



# Adulting Master List

*Printable Reference & Tracking Workbook*

*This is not about making you do shit you don't want to do.*

*This is shit you need to take care of in order to*

***DO WHAT YOU WANT TO DO.***

- IDs & Documents
- Key Contacts
- Court Dates
- Bills & Budget
- Medications
- Recovery Contacts

- My Coping Skills
- Child Support
- My Rights
- Richmond Resources
- Weekly Planner

# How to Use This Workbook

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This workbook is yours. Print the pages you need, fill them in, and keep them somewhere safe. Print a new page when one fills up. Some pages are meant to be kept forever (ID checklist, contacts). Some you'll redo monthly (budget, planner).

## The most important pages to do first:

- Page 2 — ID Checklist: Know exactly what documents you have and what you still need.
- Page 3 — Key Contacts: Fill this in before you need it. You won't remember numbers in a crisis.
- Page 4 — Court Dates: Every court date goes here the moment you find out about it.
- Page 5 — Bills Tracker: Know what you owe and when — before you miss a payment.
- Page 7 — Recovery Contacts: Your sponsor, your home group, your meeting schedule.

*Keep this workbook somewhere you can find it. Give a copy of your Key Contacts page to someone you trust. If you lose this, you can print new pages at any library for free.*

# IDs & Documents Checklist

Check off what you have. Circle what you still need. Update this every time something changes.

## The Essentials — Do these first

<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>Birth Certificate</b>	Vital records in birth state. VitalChek.com. Usually \$10-25.
<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>Social Security Card</b>	Free at ssa.gov or your local SSA office.
<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>State ID or Driver's License</b>	DMV — bring birth cert + SSN card + proof of address.
<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>Proof of Address</b>	Utility bill, bank statement, or letter from a program/shelter.

## Level Up — Get these when you can

<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>Passport</b>	usps.com/passport. ~\$165. You can select M, F, or X — no extra docs required in VA.
<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>Driver's License (if only have State ID)</b>	Written + road test at DMV.
<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>Name Change</b>	\$41 in Virginia. One-page form from the clerk of court. Need some IDs in dead name first.
<input type="checkbox"/> Have it	<input type="checkbox"/> Need it	<b>Voter Registration</b>	vote.gov — 2 minutes online. Virginia restores voting rights automatically after sentence.

## Where I Store My Documents

Storage location

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Digital backup location

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Who else has access (trusted person)

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# Key Contacts

Fill this in NOW. You won't remember numbers in a crisis. Give a copy to someone you trust.

## Legal & Court

### Probation Officer

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Parole Officer (if different)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Office Address \_\_\_\_\_

### Attorney / Public Defender

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Case Number \_\_\_\_\_

## Recovery Support

### Sponsor

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Home Group \_\_\_\_\_

### Recovery Coach / Peer Specialist

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Organization \_\_\_\_\_

### Therapist

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Office Address \_\_\_\_\_ Appointment Day/Time \_\_\_\_\_

### Psychiatrist / Prescriber

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Office \_\_\_\_\_ Next Appointment \_\_\_\_\_

## Family & Support

### Emergency Contact #1

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

**Emergency Contact #2**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Trusted Friend / Sober Contact**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Services**

**Case Manager**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Agency \_\_\_\_\_

**DSS / Social Worker**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Agency \_\_\_\_\_ Appointment \_\_\_\_\_

**Child Support Caseworker**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Case Number \_\_\_\_\_

# Court Dates & Legal Appointments

Every court date goes here the moment you find out. Set phone alarms immediately.

As soon as you write a court date here: (1) Put it in your phone calendar. (2) Set an alarm the day before. (3) Set an alarm 2 hours before. (4) Tell someone who will remind you. Missing court creates warrants.

Date & Time	Court / Location	Case / Charge	Attorney	Outcome / Notes

## Probation / Parole Check-Ins

Regular check-in day \_\_\_\_\_ Regular check-in time \_\_\_\_\_

Location / address \_\_\_\_\_

Upcoming check-ins — date and any special requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Monthly Budget

Month: \_\_\_\_\_

	Income Sources	Amount
	Job / wages	\$
	SSI / SSDI	\$
	Child support received	\$
	Benefits / assistance	\$
	Other income	\$
	Other income	\$
	<b>TOTAL INCOME</b>	\$

