

Multnomah County Resource Guide

Job search, employment services
and related information to assist
people with a criminal history.

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One Stop Career Center Services

The **One Stop Career Centers** bring employment, training and other services to Oregonians in a convenient and accessible manner. The One Stop system can be a resource for assistance when searching for a job while unemployed, or for developing a plan for career advancement or job change.

Resources

These resources are available to everyone at each One Stop Career Center location:

- Daily job postings
- Computers
- Internet access
- Telephones
- Fax machine
- Stamps, resume paper, envelopes
- Resume assistance
- Job applications for some employers
- Tutorials on typing, Word, Excel and 10-key

Each One Stop Career Center offers regular Information or Orientation Sessions about the employment resources available. Call the location for the schedule.

Job Support Services

- Workshops on topics such as building a resume, completing a job application, interviewing for a job, handling questions about criminal history, networking as a form of job search.
- Job search help.

Training and Intensive Services

- Help building a career plan.
- Access to GED, English as a Second Language, and Adult Basic Skills classes.
- Customized job training.

Additional Employment Assistance



There are community-based organizations and government agencies that may also provide employment assistance. Here is information about several community resources that work with ex-offenders.

Better People

4310 NE Martin Luther King Jr. Blvd.
Portland, OR 97211

(503) 281-2663

Internet Address: betterpeople.org

Goodwill Industries

1943 SE 6th Avenue
Portland, OR 97214

(503) 239-1706

Internet Address: meetgoodwill.org

Portland Habilitation Center

5312 NE 148th Avenue
Portland, OR 97230

(503) 261-1266

Internet Address: www.phcnw.com

Oregon Employment Department

Portland - Gresham Employment Office
19421 SE Stark Street
Gresham, OR 97233

(503) 669-7112 Employment Services

(503) 661-0854 Unemployment Insurance

Internet Address: emp.state.or.us

Hours: 8:00 am - 5:00 pm Monday -
Friday (Closed on legal holidays and weekends)

Oregon Employment Department

Portland - Downtown Employment
Office

1433 SW 6th Avenue
Portland, OR 97201

(503) 731-4139 Employment Services

(503) 731-3429 Unemployment Insurance

Internet Address: emp.state.or.us

Hours: 8:00 am - 5:00 pm Monday -
Friday (Closed on legal holidays and weekends)

Oregon Employment Department

Portland - North Employment Office
30 N Webster Street, Suite E
Portland, OR 97217

(503) 280-6046

Internet Address: emp.state.or.us

Hours: 8:00 am - 5:00 pm Monday -
Friday (Closed on legal holidays and weekends)



One Stop Career Center Locations

The **One Stop Career Centers** bring employment, training and other services to Oregonians in a convenient and accessible manner. The One Stop system can be a resource for assistance when searching for a job while unemployed, or for developing a plan for career advancement or job change.

The One Stop Career Centers in Multnomah County are listed below, along with information as to how to access services at that location (through information and orientation sessions and assessment appointments).

Full Service Offices

Metro One Stop

5600 NE 42nd, Bldg. 2
Portland, OR 97218
(503) 943-2000

Information Sessions: Mondays from
10:00 am to 12:00 noon.

NE One Stop

3034 NE ML King Jr. Blvd.
Portland, OR 97212
503.528.3100

Orientation Sessions: Thursdays from
10:00 am to 12:00 noon.

SE Works One Stop

6927 SE Foster
Portland, OR 97206
503.772.2300

Information Sessions: Daily, Monday
through Thursday, 9:30 to 10:30 am;
Thursday evenings, 6:15 to 7:15 pm.

West Portland One Stop

Central City Concern
2 NW 2nd Avenue
Portland, OR 97209
503.226.7387

Employment Assessments: Offered
daily between the hours of 8:00 am and
6:00 pm. From the employment
assessment customers will be referred
to the appropriate services.

Workforce Connections

4510 NE 102nd Avenue
Portland, OR 97220
503.252.0758

Information Sessions: Mondays from
9:00 to 11:00 am and Thursdays from
2:00 to 4:00. Come 10 minutes early to
register; late arrivals will not admitted.

