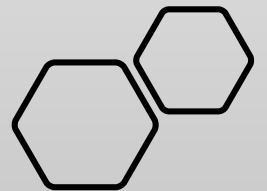




See the  
*possibilities*  
and inspire  
*change*

U.S. Probation & Pretrial Services Office  
District of Minnesota

**COVID-19 Guide**  
**for**  
**Persons Under Supervision**



# Office Reporting Requirements

Due to precautions our office is taking as a result of COVID-19 (i.e., Coronavirus), we are asking that you **DO NOT** report to the office if you or anyone in your household is ill or quarantined, and please call (or email) your assigned U.S. Probation Officer immediately, if you or someone in your household does become ill. Additionally, please advise your assigned U.S. Probation Officer if anyone in your household has traveled outside the country within the last 14 days.

**Please DO NOT report to the office without an appointment unless recently released from custody.**

# Written Monthly Reports

Persons under supervision who have been directed to file their written monthly report using the “Electronic Reporting System (ERS)” shall continue to do as directed by your assigned U.S. Probation Officer. If you are new to using ERS, please contact your assigned U.S. Probation Officer and make sure he/she has your up-to-date email address. Email addresses will help facilitate the transmission of documents for electronic signature and receipt of important announcements from the U.S. Probation & Pretrial Services Office.

**Special Note:** If you regularly use ERS, please be sure to remember your password. If you forgot your password, please immediately contact your assigned U.S. Probation Officer. Please remember, it is your responsibility to remember your password. Failure to do so may disrupt your ability to file written monthly reports and, thus, may constitute a violation of your supervision. Please see the link below to access ERS and file your written monthly report.

<https://supervision.uscourts.gov/websr/logon.aspx>

**Persons under supervision with a computer restriction and/or internet prohibition are unable to use ERS.**

# Additional Expectations of Persons Under Supervision

- Please follow state and local government directives related to COVID-19 (i.e., Coronavirus) concerns; and seek medical attention, if needed.
- Only verified employment and medical emergency travel will be considered. **YOU MUST** contact your assigned U.S. Probation Officer for permission BEFORE traveling outside the district.
- **YOU MUST** also contact your assigned U.S. Probation Officer, if the following occurs.....
  - Change in information (i.e., Telephone, Email Address, Residence, Employment, etc.)
  - Discontinuance of community treatment services
  - Contact with law enforcement

## Contact Information of U.S. Probation Officers

<https://www.mnp.uscourts.gov/us-probation-officers>  
(U.S. Probation Officers Email Addresses & Office-line)

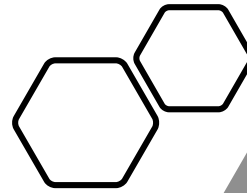
# U. S. Probation Officer Contacts

Should you need to contact your assigned U.S. Probation Officer, please click on the link, **in red**, below. The link will direct you to a listing of U.S. Probation Officers, of which you can then click on their names, at which time you will be directed to their email address. Afterwards, you may leave a message.

**Special Note:** You may also contact your assigned U.S. Probation Officer by telephone either through their government cell, if previously distributed, or contact their office line and leave a message. U.S. Probation Officers will be checking their messages and expected to respond within 24 hours. If you have not heard from your assigned U.S. Probation Officer within 24 hours, you may contact, via email, either of the Supervising U.S. Probation Officers below.

U.S. Probation & Pretrial Services District Website	Supervising U.S. Probation Officers
<p><a href="https://www.mnp.uscourts.gov/us-probation-officers">https://www.mnp.uscourts.gov/us-probation-officers</a> (U.S. Probation Officers Email Address &amp; Office-line)</p>	<p><a href="#">M. Schmidt</a> <a href="#">N. Smith</a> <a href="#">O. Wilson</a></p>

