you such as garlic or onion. In a small office they can be fatal.

7. Shake hands like you are dead

No, you must not crush the hand of the employer, but you must develop a firm handshake, professional. And do not make gender differences. Even if you shake hands with a woman, a pathetic handshake will not help you to be hired.

8. You talk too much

Each candidate recruiter wants to talk and ask questions. But listening is just as important. So make sure you open your ears more than your mouth.

9. You don't talk enough

The fear of speaking too much should not refrain you from talking enough. Even if you are not a natural talker, you should put a series of pertinent questions and try to talk to the employer in a professional manner.

10. Swearing and/or slang – It is not allowed to use such words. Some words can be “fashionable”, but have no place in an interview.

11. You are too familiar with the interviewer

An interview is a meeting and each participant wants to take a meeting agenda. Do not interpret the friendly voice of the interviewer as an invitation to discuss personal information.

12. You act like an “-ist” that is discriminatory if you use words or phrases like racist, sexist or extremist; it will help you **miss** an interview.

13. Talk on your mobile

There is almost no situation where you cannot close the mobile phone for 30 minutes. However, if such a situation exists, it is better to reschedule your interview.

14. Avoid eye contact

Looking into the eyes involves contact and sincerity. Even if you are shy, you must make and maintain eye contact in an interview, otherwise you risk the interviewer to assess you as elusive and uncertain.

15. You act arrogant or overconfident

Companies want “team” people, not self-centered people who cannot accept criticism or work with colleagues.

16. You are desperate

No matter how much you want a job, never let this show. Focus to show your enthusiasm about the company and the confidence in your ability to do quality work.

17. Lies

If you lie an employer about your qualifications or training you may be hired. But you will be fired as soon as the lies are revealed.

18. You gossip about former job

Even if you worked for Vlad the Impaler is better not to talk about unpleasant situations in your former activity. Better focus on achievements and responsibilities that you had.

19. Criticize the company or one of its employees

No matter what problems or scandals you have read about in newspapers or heard on TV, do not talk about them. If you ask or to comment be diplomat and provide answers oriented towards solutions and not judgments.

20. Ask questions that focus only on entertainment

Do not spend all the time with questions about vacation, days off, bonuses and company structure. In fact, at the first interview do not talk at all about them”

(Author: Bestjobs Company <http://www.bestjobs.ro>)

Also is very helpful to know that employers often use certain questions.

“In order to complete the preparation of the meeting, it is good to take into account the most common questions that candidates are asked during such meetings.

Considering that is very useful to have answers prepared in advance, we propose such a list below:

1. Can you prove in five minutes that you are the ideal candidate for this position?
2. What you can bring in addition to our business, except those mentioned in the CV?
3. For what reason have you answered our ad?
4. What is your family status, number of children?
5. For what reason did you leave your last job?
6. Talk about the last job that you had!
7. Which are, in your opinion, your main strengths?
8. What qualities do you look for/appreciate at other people?
9. What are your main faults?
10. What flaws you least accept at others?
11. How do you accept hierarchy?
12. Are you able to be independent?
13. Do you have team spirit?
14. Do you like field trips or just accept them as a necessity?
15. What do you know about our company?
16. Why did you choose this kind of intellectual/professional training?
17. What foreign languages do you know and at what level?
18. If you will be selected, which will be your development objectives for this company?
19. What are your goals on long term, professionally?
20. What is the profession that you have dreamed about?
21. What extra-professional activities do you have?
22. You will have two female (two men) subordinating you. How do you consider to impose your way of working?
23. What is your ability to negotiate?
24. How much do you hope to gain?
25. Can you criticize our company?
26. Can you mention three main qualities of our company?
27. Do you know the specific of our company?
28. What do you think about continuous training of workers?
29. What is your way of working?
30. Do you prefer to get complete autonomy to do your projects or do you want a supporting structure?
31. You have a sense of responsibility?
32. Do not think that this job is not suitable for a woman?
33. Aren't you too old for such a position?
34. Talk about yourself! Describe yourself in a few words!
35. Can you take a critical look on your work?
36. Do you have other job proposals?
37. Are you capable to lead a team?"

(Preparation for release Program)

To find out what jobs are available in your area, the main source is the **County Agency for Employment** nearest to your residence. You can find the contact information on the site www.anofm.ro.

In addition to this institution there are private companies dealing with recruitment. It is best to contact them. Below are some addresses of recruiting companies.

Another source of information regarding vacancies are newspapers in which are published the vacancies.

Lately the internet is a very important source of information. There are websites that publish vacancies and assist in hiring. You have the opportunity to send your resume directly to the employer and to be selected to attend an interview or a practical test.

Below we give a few e-mail addresses to which you can call. Also you can find there recommendations on how to complete your CV, how to present yourself to an interview and how to write a cover letter.