Satellite Offices

Goal Post

8932 N. Woolsey
Portland, OR 97203
503.802.8358

Information Sessions: Wednesdays
from 1:30 to 2:00 pm

Oregon Employment



Department Veterans' Program

What:

The Oregon Employment Department provides special assistance for qualified veterans. Benefits and/or services may include case management, activities such as: vocational guidance; resume/application assistance; job search workshops/clubs; job development; tax credit eligibility determination; referrals to jobs, training, and/or supportive services; information on federal contract/government employment opportunities; apprenticeship; and on-the-job training.

Who:

Ex-offenders are eligible for benefits and/or services under this program if they:

- Have served on active duty for a period of more than 180 consecutive days, or
- Served on active duty for any time as a member of a reserve component during a period of war, or in a campaign or expedition for which a campaign badge was authorized.

and

- Have been discharged or released from service with other than a dishonorable discharge, or
- Released because of a service-connected disability.

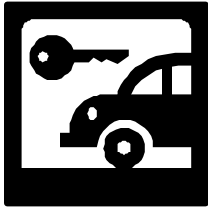
You might also qualify as the spouse of a veteran – separate eligibility requirements apply to spouses. The program specifically targets services to people who have been formerly incarcerated, who are homeless, women, and Native Americans.

How:

Contact your nearest Oregon Employment Department office and ask to speak to a Veterans' Representative, or talk to your Parole/Probation Officer or One Stop Career Center Counselor for a referral.



How to address Oregon drivers license issues



More detailed information available on the Internet at www.odot.state.or.us/dmv/

Who: The Oregon Department of Transportation, Motor Vehicles Division, oversees all Oregon driver records and licensing

License Reinstatement

If your drivers license has been suspended or revoked you must go through a process of reinstatement to get it back. Each individual case is different, unique, and will vary.

Contact: Call the Motor Vehicles Division (Portland phone 503-299-9999) and ask for a "Requirements Letter." You must have your Oregon Drivers License number, or provide your name and date of birth. The Motor Vehicles Division will research your driving record and provide you with a letter outlining what you need to do to reinstate your license.



The Requirements Letter will include all outstanding fines, the courts through which they must be cleared, and license suspension dates. If there are additional issues concerning your driving record, those too will be noted in the letter.

Clear: You must clear all outstanding fines through each jurisdiction and court before reinstatement is possible. Keep all the receipts and paperwork of fine payments for proof in case something gets misplaced or does not get filed.

Expired: If your license has been expired for more than one year, you will be required to take and pass your tests again (both written and driving) to get your license back. You will be charged license fees for an original license.

Fees: In addition to regular license fees (renewal fees if your license has not been expired for over one year), you must pay a \$75.00 reinstatement fee.

Original License Fees:	\$54.50 – 8 year expiration
Renewal License Fees:	\$17.25 – 4 year expiration
	\$34.50 – 8 year expiration
Replacement License Fees:	\$21.00 – keeps original expiration date

Hardship/Probationary Permits

What: **Hardship Permit:** For most suspensions of driving privileges, you may be able to get a hardship permit that allows you to go to and from work, to drive on the job, to get medical treatment, to seek employment or take part in an alcohol or drug rehabilitation program. A hardship permit may let you drive the same type of vehicle as did the license you held before the suspension or it may limit or grant fewer driving privileges. If your driving privileges have been suspended for an uninsured accident and no other reason, you may get a hardship permit to meet basic family needs, such as taking children to and from school or daycare, getting medical treatment and buying groceries.

Probationary Permit: If your driving privileges have been revoked for habitual offender, you may be able to get a probationary permit that allows you to go to and from work, to drive on the job, seek employment or take part in an alcohol or drug rehabilitation program.

Hardship and probationary permits tell you exactly when and where you may drive; it will specify hours, days and routes. If you drive outside these restrictions, law enforcement may cite you for driving while suspended or revoked and DMV may suspend or revoke your hardship or probationary permit driving privileges for up to one year.

How: To apply for a hardship or probationary permit, call the Motor Vehicles Division (Portland phone 503-299-9999). They will review your driving record and discuss your options with you. Usually no hardship or probationary permit is available if your driving privileges are revoked for a traffic crime or for violation of a hardship or probationary permit.



Fees: You must pay a \$50.00 application fee. This fee will not be given back to you, even if the hardship or probationary permit is denied or later is suspended or revoked.

How to obtain a copy of your criminal record



This information applies if your criminal history is limited to Oregon jurisdictions. If you have been arrested or convicted of crimes outside the state of Oregon, contact the police bureau in the city or town in which you were arrested to find out the process for securing copies of criminal records for that state's jurisdictions.

