



Effective June 13, 2022

Re: Revised Standard Procedures for Processing Referrals

All referrals must be sent via email to info@nostrugglenosuccess.org or fax 410-617-0148.

Go to our website, www.nostrugglenosuccess.org > click program forms > download the referral form and release of authorization form. All referrals must be completed in its entirety, including the section for referring agency. We will no longer accept referrals from inmates directly; their assigned case manager must be included on their referral. **Please allow 72 hours for processing of referral.** Submitting a referral does NOT guarantee acceptance into the reentry program.

**Referrals will only be accepted from the following agencies:

- Office of Public Defender for Baltimore City & Baltimore County (this includes Parental Defense Unit)
- Department of Public Safety & Correctional Services
 - Divisions/Units of Parole and Probation, Prerelease, Case Management and Social Work
- States Attorney's Office (Baltimore City, Baltimore County & Prince George's County)
- Direct Community Partners – Baltimore City Public Schools, Department of Juvenile Justice, Center for Hope, Seventy Times Seven, Isaiah House, The Wel Foundation, Groundwork Behavioral Health, Time Organization, Living Classrooms, and Reentry Clinic via University of Maryland. * Unless otherwise approved by the President, Program Director and/or NSNS Board of Directors.
- ACLU and Private Attorneys with fully executed service agreement & W-9. If you are a private attorney there is a \$400.00 service fee, please forward full contact information so that service agreement and invoice can be sent to appropriate parties.

Next, we will need other helpful information to determine acceptance into our program. Please provide the following details:

1. Location currently serving time, Department of Corrections (DOC) Facility
2. Add a list of convicted charges, and how many years served,
3. Attach disciplinary/infraction history, last (3) office medical health visits, and DOC transfer summary
4. Attach supporting documents such as file motions / court hearing logistics, and recent parole recommendations or updates *submit documentation.
5. Confirm if your client has original vital records (birth certificate and social security card) if not we will assist with ordering such documents before release with DOC Case Management.

At this time, No Struggle No Success, Inc will NOT ACCEPT the following clients into the program:

- If your client is assigned to Federal probation with Volunteers of America or other transitional housing /home detention commitments. There must be a successful completion of judiciary commitments first before submitting a referral.
- If your client has barriers of citizenship, no proof of identity, lack of valid immigration citizenship, and/or have across state line offenses. There must be valid proof of identity and visa documentation before submitting a referral.

All referrals received by No Struggle No Success, Inc (NSNS) are subject to denial and a letter will be forwarded to support the decision of leadership. Individuals with Tier II or III sexual offense convictions/charges are subject to immediate denial, however all referrals are screened case by case. If accepted, both the client and attorney will receive an official acceptance letter tailored to 6 or 18 months of program services. We will submit a copy to case management and parole and probation.

The Program Director, Program Manager or President will schedule:

- An in-person or Zoom meeting to conduct intake and screen for development of the Reentry home plan.
- Contact family and friends that support your home plan. Verify residence, employment, child(ren) and spouse.
- Conduct a health assessment to properly assign program services and align external community resources. If transitional housing or other specific services are required, an admission letter will be included in the home plan.

NSNS will only accept individuals whom we can surely provide solid services and resources in order to produce positive results that contribute to public safety and a successful transition into the community. We will work closely with legal representation to prepare for the hearing upon request we provide testimony of successful outcomes. If released, we will work closely with the Department of Public Safety & Corrections Parole/Probation agent to comply with court order commitments, including a GPS monitoring device and release to service providers of mental/behavioral health with black out period and/or community services.

With any questions or concerns, please contact our office at 443-869-6997.