- www.ejobs.ro
- www.bestjobs.ro
- www.myjob.ro
- www.locuridemuncaonline.ro
- www.tocmai.ro
- www.onne.eu
- www.wowjob.ro
- http://jobs.bizoo.ro
- http://mercador.ro
- www.hipo.ro
- www.tjobs.ro

Even if you don't have a computer or do not have knowledge to work on computer you can ask a family member or friend to help you.

You should expect discrimination and many obstacles in your effort for employment. "An individual who has suffered a deprivation of liberty, often faces situations in which colleagues at work have a wrong attitude towards it, bringing a specific injury to individual's personality. The same thing happens in other environments in that person's life – family and friends" (No judgmental!...every person is a value-elaborated by Centrul de Reintegrare Socială ONISIM within the project "Equal opportunities - resource for a safer future"- Bistrița 2013)

You must be persistent and optimistic. You must not become discouraged quickly. Consider that there are many young people with higher education who have not committed crimes and cannot find a job easily. They submitted hundreds of resumes until they find a job. Also do not expect a very high salary. For starters you may have to accept a lower salary because it takes time to prove reliability and to gain work experience.

”Regarding finding a job do not forget the following aspects:

- you will be rejected many times but you always have to try because only this way you will succeed
- you have to say that you were in detention because otherwise you will be considered of bad faith
- present to the company with appropriate outfit and do not forget the rules of politeness
- at first the others will look at you with reluctance
- at first you will have a low salary but it will increase as the employer will be convinced of your seriousness; you don't not have to accept to work illegally or on a salary less than minimum wage.
- strive to have the most appropriate behavior, be punctual and fulfill your tasks as good as you can”

(Tour Guide - conducted under the Grundtvig Learning Partnership: Beyond the open doors?! Turning the corner in a different world-2008)

Another important aspect is to hire with legal forms. Hiring “in black” is risky even if the gain is sometimes higher! Also if you want to work abroad you need to inquire about the seriousness of the recruitment company and go under legal work contract.

EDUCATION:

If after release from prison you want to qualify professionally or to re-qualify is important to know where you can go to.

A first source of information is still the County Employment Agency because subordinated to these public institutions operate centers offering training courses for free.

A source of information about free of charge or paid courses is the internet. We recommend this site www.catalog-cursuri.ro.

If you want to continue school in the public system you can find information to the School Inspectorate.

| EMPLOYMENT AND EDUCATION | | | | |
|--------------------------|--|--|--|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Agenția Națională pentru Ocuparea Forței de Muncă | Tel: 021-3110773 | Strada Avalanșei, nr.20-22, sector 4, București Cod poștal 040305 | anofm@anofm.ro http://www.anofm.ro |
| 2. | CARITAS-Centru de resurse pentru integrare socială și profesională - Carei | Tel: 0372-758274 0261-861531 | Str. Uzinei, nr. 2, Cod poștal 445100, Carei, Jud. Satu Mare | |
| 3. | Manpower-firmă intermediere forță de muncă | Tel.: 021-3121898 | Sediul Central:Str. Izvor, Nr. 80, Izvor Business Center Etaj 3, Sector 5, Cod 050561 București, Romania Agenția KA Timișoara Str. Nistrului nr.1 cod 300092 TIMISOARA tel.0256-433167 | www.manpower.ro Au filiale în :Bucuresti, Timisoara, Brasov, Cluj, Iasi, Ploiesti, Craiova, Sibiu si Pitesti E-mail : romania@manpower.ro |
| 4. | TRENKWALDER-firmă intermediere forță de muncă | Tel: 0213120044 | București str. Bucur nr.2 | www.trenkwalder.ro Are filiale în Arad, Brasov, Cluj Napoca, Iasi, Oradea, Pitești, Sibiu, Timișoara |
| 5. | LUGERA-firmă intermediere forță de muncă | Tel.: 0040 (021) 3187120 Fax: 0040 (021) 3187128 | Sediul central: str.Vulturilor ,nr.98 Grawe Building, G,1,2,3,4, Sector 3, Cod poștal 030857, București, Romania | E-mail: office@lugera.ro www.lugerearepublic.ro Are filiale în Brașov, Cluj-Napoca, Craiova, Iasi, Ploiești, Timișoara, Sibiu |
| 6. | ADECCO ROMANIA-firmă intermediere forță de muncă | 004 - 021 300 35 44 Tel: 004 - 021 300 35 46 004 - 021 305 36 01 Tel: 004 - 021 410 42 17 | Str. Costache Negri, Nr. 1-5, Sector 5 Etaj 7, Clădirea Opera Center București, Romania | Are filiale în Brașov, Craiova, Cluj-Napoca, Iasi, Oradea, Ploiești, Pitești, Satu-Mare, Sibiu, Timișoara, Zalău. |
| 7. | Centrul Român pentru Educație și Dezvoltare Umană | Tel: 0213365245 0213131386 | Bd. Regina Maria, nr. 98, Bl. 119, Sc. 2, Et. 4, Ap. 35, Sect. 4, București | Email: office@cred.org.ro www.cred.org.ro |
| 8. | Organizația nonguvernamentală „Ateliere fără frontiere”, | Tel/Fax: 0314.259.010 | B-dul Basarabia Nr. 256, Sector 3, București; | Adela.stefan@atelier-efarafrontiere.ro |
| 9. | Fundația PRO PRIETENIA | Tel: 0257 210606, 0257 210606 | Str. Gheorghe Doja nr. 119, ap.2 Arad cod310054 județul Arad | proprietenia@gmail.com www.proprietenia.ro |