More detailed information for Oregon records is available on the Internet at www.osp.state.or.us. Click on Division, Identification Services Section.

Who: Oregon State Police, Identification Services Section

What: You can obtain a copy of your own Oregon criminal history report through the Oregon State Police. The report includes all activity that occurred in the State of Oregon – including both arrests (even where there were not charges or convictions) and convictions.

Cost: \$12.00 for a non-notarized record, additional \$5.00 (total \$17.00) for notarized record.

How:

- Obtain a copy of your fingerprints. One “card” is a full set of all ten fingers. Three businesses in Multnomah County that provide this service are:

Fingerprint Services 418 SW Washington	\$10.00 per card (503) 228-4311
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Passport Immigration Photos 439 NW Broadway	\$8.00 per card (503) 224-5014
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Inter-Asia Services 8436 SE Division	\$8.00 per card (503) 788-3433
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An expanded list of Fingerprinting Services in the Portland Metropolitan Area is included in this Resource Guide. You may

also find services in the Yellow Pages under Fingerprinting. If you want to go to Salem, Oregon State Police Identification Services Section located at 3772 Portland Road, Salem, can also fingerprint you. The charge is \$5.00 per card, and the service is provided Monday through Saturday between 8:00 am and 4:00 pm.

- Complete the form “Copy of Own Record Request,” which is available on the Oregon State Police Web site, and is also included in this Resource Guide.
- Send the completed form, one fingerprint card, and your payment to: Oregon State Police Identification Services Section, Unit 11, PO Box 4395, Portland, OR 97208-4395. The results, along with the fingerprint card submitted will be returned to you in five to ten business days. Due to the confidentiality of criminal history record information, results will be mailed only to the requestor.

Questions: Call Oregon State Police Identification Services Section in Salem at 503-378-3070.



Clearing a criminal record



This information is not intended to be legal advice regarding your particular problem, and it is not intended to replace the work of an attorney. Every case is individual, and legal advice should be sought for questions about specific cases.

The following information was obtained from Oregon State Bar Online and Multnomah County Department of Juvenile and Adult Community Justice.

Additional information may be found on the Internet at:

www.osbar.org/legallinks/oregonlaw/TelLaw/1081.htm and www.co.multnomah.or.us/dcj/cjexpunge.html.

Information is also available through the Court Clerk at the Multnomah County Courthouse, 1021 SW Fourth Avenue in Portland.

What:

If you have been arrested or convicted of a crime, you may possibly have the arrest or conviction cleared from your record. If, as a juvenile, you were found to be under the jurisdiction of the Juvenile Court, you may be able to have that contact cleared from your record. This process is known as “setting aside” your arrest or conviction, or “expunction.”

If you qualify and complete this process, you may then treat the arrest, conviction or juvenile court contact as if it never happened. For example, assuming you have set aside a conviction for a crime, you may state on any job application that you have never been arrested or convicted of *that* crime.

Exceptions: This process does not apply to state or municipal traffic offenses. Sex offenses, most child abuse crimes and attempts to commit such offenses may not be set aside. DUI convictions may not be set aside. Except for possession of marijuana and the crime of racketeering, generally Class A and Class B felony convictions may not be set aside. Offenses where the juvenile was remanded to adult court under Senate Bill 1 may not be set aside.

Another case in which records may not be set aside is if the juvenile court found a juvenile to be within its jurisdiction because the juvenile committed an act which if done by an adult would constitute aggravated murder, attempted murder, solicitation or conspiracy to commit murder or aggravated murder, manslaughter, criminally negligent homicide, sex offenses, child abuse crimes and most attempts to commit such offenses.

Adult

Records:

Oregon Revised Statutes 137.225 outline the fees, prerequisites, and limitations of orders setting aside conviction or record of arrest. The following are guidelines to determine if you qualify to set aside an arrest or conviction:

If you were arrested but not charged with a crime by a formal court document, the record of the arrest may be set-aside after a one-year waiting period. If the arrest did result in charges being brought against you, and you were acquitted or the case was dismissed, you may apply to set aside the record of the proceedings immediately after the dismissal or acquittal. Under either case, you must meet the following qualifications:

- You have not been arrested for any other non-traffic charge within three years of the date you file to set aside your arrest;
- you have not been convicted of a non-traffic offense within the last ten years;
- you have not had a conviction set aside in the last ten years; and
- you are not currently under a charge of committing any non-traffic crime.