# Mobile Devices

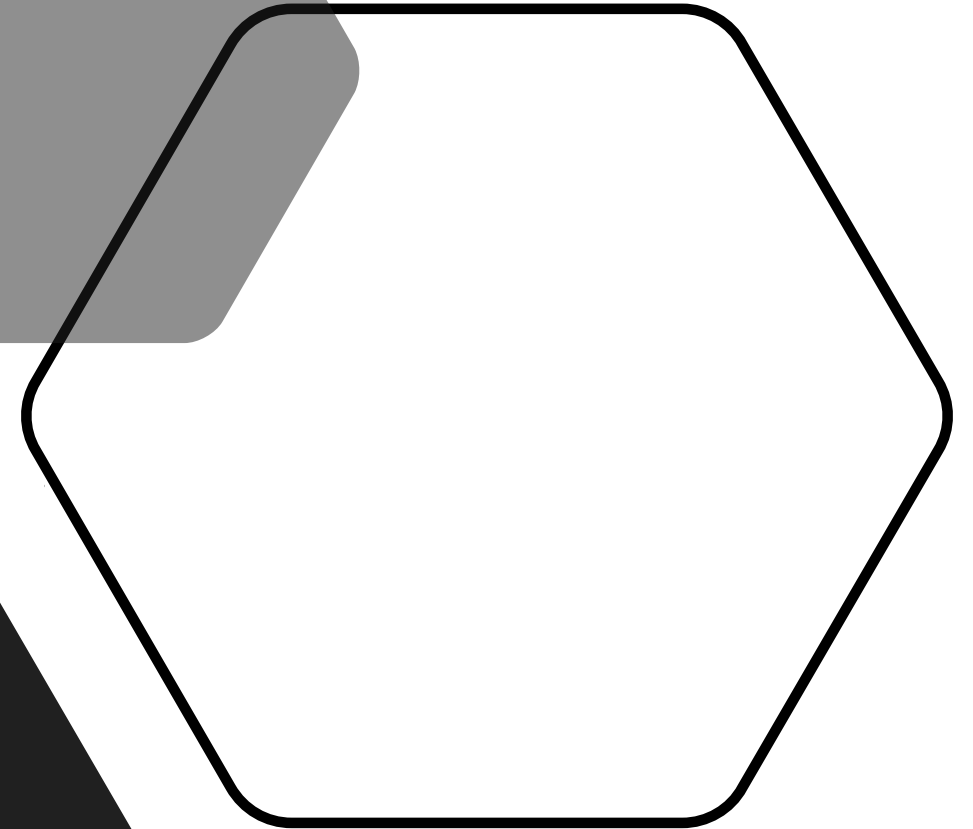


Persons under supervision are encouraged to maintain their mobile device (i.e., iPhone, Android, iPad, Surface Pro, etc.), as increased contacts with their assigned U.S. Probation Officer will occur via this methodology.

Persons under supervision may also be contacted by their assigned U.S. Probation Officer via their desktop computer, should he/she have webcam capability.

Persons under supervision with a restriction or prohibition for use of a computer or other electronic means will be contacted via telephone by their assigned U.S. Probation Officer.

**Please note that community supervision has not been discontinued.**



# Treatment Services

(Substance Abuse, Mental Health, Cognitive Behavioral Therapeutic Programming, Etc.)

The U.S. Probation & Pretrial Services Office recognize that multiple treatment providers, contracted and non-contracted, have discontinued services related to the impact of COVID-19 (i.e., Coronavirus). If your assigned vendor has discontinued treatment services, please do not be alarmed. We understand and will remain in contact to help you navigate through this crisis. You **Will NOT** be held accountable for discontinued services by the treatment provider. However, if alternative arrangements are established to engage in “Telemedicine,” you will be expected to comply. Your assigned U.S. Probation Officer will advise you of such, when appropriate. In the meantime, please see the links below which highlights opportunities for you to remain in connection with support groups online.

<b>Alcoholics Anonymous</b>	<a href="https://aa-intergroup.org/">https://aa-intergroup.org/</a>	
<b>Narcotics Anonymous</b>	<a href="https://www.na.org/meetingsearch/">https://www.na.org/meetingsearch/</a>	
<b>Women for Sobriety</b>	<a href="https://womenforsobriety.org/community/#supportTab-2">https://womenforsobriety.org/community/#supportTab-2</a>	
<b>National Suicide Prevention Lifeline</b>	<a href="https://suicidepreventionlifeline.org/">https://suicidepreventionlifeline.org/</a>	
<b>SAMHSA’s National Helpline (Treatment Locator)</b>	<a href="https://www.samhsa.gov/find-help/national-helpline">https://www.samhsa.gov/find-help/national-helpline</a>	#1-800-662-HELP

# Programs & Services

[Jamie Rigling](#)

Community Interventions Administrator

The U.S. Probation & Pretrial Services Office remains committed to providing up-to-date information concerning community resources. This is an ever-changing situation and the information provided is our “best guess.” Please see our community resource listing: <https://www.mnp.uscourts.gov/resources>

[Randy Nikula](#)

Probation Officer Specialist (Reentry)

During this time, our re-entry court program continues to operate. If you believe this program can be of assistance, please feel free to contact us immediately. I have included a link to our Re-entry Court brochure below.

<https://www.mnp.uscourts.gov/sites/mnp/files/Reentry-Court-Tri-Fold.pdf>

[Jonathan Gourneau](#)

Program Development Specialist

The U.S. Probation & Pretrial Services Office seeks to provide up-to-date information which can assist our Native American population. As previously stated, we are operating under uncertain times and thus, we remain committed to identifying specialized services benefitting the above-mentioned population. Any information provided is certainly subject to change as everyone is adjusting to the present situation.