4.3 Home

Often people who release from prison have difficulty to find a home especially if they didn't have one of their own prior to the detention period or don't have a family to provide shelter. Also many former prisoners cannot find a job immediately and don't have sufficient financial resources to ensure a decent living for a period of time. And even if you own financial resources and do not have a home is difficult to find a facility to rent in one day. For these persons we are some organizations that can provide temporary support.

| Home | | | | |
|------|---|---|---|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Centrul Regional de Incluziune Socială (CRIS) Baia Mare, (partenerul Asociația Kelsen) | Tel/fax: 0362418498 | b-dul Unirii nr. 13, Baia Mare, județul Maramureș | crisnordvest@yahoo.com, www.kelsen.ro |
| 2. | Centrul Regional de Incluziune Socială (CRIS) Alba (partenerul Asociația Filantropia Ortodoxă Alba Iulia) | Tel: 0258835277 | str. Mihai Viteazul, nr. 16, Alba Iulia, județul Alba | filantropia_ortodoxa@yahoo.com |
| 3. | Centrul Regional de Incluziune Socială (CRIS) Brăil | Tel 0339732016 072806819 | str. N. Bălcescu nr. 3 Brăila, județul Brăila | |
| 4. | Centrul Regional de Incluziune Socială (CRIS) București | Tel/fax: 0213108211 | bd. Regina Maria, nr. 98, bl. 119, sc. 2, et. 4, ap. 35, sect. 4, București | anca@cred.org.ro, www.cred.org.ro. |
| 5. | Centrul Creștin de Reintegrare Socială "ONISIM" | tel.:0263234541 | str. Compozitorilor. 6D, Bistrița, județul Bistrița-Năsăud | www.onisimbn.ro |
| 6. | Organizația Umanitară CONCORDIA-Centrul Social "Sf. Lazăr" | Tel.: 0311076981 Fax: 0311076982 | Str Dr. Regimentului 20D, sector 1, RO-013887, București | e-mail: secretariat@concordia.or.at Website: www.concordia.or.at/romania |
| 7. | PRISON FELLOWSHIP ROMÂNIA Centrul Creștin pentru Persoane fără Adăpost | tel:0264415976, 0264415977, 0264415978, 0264415879, 0264415980, Fax: 0264415980 | str. Sobarilor 29, cod400270 Cluj-Napoca, județul Cluj | e-mail: office@pfr.ro |
| 8. | PRISON FELLOWSHIP ROMÂNIA Centrul Creștin „Ruchama” pentru Persoane fără Adăpost | Tel: 0264436562, | Str. Oașului nr.298, cod400645, Cluj-Napoca, județul Cluj | e-mail: office@pfr.ro |
| 9. | Direcția de Asistență și Protecție Socială Tulcea- | tel. 0240534267 0747072434 | Str. Navalistilor nr. 13, | www.daps.info-tulcea.ro |