If you were convicted of a violation, a misdemeanor, a Class C felony, or a felony that may be treated as a misdemeanor, you may, after a period of three years from the conviction, apply to set aside the record of the proceedings. You must meet these conditions before applying to set aside the conviction:

- You must have completed all of the requirements imposed upon you by the court and completed your term of probation;
- The waiting period is ten years if you had been convicted of any other offense except a motor vehicle violation within the ten year period immediately before the filing of your motion;
- You must not be currently charged with a crime; and
- You cannot have had a conviction set aside in the last ten years.

Fees:

When moving to have an adult conviction set aside, you must pay an \$80 fee per conviction. The certified check or money order should be made payable to Oregon State Police. There is no fee to have arrests, dismissed charges or acquittals set aside.

Questions:

These rules apply to non-traffic state laws and the local ordinances. You must apply to the court in which the arrest, conviction or juvenile proceeding occurred. Some courts have forms and guidelines on how to complete this process yourself, but be very careful if you choose to do this. Make certain the record is set aside by all agencies that have noted it.



If you have any question about such procedures, seek an attorney's assistance. If you do not have an attorney, the Oregon State Bar Lawyer Referral Service can assist you. The number to call is (503) 684-3763. This service will help you contact a lawyer who can advise you.

Juvenile Records:

Oregon Revised Statutes Juvenile Code 419A.260 – 419A.262 outline definitions, expunction proceeding, application, notice, hearing, orders, effect of expunction, and confidentiality.

How soon your juvenile record can be expunged depends on whether or not you have been found to be within the jurisdiction of the Court. Jurisdiction means the Court has found you have committed a law violation.

You can ask to have your record expunged:

If you have never been found to be within the jurisdiction of the Court, you may request your record be expunged at age 18;

or

If you have been found to be within Court jurisdiction, you may request your record be expunged if:

- Five years have passed since your last juvenile court termination;
- you have not been convicted of a Felony or Class A Misdemeanor since your termination from the juvenile court;
- no proceedings seeking a criminal conviction or an adjudication in a juvenile court are pending against you;
- you are not presently within the jurisdiction of any juvenile court for delinquent behavior, being beyond control, behavior such as to endanger your own welfare or the welfare of others or running away (defined by ORS 419C.005 or ORS 419B.100 (1) (a) to (c) and (f));
- you have not been found within juvenile court jurisdiction for a non-expungeable offense.

If you meet the above conditions, you can apply to the Multnomah County Juvenile Court for expunction of your records. If you do not meet these conditions, the court may expunge your record if it finds it would be in your best interest and in the best interest of the public to do so. If the District Attorney objects to your application for expunction you have the right to request a court hearing. The Court may still expunge your record in spite of an objection from the District Attorney.

If your expunction request is granted, record destruction includes files in any agency known to have such information. Upon entry of an expunction order, police, court or other contacts shall be treated as though they never occurred. You may legally say that the record never existed and that the contact never occurred. An agency subject to the expunction order shall inform anyone who asks about you that no record exists.

You are entitled to a copy of the expunction order and a list of the agencies that have complied with the order. Anyone violating your right to confidentiality commits a misdemeanor, and an intentional violation may constitute an invasion of your privacy, giving you the right to an action against the violator for punitive damages in the amount of \$1,000, in addition to any actual damages, costs and attorney's fees.

Questions: For information about Multnomah County juvenile record expunction, contact the Multnomah County Department of Juvenile & Adult Community Justice at (503) 988-3460 – ask to talk to the Expunction Clerk.



How to obtain a copy of your birth certificate

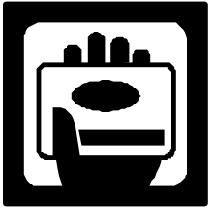


If you were born in Oregon, more detailed information is available on the Internet at: www.ohd.hr.state.or.us/chs/certif/certifaqs.htm

- Who:** The Oregon Health Division, Vital Records Unit, provides Birth Certificates for people born in Oregon.
- Cost:** \$15.00 for first copy; \$12.00 for each additional
- Where:** In person at the Vital Records Unit, 800 NE Oregon Street, Suite 205, Portland, Oregon. The office is three blocks east of the Convention Center, on the MAX line.
- When:** Office hours are 8:00 am to 4:30 pm Monday through Friday. The best times to come are between 8:00 am and 9:30 am and 2:00 pm to 4:00 pm.
- How:** You must have acceptable identification, a completed order form (available at the office), and payment. Acceptable documentation includes one of the following: A valid Oregon Driver's License or Identification card, Selective Service Card, Alien Registration Card, Passport.