[Reginald Hall](#), Mental Health Specialist  
[Steve Blanding](#), Evidence Based Practices

The U.S. Probation & Pretrial Services Office recognize this is a stressful time, which can significantly impact the mental health and wellness of everyone. Our office makes a concerted effort to contract with local resource providers for the purpose of mental health services, along with general cognition programming. If you require such services, please feel free to contact either of the above U.S. Probation Officers.



# Unemployed Due to COVID-19

## Apply Online for Unemployment Benefits

**It's faster - and it helps everyone!**

If you find yourself needing to apply for unemployment benefits, know that we're doing everything we can to ensure a quick, smooth process. But you can speed up that process by applying online:

[www.uimn.org](http://www.uimn.org)

## What if I have been disconnected or have bad credit?

### **Disconnection: (for landline service only):**

If you get a disconnection notice from your telephone company because of a late payment or no payment, you can ask your telephone company to apply "toll limitation" or "toll blocking" to restrict your phone calls to local numbers only.

**Deposits:** If you have credit problems, you may have to pay a deposit before setting up phone service. If you are eligible for the Minnesota Telephone Discounts for landline service, you do not have to pay a deposit if you agree to block long distance service.

**Long Distance Blocking:** If you sign up for long distance blocking, you can still make long distance calls with pre-paid calling cards or dial-around services.

## Looking to Save Money?

Telephone Discounts are available!

A simple application is all it takes to help make phone or broadband service more affordable.

1. Check if you're eligible
2. Fill out the application
3. Add program or income proof
4. Send to your phone or broadband company

It's that easy!

# Telephone Discounts

**Telephone Discounts could save you over \$100 per year!**

**Apply today to start receiving your discounts.**

**Published by: Consumer Affairs Office  
Minnesota Public Utilities Commission**  
121 7th Place E, Suite 350  
Saint Paul, MN 55101-2147

email: [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us)  
web: [mn.gov/puc](http://mn.gov/puc)  
tel: 651.296.0406  
toll free: 1.800.657.3782



August 2018

## Minnesota Telephone Discounts

provide affordable telephone service to low-income consumers. The discounts help you stay connected with jobs, family, and emergency services.

### Minnesota Telephone Discounts include two programs:

#### 1. Telephone Assistance Plan (TAP)

- A state discount for approved landline companies.
- The TAP discount is \$7.00 per month.

#### 2. Lifeline

- A federal discount for approved landline, wireless, and broadband companies.
- The Lifeline discount is \$9.25 per month.
- Some wireless and broadband companies offer free phones, free minutes, or free data.
- Telephone Service Providers will also waive the Access Recovery Charge (ARC) which may reduce your bill by an additional \$2.50.

## Am I eligible?

Telephone service must be in your name. You must show proof someone in your household participates in one of these qualifying programs.

-OR-

Show proof your income is at or below 135% of the federal poverty guidelines. Attach one item showing you are eligible.

Minnesota Telephone Discounts are available for one service per household.

## How do I apply?

Get an application from your phone or broadband company or from the Public Utilities Commission

Send your application and program or income proof to your telephone or broadband company.

## What happens after I apply?

Discounts will show up on your bill about two months after your application is approved.

You must re-certify each year. If you do not send in your information to re-certify, you will lose your discounts. Contact your phone or broadband company if you see changes in your discount



## Qualifying Programs

- Federal Public Housing Assistance
- Medical Assistance (MA) - Medicaid
- Supplemental Nutrition Assistance Program (SNAP)
- Supplemental Security Income (SSI)
- Veterans Pension or Survivors Pension Benefit

## Tribal Programs

- Bureau of Indian Affairs General Assistance
- Tribally-administered Temporary Assistance for Needy Families
- Head Start (for those meeting the income-qualifying standard)
- Food Distribution Program on Indian Reservations (FDPIR)

-OR-

## Income is at or below 135% of the Federal Poverty Guidelines

If none of the above programs apply, provide one of the following documents:

- Last year state, federal or tribal tax return
- Social Security benefits statement
- Current annual income statement from employer
- Retirement/Pension benefits statement
- Pay stubs - 3 most recent months in a row
- Divorce decree
- Child support document
- Veterans Administration benefits statement
- Unemployment/Worker's Comp statement

Contact your telephone or broadband company for an application or get one at [mn.gov/puc](http://mn.gov/puc)

Send the application and program or income proof to your telephone or broadband company

It can take up to two months for discounts to show up on your bill. You must pay the whole bill until then.

One application may be used to apply for TAP and Lifeline

Discounts do not cover current or past due bills

# U.S. Probation & Pretrial Services Offices District of Minnesota

U.S. Probation & Pretrial Services Offices Contact Information:

<https://www.mnp.uscourts.gov/courthouse-contact-information>

**Please Be Safe During This Difficult Time**

Kito J. Bess

Chief U.S. Probation Officer