| | | | | |
|-----|--|--|---|--|
| | Centrul Social de Urgență "Phoenix" Tulcea | | Tulcea, județul Tulcea | |
| 10. | Azilul de Noapte Pater Jordan Timișoara | tel 0256456506 | str.Brâncoveanu nr.50,Timișoara, județul Timiș | e-mail:marius_burtea@yahoo.com |
| 11. | Centrul de Servicii Sociale cu Funcțiuni Multiple Tulcea „Sfântul Nectarie” – | tel. 0757999933; | str. Mircea Vodă nr. 57,Tulcea,județul Tulcea | acordă sprijin în centrul rezidențial persoanelor vârstnice fără locuință |
| 12. | FUNDAȚIA LIMAN | tel: 0359303361 0724965393 | Loc.Bicăcel, com. Lăzăreni, nr. 86/A, județul Bihor | |
| 13. | Centrul Regional de Incluziune Sociala București | Telefon: 0213365245 0213131386 0314304412; Fax: 0213365245 0213131386; | B-dul Regina Maria, nr. 8, Bl. 119, Sc. 2 , Ap. 35, Interfon 35, Sector 3, București; | www.cred.org.ro www.economiesociala.ro |
| 14. | Centrul Social - Azil de noapte și Cămin social | | Str. Rozmarinului, nr.36, Tg.Mureș | |
| 15. | Fundația Timișoara 89 | tel.& fax: 0256493409 0722232888 | Spl. N. Titulescu nr. 2. Timișoara, județul Timiș | e-mail: tim89@mail.regionalnet.org www.timisoara89.ro |
| 16. | Direcția de Asistență Socială - Primăria Hunedoara Adăpostul de Urgența pe timp de noapte/timp de iarna | tel. 0254712079 | str. Rotarilor, nr.70, Hunedoara, județul Hunedoara | |
| 17. | Direcția de Dezvoltare și Asistență Comunitară Arad, Serviciul protecție persoane adulte - Adăpostul de noapte | tel: 0257214988. | Calea 6 Vânători, nr.55, cod poștal 310162,Arad, județul Arad | |

4.4 Food - Clothing

If after release from prison you have big financial difficulties so that you cannot provide daily food you can contact the social worker from the city hall of residence to support you to register at a social canteen. There are many town halls, churches and NGOs that can provide food, clothing. Following social surveys conducted among those seeking material support to are identified individual needs of families also. Based on the results of these social surveys are granted the following material supports: clothing, food, hygiene products, school supplies.

Below you can find a few social canteens or organizations that can help you with food or clothing

| Food - Clothing | | | | |
|-----------------|--|-----------------------------|---|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Federația Filantropia Cantina „Sfântul Ierarh Nicolae” - Arad | 0257259983 0257281872 | Str. Episcopiei, nr. 43, Arad, județul Arad | |
| 2. | Federația Filantropia Cantina Sfânta Varvara - Petroșani | 0254541963 | Str. Venus, nr. 9 A, Petroșani, județul Hunedoara | http://bisericasfvarvara.uv.ro biserica_sf_varvara@yahoo.com |
| 3. | Federația Filantropia Parohia “Buna Vestire” I | 0269423278 | Str. Justiției, nr. 5, județul Sibiu | |
| 4. | Federația Filantropia Cantina „Sfântul Ioan Botezătorul” din parohia Sfântul Ioan Botezătorul | 0722367151 | B-dul Independenței, nr. 12, Protoieria Ploiești, județul Prahova | |
| 5. | Federația Filantropia Cantina „Sfinții Apostoli Petru Și Pavel” | 0721256785 | Constanța-str. Arhiepiscopiei nr.23 | |
| 6. | Federația Filantropia Cantina socială „Sfântul Sava” | 0232 220548, 0332 805750 | Str. Costachi Negri, nr. 48, Iași, județul Iași | |
| 7. | Federația Filantropia- Cantina socială “Sfântul Ilie” | 0746851959 | Str. Calea Națională, nr. 87A, Botoșani, județul Botoșani | |
| 8. | Fundatia “Episcop Melchisedec”, filiala Bacău | 0334423476 0728880507 | Str. 9 Mai nr. 48, Bacău 600023, județul Bacău sau la sediul nostru din str. Digu Bîrnat nr. 19, Bacău (în curtea Bisericii Ortodoxe Lazaret) | fembacau@yahoo.com www.fembacau.ro |
| 9. | Cantina de ajutor social – Primăria Timișoara | 0256433645 | str. Telegrafului nr.8, | cantinasocialatm@yahoo.com |

| | | | | |
|-----|---|---|--|---|
| | | | Timișoara, județul Timiș | |
| 10. | CARITAS ORADEA-Cantină socială | | Str. Șirul Canonicilor nr.15 410161 Oradea, județul Bihor | |
| 11. | Federația Caritas a Diecezei de Timișoara | 0256499554 0256499556 | str. Matei Corvin nr.2, 300086 Timișoara, județul Timiș | fcdt@federatia-caritas.ro |
| 12. | Cantina socială Caritas - Satu Mare | 0261712521 | B-dul. Unirii, nr. 38, cod440120, Satu Mare, județul Satu Mare | |
| 13. | Organizația CARITAS Satu Mare | 0261712011 | Piața Libertății 20, Satu-Mare, județul Satu Mare | caritas@caritas-sm.ro |
| 14. | Fundația Hans Lindner | 0261715136 | Str. Ceahlăului nr. 38, Satu-Mare, județul Satu Mare | http://fundatiahanslindner.ro/office@fundatiahanslindner.ro |
| 15. | Cantina Socială „Sf. Arh. Gavriil”, Protoieria Tulcea | tel. 0744558012 | str. Iuliu Maniu nr. 33A Tulcea, județul Tulcea | |
| 16. | Organizație Umanitară „Concordia”, | Tel: 0311076981; Fax: 0311076982 | Dr. Regimentului 20 D, RO – 013887 București | www.concordia.or.at/romania ; |
| 17. | FUNDAȚIA BEREAN PRISON MINISTRY | Tel.: 0741272076 | Miercurea Ciuc | |

4.5 Obtaining documents

It is important that, as soon as you are released, and your identity card has not expired and you don't have civil status documents, to obtain these documents.