If you were born outside Oregon, birth records are kept by the state in which you were born. Contact your state of birth's Vital Statistics Department to receive instructions.

How to obtain an Oregon identification card



More detailed information available on the Internet at www.odot.state.or.us/dmv/

Who: The Oregon Department of Transportation, Motor Vehicles Division, issues Oregon Identification Cards.

Cost: Original \$26.00; replacement \$21.00; renewal \$11.00

Where: In person at one of the following DMV offices:

Field Offices

West Portland: 1502 SW 6th Avenue
Portland Drive Test Center: 8710 SE Powell
North Office: 8260 N Interstate Avenue
Northeast Office: 1836 NE 82nd Avenue
Beaverton Office: 14250 SW Allen
Gresham Office: 2222 E. Powell Blvd.
Hillsboro Office: 1300 SW Oak

Express Offices

Lloyd Center: 990 Lloyd Center
Tanasbourne Renewals: 185th & Cornell Road, Hillsboro

When: **Field Offices** (except Portland Drive Test Center) have regular office hours Monday/Tuesday and Thursday/Friday from 8:00 a.m. to 5:00 p.m.; Wednesday the office hours are 8:30 a.m. to 5:00 p.m. **Lloyd Center** Express Office is open Tuesday through Friday from 9:00 a.m. to 6:00 p.m.; Saturday from 9:00 a.m. to 5:00 p.m. **Tanasbourne Renewals Office** is open Tuesday through Friday from 9:00 a.m. to 6:00 p.m.; Saturday from 9:00 a.m. to 3:00 p.m. **Portland Drive Test Center** is open Tuesday, Thursday and Friday from 7:30 a.m. to 5:00 p.m.; Wednesday from 8:00 a.m. to 5:00 p.m.; and Saturday from 8:00 a.m. to 12:30 p.m.

How: For an original Oregon Identification Card you must provide three support documents as evidence of your identity and date of birth. DMV does not accept photocopies; you must bring original documents with you. Documents you may use as identification follow.

Evidence of Name and Date of Birth:

- Original or certified copy of a birth certificate (hospital birth certificates, hospital cards, birth registration and baptismal certificates are not accepted)
- Military or Armed Forces ID card
- Military discharge papers
- Selective Service registration card
- Passport
- Alien registration card
- Immigration or naturalization documents
- Court papers or court orders that include your date of birth, such as adoption papers, citizenship papers and legal name changes issued by a court of record
- Valid Oregon, out of state or Canadian driver license, instruction permit or identification card, unless it is marked as “Not Valid as ID”
- Clearance letter issued by another jurisdiction which includes your name, date of birth and out of jurisdiction license number

Other Evidence of Identity:

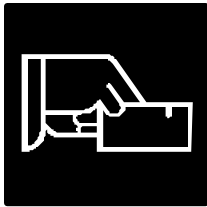
- Student body identification card
- Social Security Card
- Marriage certificate or license
- Vehicle title or registration
- Company identification card
- Liquor Control Service Permit
- Personalized check/statement or savings account statement
- Driver license renewal reminder
- Voter registration card
- Property tax statement
- W-2 tax form
- Medical or health card
- Certified copy of a school transcript

Evidence of Residence Address:

(One document from this list may be used if current address is not shown on any documents used as evidence of age and identity listed above.)

- Mortgage documents
- Rent receipt showing the applicant’s name and address that is signed by the building owner or manager and is dated within 30 days of the application for identification card. If the receipt is for an apartment, the receipt must include the name of the apartment complex and the number of the specific apartment the applicant rents.
- Current telephone directory
- Billing form a utility company that is dated within 30 days of the application for identification card
- A utility “hook up” order dated within 30 days of the application for identification card.
- Payment booklet
- Cancelled mail dated within 30 days of the application for identification card.

How to obtain a social security card



This information applies to both an initial Social Security Card and replacing a lost Social Security Card.