You can renew the identity card at the Community Public Service for People Evidence your home town is ascribed to.

To obtain a new **identity card** you must present the following documents:

- old identity card and voter card if applicable;
- birth certificate, original and copy;
- marriage certificate if married, original and copy;
- the final and irrevocable decision divorce, where appropriate, original and copy;
- death certificate of husband/spouse deceased for the surviving spouse, if applicable, original and copy;

- birth certificates of children under the age of 14, if applicable, original and copy;
- document that proves your home address and, where appropriate, the proof of residence address, original and copy;

Note: If the applicant is not the owner of the building, it is necessary a written statement of the host for acceptance in the space. These are recorded on the application for issuing of the ID in the presence of Community Public Service for Person Evidence Staff;

If you don't have all the necessary documents to obtain a new ID card you can apply for a **temporary ID card**.

To obtain a **temporary ID card** you must present the following documents:

- documents which the applicant may submit to prove family name and surname, date of birth, marital status, Romanian nationality, home address or the address of residence, original and copy;
- three photos size 3/4 cm, with a white band of 7 mm;

In both cases you must fill in application forms at the premises of the services and pay the fees.

If you lost your birth or marriage certificate you can obtain these documents from the municipality of residence, marital status service. They are issued at the request of the person entitled, based on records and mentions made in the civil records. Civil status certificates are issued only to citizens who possess ID (original and copy).

| DOCUMENTS | | | | |
|-----------|--------------------------|-----------|---------|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Useful information site | | | http://www.actenesecare.info/ |

4.6 Medical assistance

Immediately after release from prison is important to register to a family doctor.

First you have to decide on a family doctor or dentist that you want to benefit for healthcare from. You must be careful because primary care is provided only by the family doctor, through medical offices organized in accordance to Government Decree no. 124/1998

For dental care you can go to any dentist who works at a medical center that is accredited and has a contract with the health insurance fund.

Once you have decided on the family doctor who will provide you medical care and who is in a contractual relationship with the health insurance fund you will make him proof of payment or exemption from contribution to the health fund.

Persons who are employees and also their coinsured will be able to prove their insured quality with a certificate issued by the employer.

Proof of insured quality in the health insurance system is made through a supporting document - certificate issued by the CAS, according to each category of persons, based on the following documents:

- a) for children aged up to 18 years, with ID or birth certificate, if applicable;
- b) for young people aged between 18 and 26 years: ID card, statutory declaration showing that they don't have any income from work, a document showing that they have the quality of pupil or student;
- c) for young people aged up to 26 years old, coming from child protection system: ID card, document attesting that were included in the child protection system, statutory declaration showing that they don't have any income from work, a document issued by the town hall of residence attesting that welfare benefits;
- d) for husband, spouse and dependent parents of an insured person: ID card, documents proving family relationship or marriage with the insured person, statutory declaration showing that they don't have any income from work, and a statutory declaration of the insured person declaring that takes care of that person;
- e) for the beneficiaries of Decree-Law no. 118/1990, Government Ordinance no. 105/1999, Law no. 189/2000, Law no. 309/2002 (persons persecuted for political reasons), Law no. 44/1994 (the veterans) and those referred to in Law no. 341/2004 (hero-martyrs and fighters who contributed to the Romanian Revolution of December 1989): ID card, documentation proving they fall under one of the categories of beneficiaries of these laws, statutory declaration showing that they have no taxable income, other than those provided by special laws or pensions;
- f) for persons with disabilities: ID card, certificate of enclosing in a degree of disability, statutory declaration showing that they don't have any income from work, pension or other sources other than those provided by the law that established that quality;
- g) for patients with conditions included in national health programs established by the Ministry of Public Health, until the disease is cured: ID card, medical certificate issued by the by the attending physician or the health program coordinator doctor, statutory declaration showing that they don't have any income from work, pension or other resources;
- h) for pregnant or nursing women: ID card, medical certificate, birth certificate of the child - for nursing women and statutory declaration showing that don't have any income or documents proving that monthly earnings are below the minimum gross wage;
- i) for people who are on parental leave for child up to the age of 2 and, if the child, the child has a disability, until he reaches the age of 3, the identity card and the decision issued by the employment, family and equal opportunities county agencies, respectively the Department of Labor, family and Equal Opportunities of Bucharest;

- j) for persons receiving unemployment allowance, ID card and card and/or certificate issued by institutions which administer unemployment insurance fund;
- k) for persons who are returned or expelled or are victims of trafficking and are conducting the procedures required to establish identity, certificate issued by institutions under the Ministry of Interior and Administrative Reform, showing that they are in this situation;
- l) for people who are part of a family entitled to social assistance, according to Law no. 416/2001, amended and supplemented, ID card and certificate of residence issued by the town hall of residence, showing that they fall into the category of persons entitled to social assistance;
- m) for people who are retired, ID card, coupon of the postal mandate for payment of rights or coupon for payment from personal current account opened at a bank unit, in the previous month and statutory declaration showing that they don't have any taxable income other than those from pensions. In case of loss of such documents or until obtaining such documents, the quality of retired can be proven by a certificate issued by the institution paying the pension;
- n) for people who conducting the measures referred to in art. 105, 113 and 114 of the Criminal Code and for people who are in the period of delay or interruption of custodial sentence, certificate issued by the institution or the institution in whose care the person is.

You must be careful because no insured is entitled to appear on the lists of two or more family physicians or dentists. Otherwise, you will not receive any of the policyholder rights, under the Health Insurance Act. Therefore, if before being arrested if you were registered at a physician or dentist and now after release you subscribe to other doctors you must communicate to the previous doctors that you subscribed to another doctor.

Changing family doctor can be done only after 6 months from the first registration.

After obtaining proof of payment or exemption from health fund contribution payment with the identity card and this proof you will subscribe to the family doctor or dentist.

In order to benefit from free medical care you must be subscribed to a family doctor! Except emergencies, the insured must present to the doctor they address to, documents proving payment or exemption from health insurance contribution.

The family doctor is the first person you need to see to get medical care. Depending on the situation, the family doctor can send you to a physician or directly to hospitalization. The specialist doctor will do some consultation or further analysis. Also, if necessary, he will send you to hospitalization.

For emergencies you can present to any physician, any medical unit without any reference and no other document. However, if possible, it is advisable to first ask (or telephone) the family doctor.

You can get compensated or free based on the prescription issued by physicians who are in a contractual relationship with the health insurance fund.

The conditions are:

- You must be subscribed to a family doctor
- The first thing you need to do is to see your family doctor. Following consultation, if necessary, he will issue your free or compensate prescription with medication you need.
- In some cases, your family doctor can give you a referral to a physician who, following specialty consul, will provide you appropriate prescription or will fill in a MEDICAL LETTER for issuing the prescription by the family doctor.

In order to benefit from dental care you should fulfill the conditions:

- you must be registered to a dentist.
- to receive discounted rates on dental care, you must be registered to a family doctor. Depending on preventive controls that you need to do, health insurance service will reimburse some of the costs of dental care (dental services).

People who do not fit into the above categories, but have an obligation to ensure their health, pay a contribution directly to the health insurance service premises.

| MEDICAL ASSISTANCE | | | | |
|--------------------|--|---|---|---|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | FUNDATIA SOLIDARITATE SI SPERANTA | Tel:0232 220548 0332805750 Fax: 0232 271228 | Str. Costache Negri, nr. 48, cod 700071 Iasi, județul Iasi | Email: contact@fundatia.mmb.ro; Web: www.fundatia.mmb.ro |
| 2. | Asociația Filantropică Medical-Creștină „Christiana” Cluj | Tel: 0264431004 | Piața Avram Iancu nr. 18, Cluj-Napoca cod 400117, județul Cluj | e-mail: christiana@arhiepiscopia- ort-cluj.ro www.christianacluj.ro |
| 3. | Centrul de Asistență Medico-Socială “Sfântul Pantelimon” | Tel/Fax: 0264421038 | str. Ion Meșter, nr. 10, Cluj Napoca, județul Cluj | |
| 4. | Policlinica Caritas Catolica | Tel: 0 259 416 863 | str.Șirul Canonicilor nr.23 Oradea, județul Bihor | www.caritascatolica- oradea.ro |
| 5. | Serviciul de Ajutor Maltez în România | Tel: 0264595801 Fax: 0264592714 | Str. Nuferilor 1/9 cod400031 Cluj- Napoca, județul Cluj | Email: maltez@maltez.ro Web: www.maltez.ro OBS: Are filiale în mai multe orașe din Romania |
| 6. | Alcoolicii Anonimi România (sprijin persoane care au probleme cu consumul de alcool) | Tel: 0731114440; Fax: 0356819492; | Adresa: Timisoara Str. 1 Decembrie nr. 1 ap. 1 Cod Postal 300231 | e-mail: gsoromania@alcooliciano nimi.ro www.alcoolicianonimi.ro/ |

There are also former prisoners who were drug users before they were arrested. If you are in this situation and you need support you can contact the regional structures of the National Antidrug Agency. In the National Antidrug Agency operate regional structures without legal personality which have one or more regional integrated centres for prevention and care/integrated care centres, depending on the type of services provided to consumers. For information, please call Green-number: 0800 8700700.