More detailed information available on the Internet at www.ssa.gov/replace_sscard.html

- Who:** The Social Security Administration, a federal agency in the Department of Health and Human Services, provides Social Security Cards.
- Cost:** No charge
- Where:** In person, Monday through Friday, at any of the Social Security Administration Offices listed below:
- Downtown Office: 1538 SW Yamhill – 9:00 am to 4:30 pm
 - East Office: 2625 SE 98th – 9:00 am to 4:00 pm
 - Northeast Office: 221 NE Schuyler Street – 9:00 am to 4:30 pm
 - Milwaukie Office: 17421 SE McLoughlin Blvd. – 9:00 am to 4:30 pm
 - Beaverton Office: 11950 SW 2nd Avenue – 9:00 am to 4:00 pm
- When:** Office hours are shown with each location; Social Security Offices are generally very busy the first week of the month and on Mondays.
- How:** You must complete a Form SS-5 and provide one identifying document: drivers license; marriage or divorce record; military records; employer ID card; adoption record; insurance policy; passport; health insurance card (but not a Medicare card); school ID card. Your identification must be original, not a copy.

How to obtain a food handler certificate



A Food Handler Certificate is required when working anywhere where food is prepared or served, regardless of the job. For example, a cashier or dishwasher in a restaurant, cafeteria, or coffee shop is required to have a Certificate, even though their job duties may not include food preparation or serving.

More detailed information available on the Internet at: www.multnomah.lib.or.us/health/foodhand

- Who:** The Multnomah County Health Department, Food Handler Program.
- Cost:** \$10.00 for the original certificate; \$5.00 for duplicates. No checks or money orders are accepted; applicants must pay by cash.
- Where:** In person at the Food Handler Program office, 727 NE 24th Avenue (off of Sandy Blvd.)
- When:** Testing takes place Monday, Tuesday, Thursday, and Friday from 10:00 a.m. to 3:30 p.m. Wednesday hours are 12:00 to 3:30 p.m., except the first Wednesday of each month, when hours are 12:00 to 6:30 p.m.
- How:** Read the Food Handlers Manual prior to presenting yourself for the test. Manuals are available: On-line at the Web address noted above; any county library information desk, health clinic, or at the Food Handler office. Languages include English, Spanish, Korean, Vietnamese, Russian and Chinese. Videos are also available at the Food Handler office. They provide open-captioned videos for the hearing impaired.

Upon successful completion of the Food Handlers Test you must present one of the following forms of identification at the Food Handlers office to receive a certificate: Drivers License, Oregon Department of Motor Vehicles Identification Card, Passport, Military Identification, State Identification with photograph or Student Identification accompanied by a Birth Certificate. **It is advised to bring this identification with you when you take the test.**

Questions: For additional information and testing times call (503) 988-5257.



How to work out child support issues



More detailed information available on the Internet at www.dcs.state.or.us

Who:

The Oregon Child Support Program establishes paternity and child support orders, and enforces child support obligations. In cases involving families who are receiving or have received public assistance, and in certain non-assistance cases the Oregon Department of Justice, Division of Child Support provides services. In cases where no public assistance is involved the County District Attorney is responsible.

What:

Parents who have been incarcerated may have child support debts and issues that need to be addressed.

A child support debt that is not being actively addressed can affect your ability to keep a drivers license, recreational licenses like hunting and fishing and any state-issued occupational certificates or licenses. These can be suspended until child support issues are resolved. Your passport can also be denied or revoked. Additionally, if you have arrears, you will be required to begin paying down that debt once you become employed.

Payments

Almost all child support payments in Oregon are now collected through a system of payroll withholding, in the same way that taxes are withheld from take-home pay. If you have outstanding issues with child support payments, whether because of a recent incarceration or payment history, you should consider addressing them prior to securing employment so you are aware of what your payroll deduction will be for child support and can budget accordingly.

Employers' payroll systems are designed to withhold child support payments, and it is against federal and state law to discriminate against anyone because of a child support withholding. Child Support withholding is not considered a wage garnishment, and is not treated as such.

This system of child support withholding protects both parents and their children: ensuring accurate accounting for the parent paying support, and ensuring consistent and timely payment to parents receiving support.

Special Conditions

If you are currently incarcerated with at least six months remaining before your release date and you have an income of less than \$200 per month, you may be eligible for a modification to your child support order that will stop the support obligation until 60 days after your release. This allows you time to secure employment upon release, modify your support to fit your new pay scale, and resume financial support for your children at that time. The Oregon Department of Justice, Division of Child Support can provide additional information about the special conditions surrounding incarcerated parents.

Where to begin:

You may want to do some research to determine:

- if you have child support arrears to be paid;
- if your child support order is appropriate for the wages you currently earn;
- if you are unemployed, what sort of Compliance Agreement should you put in place to protect yourself and your children.

There are options available to allow you to pay off child support arrears, pay child support that is affordable at your income level, or show your intent to provide support once you gain employment.

How:

Contact the State of Oregon Department of Justice, Division of Child Support at (503) 229-5825, extension 0. A staff person can look up your case, answer basic questions, and refer you to the appropriate office and case manager to work with you to resolve all your questions and needs.



One Stop Career Center Resource Centers have copies of publications (in English and Spanish) that provide additional information about child support:

- [*The Child Support Program in Oregon*](#), published by the Department of Human Services, Revised February 2001.
- [*Family Law in Oregon*](#), published by Legal Aid Services of Oregon Community Education Series, December 1999.



Fingerprinting services

Clackamas County Sheriff's Office

Public Safety Training Center
12700 SE 82nd Avenue
Clackamas, OR (near Costco)
(503) 353-4649

By Appointment Only, Monday through
Friday, 9:30 a.m. to 4:30 p.m.

\$7.50 per card
Digital, inkless system

Fingerprint Services

418 SW Washington Street
Portland, OR
(503) 228-4311

Call for Information

\$10.00 per card

ID Prints

Lobby, Beaverton City Hall
4755 SW Griffith Drive
Beaverton, OR

Monday through Thursday

11:30 a.m. to 1:30 p.m.
First come; first served
\$10.00 per card

Inter-Asia Services

8436 SE Division
Portland, OR
(503) 788-3433

Call for Information

\$8.00 per card

Lutheran Community Services NW

605 SE 39th Avenue (& Washington)
Portland, OR
(503) 231-7480

By Appointment Only, Monday through
Friday, 8:30 a.m. to 5:00 p.m.

\$10.00 per card

Passport Immigration Photos

439 NW Broadway
Portland, OR
(503) 224-5014

Call for Information

\$8.00 per card

Washington County Sheriff's Office

215 SW Adams
Hillsboro, OR
(503) 846-2761

No appointment necessary; Monday
through Friday, 9:00 a.m. to 4:00 p.m.
\$10.00 1st card; \$2.00 each additional



Help with employment related issues

Apprenticeships – Discrimination – Wage & Hour

More detailed information available on the Internet at www.boli.state.or.us/employee

The Bureau of Labor and Industries investigates charges of discrimination and claims for unpaid wages. BOLI also oversees the state's apprenticeship and training program.

Oregonians who feel they have been discriminated against, or who have not received their proper wages can call the Bureau of Labor and Industries for information and for help filing a complaint. The bureau also helps promote a skilled labor force through its apprenticeship program and provides assistance to the state's employers through its educational services

Contact:

Contact the Portland office, located at 800 NE Oregon, Suite 32; phone (503) 731-4200.



Wage & Hour Information – Extension 2

Civil Rights Information – Extension 1

Apprenticeship & Training Information – Extension 3

Unemployment Benefits – Employment Assistance

More detailed information is available on the Internet at www.emp.state.or.us

The Oregon Employment Department promotes the employment of Oregonians through developing a diversified, multi-skilled workforce, promoting quality child care, and providing support during periods of unemployment.

The Oregon Employment Department can assist workers in determining if they qualify for unemployment insurance as a result of recent incarceration or job loss. The Agency also provides job leads for people ready to return to work.

Contact:

For assistance with Unemployment Insurance Benefits or job search, contact your local Employment Office:



Portland – Downtown (503) 731-4139 Employment Services
1433 SW 6th Avenue (503) 731-3429 Unemployment Insurance
Portland 97201

Portland – Gresham (503) 669-7112 Employment Services
19421 SE Stark Street 503) 661-0854 Unemployment Insurance
Gresham 97233

Portland – North (503) 280-6046 All services
30 N Webster Street Suite E
Portland 97217

Workers Compensation

More detailed information is available on the Internet at www.cbs.state.or.us/external/wcd/docs/abt_wcd

The Workers' Compensation Division (WCD) administers and enforces Oregon's workers' compensation laws. WCD works to ensure that employers provide coverage for their workers, that workers with occupational injuries or diseases receive their entitled benefits, and that parties are provided with resources and procedures for fair resolution of disputes.