5. Special cases of inmates

5.1 Mental health problems

If you have mental health problems, first step is registration with a family doctor to help you with specific healthcare if you are not registered. You can also turn to the General Direction of Social Assistance and Child Protection in the county where you live to find out if they have services that can support you and non-governmental organizations.

| Mental health problems | | | | |
|------------------------|--------------------------|---|---|--|
| Nr | Name of the organization | Telephone | Address | website |
| 1 | Fundația "Estuar" | Tel.: 03141.71.888 (intre orele 09.00 - 17.00) Fax: 03141.71.890 (intre orele 09.00 - 17.00) | Str. Ion Creanga, nr. 6C, bl. 87, Sc. 1, ap. 1, sector 5, Bucuresti, cod: 050864 | www.estuar.org E-mai: office@estuar.org |

5.2 Disabilities

In Romania people with disabilities benefit from the provisions of the **Law no. 448/2006 on the Protection and Promotion of the Rights of Persons with Disabilities**. Adults rights with disabilities are set in art. 19 of the mentioned regulation. A person who has a disability should contact the supporting documents to the Evaluation Commission of Persons with Disabilities for Adults in the General Directorate of Social Assistance and Child Protection, to which it belongs. After reviewing the case if the commission will issue a certificate of classification of disabilities.

With this certificate and other required documents he will address Evidence Rights Social Services Persons with Disabilities Service in the General Directorate of Social Assistance and Child Protection, to which it belongs. There the handicap person is counseled and informed regarding the rights of persons with disabilities.

If you need prosthesis you should present to the health insurance service you belong to, with a file containing the following documents: medical recommendation prescription type from a physician with doctor's stamp and round seal of the health unit, showing diagnosis and medical device which is recommended; copy of handicap certificate; copy of ID. After submitting the file to the health insurance fund, upon approval you will be issued a decision granting the requested device free.

There are many non-governmental organizations that provide support to person with disabilities. We recommend that you contact the General Directorate of Social Assistance and Child Protection of the jurisdiction of your residence for information or contact below institutions or organizations.

| PERSONS WITH DISABILITIES | | | | |
|----------------------------------|--|--|---|----------------|
| Nr | Name of the organization | Telephone | Address | website |
| 1. | Direcția Protecția Persoanelor cu Handicap (Ministerului Muncii, Familiei, Protecției Sociale și Persoanelor Vârstnice) | telefon : 0212125438 0212125439 | Adresa : Calea Victoriei nr. 194, București | www.anph.ro |
| 2. | Organizația Națională a persoanelor cu Handicap din România | Tel/Fax: 0212241489 Tel: 0318059434 | B-dul Mareșal Averescu nr. 17 Centrul Comunitar D. Vasilescu Corp F, etaj 3, Sector 1 București, România | www.onphr.ro |

5.3 Foreign citizens

Foreigners who release from prison can apply for support from the embassy or consulate of the country of origin. If you are in a position to seek asylum in Romania you can address to the institution or NGO below:

| ROMANIAN CITIZENS | | | | |
|--------------------------|---|--|---|---------------------------|
| Nr | Name of the organization | Telephone | Address | website |
| 1 | Inspectoratul general pentru Imigrări | Tel.021-410.00.42 Fax:021-410.75.01 | Strada Lt. col. Marinescu C-tin nr.15A, Sector 5, București | http://ori.mai.gov.ro |
| 2 | Fundatia Consiliul National Roman pentru Refugiati | 021 312 62 10 | Str. Mantuleasa 42, etaj 3, apartament 10, sect.2, București, Romania | office@cnrr.ro |
| 3 | Centrul Regional de Cazare și Proceduri pentru Solicitanții de Azil Timișoara | 0256421240 0256227500 | Timișoara str. Armoniei nr.33 cod 300291 | ctimisoara.ori@mai.gov.ro |
| 4 | Asociația Generație Tânără | 0 256 282 320 | Cod 300244, Timișoara, Str. Molidului 8 | www.generatietanara.ro |

6. References

-CE E BINE SĂ CUNOȘTI CÂND EȘTI PUS ÎN LIBERTATE? (“WHAT IS GOOD TO KNOW WHEN YOU ARE RELEASED?”) authors: Victor Rusu, Victor Zaharia, Vladimir Cojocaru
Coordonatori: Radu Danii, Victor Zaharia, This book was published with financial support of UNICEF Moldova Chișinău – 2005