Contact:

Workers' Compensation Division
350 Winter St. NE, Rm. 27, Salem OR 97301-3879

Division Reception: (503) 947-7810
Workers' Compensation Infoline: 1 (800) 452-0288





Drugfree workplace

Who: Most Oregon employers (86%) have formal written substance abuse policies, 63% conduct drug testing, and 54% offer employee assistance programs.¹ Employers are willing to pay for these services, even during economic downturns, because the services pay for themselves in terms of reduced absenteeism and accidents, and increased productivity and safety. Drugfree employees are so important to businesses that employers consider being drugfree a necessary component of work readiness.

What: A drugfree workplace program typically includes:

- A written substance abuse policy.
- An employee education and awareness program.
- A supervisor and union representative training program.
- An employee assistance program (EAP) providing confidential counseling for employees and ongoing consultation to supervisors on policy, emerging cases, and support for recovering workers.
- Drug testing as appropriate. Employers routinely screen job applicants with drug testing, criminal background checks and health appraisals before offering employment to qualified candidates. Once hired, employees risk losing their jobs if they test positive in post-accident, reasonable suspicion or random testing.

How: If you need help addressing drug and alcohol problems prior to a job placement call the Oregon Partnership 24-hour a day confidential Helpline (1-800-923-HELP) or Youthline (1-877-553-TEEN). Once placed, ask your supervisor or the Human Resources Department in your company for information about the policy, the company's EAP, and your rights and responsibilities as an employee.



¹ Riley, Michael J. and Satterlee, Donna M., Workplace 2001 Benchmark 2001: 20-99 Employee Size Firms. Portland Oregon. Riley Research Associates, 2001.



Work Opportunity Tax Credit

What:

Administered by the Oregon Employment Department for the Internal Revenue Service, the Work Opportunity Tax Credit (WOTC) is a Federal general business tax credit that employers can take when they hire employees from specific target populations, including qualified ex-felons. The employer may file for a tax credit of up to \$2,400 for each qualified employee hired.

The tax credit is not a subsidized job, but a credit for hiring someone from a targeted population for a position that is available. In fact, the credit may not be claimed for wages of employees for whom the employer receives federally subsidized on-the-job training payments. The credit may be applied to wages paid after the subsidy expires.

Who:

The WOTC can apply to both large corporations and small businesses ... but everyone is not aware of it. If you believe that hiring you might qualify a potential employer for the WOTC, talk to your One Stop Career Counselor about completing the paperwork and secure from them a letter to the potential employer describing this benefit.

How:

In order for an employer to claim a WOTC, several steps must occur – some with specific time restrictions. There are IRS and Department of Labor forms to complete which require the employer's signature. The tax credit may not be applied after the employee is hired and has begun work.

Questions:

Contact your One Stop Career Center Counselor for more information.





Federal bonding program

What:

In 1966 the U.S. Department of Labor developed the Federal Bonding Program to provide a fidelity employment bond that would cover people who could not qualify for commercial bonding.

The bond covers employers in the event of a dishonest act by the employee; including any type of stealing – theft, forgery, larceny, and embezzlement. The bonds do not cover “liability” due to poor workmanship, job injuries, work accidents, etc. It is not available for self-employed workers. There is no deductible on claims.

There is no cost to either the employer or job seeker.

The bond can be used when an employer requires bonding and their private company won't cover someone with a criminal record until some time has passed, or if a company is hesitant about hiring someone with a criminal record and would like some assurance for a period of time. The bond covers the employee for six months.

Who:

The One Stop Career Centers in Multnomah County have Federal Bonds to assist in placing ex-offenders who are currently under supervision by Multnomah County Department of Community Justice.

How:

Each One Stop Career Center in Multnomah County has the ability to cover an ex-offender with a Fidelity Bond to facilitate employment. There are some forms to complete and procedures to follow. You must be working with the One Stop and be on probation, parole, or post-prison supervision with Multnomah County to access the service. The final decision to bond a client is the One Stop Director's.

Questions:

Contact your Multnomah County Parole/Probation Officer or One Stop Career Center Counselor for more information.