-REINTEGRAREA SOCIALĂ A PERSOANELOR LIBERATE DIN LOCURILE DE DETENȚIE (“SOCIAL REINTEGRATION OF PERSONS RELEASED FROM PRISONS”) - monitoring and evaluation report of the activity performed within the project „Consolidarea societății civile în Moldova. Grupuri marginalizate. Reintegrarea socială a ex-deținuților”, implemented by Institutul de Reforme Penale with financial support of Sida and FSM-Chisinau 2009- Publication Coordinator– Dorina Ardeleanu, experți – Ana Racu, Vadim Pistrinciuc, Victor Zaharia

- **Programul de pregătire pentru liberare (“Preparation for release program”)** - Administrația Națională a Penitenciarelor-Direcția Reintegrare Socială-Autori: Ardeleanu Mihaela, Gașpar Raluca, Boier Irina, Colceriu Marin, Susan Monica; Prelucrare program: Andreea Neagoe; Coordonatori: Procuror Gheorghe Șpaiuc și Comisar șef Claudiu Cătălin Bejan-2009

- **Fără prejudecăți!...fiecare om reprezintă o valoare (“No judgment!...every person is a value”)** - elaborated by Centrul de Reintegrare Socială ONISIM within the Project “ Equal opportunities – resource for a better future”-Bistrița 2013

- **GHIDUL TAU (“Your Guide”)** - made under the Grundtvig Learning Partnership: Beyond the open doors?! Turning the corner in a different world-Timișoara 2008

-CE E BINE SĂ CUNOȘTI CÂND EȘTI PUS ÎN LIBERTATE ? (“WHAT IS GOOD TO KNOW WHEN YOU ARE RELEASED?”) – guide elaborated by Penitenciarul Târgu Mureș

- information from the websites www.myjob.ro and www.bestjobs.ro.

We thank the National Penitentiary Administration - Department of Social Reintegration and prisons who have worked with Timisoara Penitentiary by providing useful information for completing this guide: Penitenciarul Bistrița, Penitenciarul Satu-Mare, Penitenciarul Târgu Mureș, Penitenciarul București Jilava, Penitenciarul Oradea, Penitenciarul Tulcea, Penitenciarul Bârcea Mare and Penitenciarul Arad.

PARTICIPATING PENITENCIARIES

| NR | PENITENCIARY | COUNTRY | |
|----|--|---------|---|
| 1. | Cyprus Central Prisons | CYPRUS |  |
| 2. | Penitenciarul Timisoara — PTM | ROMANIA |  |
| 3. | Centrul de Reeducare Buzias — CRB | ROMANIA | |
| 4. | Agricultural Penitentiary of Aghia | GREECE |  |
| 5. | Penitentiary of Chania | GREECE | <small>ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ ΥΠΟΥΡΓΕΙΟ ΔΙΚΑΙΟΣΥΝΗΣ, ΑΣΦΑΛΕΙΑΣ ΚΑΙ ΑΝΘΡΩΠΙΝΩΝ ΔΙΚΑΙΩΜΑΤΩΝ ΤΕΡΗΣΙΣ ΓΡΑΜΜΑΤΕΙΑ ΑΣΦΑΛΕΙΑΣ ΚΑΙ ΑΝΘΡΩΠΙΝΩΝ ΔΙΚΑΙΩΜΑΤΩΝ HELLENIC REPUBLIC MINISTRY OF JUSTICE, TRANSPARENCY & HUMAN RIGHTS GENERAL SECRETARIAT FOR TRANSPARENCY & HUMAN RIGHTS</small> |
| 6. | Sopronkőhidai Fegyház és Börtön (Prison and Penitentiary of Sopronkőhida) — SFB | HUNGARY |  |
| 7. | Kraków-Podgórze | POLLAND | |
| 8. | Corradino Correctional Facility | MALTA |  |

CONSORTIUM

Centrul Pentru Promovarea Invatarii Permanente
CPIP – Romania – www.cpip.ro



G.G.EUROSUCCESS CONSULTING LTD
EUROSC – Cyprus - www.eurosc.eu



Penitenciarul Timisoara
PTM – Romania – www.penitenciarultimisoara.ro



Centrul de Reeducare Buzias
CRB – Romania – www.crbuzias.ro

UETP Action Link/ Action Synergy S.A.
Greece – www.action.gr



The European Prison Education Association
Malta Branch – EPEA – epeamalta.wordpress.com



Association of Regional Initiatives Development "Lacjum"
ARID Lacjum – Poland – www.lacjum.org



Sopronkőhidai Fegyház és Börtön
(Prison and Penitentiary of Sopronkőhida)
SFB – Hungary – www.bvsk.hu