	Expense	Amount	Due Date	Paid?
	Rent / housing	\$		■
	Electric / utilities	\$		■
	Phone	\$		■
	Food / groceries	\$		■
	Transportation / gas	\$		■
	Car insurance	\$		■
	Child support	\$		■
	Court fines / fees	\$		■
	Medications / copays	\$		■
	Program fees	\$		■
	Savings	\$		■
	Other	\$		■
	<b>TOTAL EXPENSES</b>	\$		
	<b>WHAT'S LEFT (Income – Expenses)</b>	\$		

# Medications & Health

*Know your medications before you run out of them. One call ahead saves a lot of problems.*

Medication Name	Dose	Times/Day	Prescriber	Pharmacy	Refill Date	What It's For

## Health Appointments

Provider / Type	Date & Time	Location	Notes / Purpose

Insurance / Medicaid # \_\_\_\_\_ Primary care doctor \_\_\_\_\_  
 Pharmacy name \_\_\_\_\_ Pharmacy phone \_\_\_\_\_

# Recovery Contacts & Schedule

The people in this section are your safety net. Fill it in before you need it.

## My Sponsor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Home group \_\_\_\_\_ Meeting day/time \_\_\_\_\_

When I should call them (not just in crisis) \_\_\_\_\_

## My Home Group / Regular Meetings

Meeting Name / Type	Day	Time	Location	Notes

## Sober Support Network

3 people I can call any time — day or night — if I feel like using:

Name 1 \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name 2 \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name 3 \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

## My Recovery Plan — Basics

My sobriety date (or goal date): \_\_\_\_\_

What I am working on right now: \_\_\_\_\_  
\_\_\_\_\_

# My Coping Skills

Write these down NOW. You won't think of them when you actually need them.

A coping skill is anything healthy (not illegal, not destructive) that helps you feel better or get through a hard moment. They don't have to be fancy. The goal is to have a list long enough that something on it will work.

## My HALT Check

Before I pick up, I check: **Hungry? Angry? Lonely? Tired?** Address the real need first.

## My Coping Skills List

When I'm anxious or overwhelmed:

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When I'm angry:

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When I'm lonely or isolated:

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When I'm craving:

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When I'm bored:

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Anytime — these always help:

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## My Emergency Plan

If I feel like I am about to use, the first thing I do is:

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The first person I call is: \_\_\_\_\_ Phone: \_\_\_\_\_

If I can't reach them I call: \_\_\_\_\_ Phone: \_\_\_\_\_

My nearest meeting is: \_\_\_\_\_

# Child Support & Custody

*If the court is involved, do everything in writing. Keep copies of everything.*

## My Children

### Child 1

Full name \_\_\_\_\_ Date of birth \_\_\_\_\_ School / grade \_\_\_\_\_  
Lives with \_\_\_\_\_ Custody arrangement \_\_\_\_\_

### Child 2

Full name \_\_\_\_\_ Date of birth \_\_\_\_\_ School / grade \_\_\_\_\_  
Lives with \_\_\_\_\_ Custody arrangement \_\_\_\_\_

### Child 3

Full name \_\_\_\_\_ Date of birth \_\_\_\_\_ School / grade \_\_\_\_\_  
Lives with \_\_\_\_\_ Custody arrangement \_\_\_\_\_

## Child Support

Caseworker name \_\_\_\_\_ Caseworker phone \_\_\_\_\_  
Monthly amount owed \_\_\_\_\_ Due date \_\_\_\_\_ Case number \_\_\_\_\_  
Payment portal / method \_\_\_\_\_ Account login \_\_\_\_\_

## Custody Order

Court that issued the order \_\_\_\_\_  
Case number \_\_\_\_\_ Date of order \_\_\_\_\_

My visitation schedule:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DSS Case (if applicable)

Caseworker name \_\_\_\_\_

Caseworker phone \_\_\_\_\_

Required services / service plan  
items \_\_\_\_\_

*Respond to every DSS contact within 24 hours. Complete every required service fully and on time. Document every interaction. Incomplete services = extended involvement.*

# My Record & My Rights

Virginia expanded expungement eligibility in 2021 and 2025. Many more people qualify now than before.

## Know What's On Your Record

Pull your own record: Virginia State Police — [vsp.virginia.gov](http://vsp.virginia.gov) (Central Criminal Records Exchange). Free for your own record. Check what employers and landlords are seeing.

Charge / Conviction	Date	Court	Sentence / Status	Expungeable?

## Expungement — Getting Your Record Cleared

- Check eligibility: [vadcourts.gov](http://vadcourts.gov) has an eligibility tool. CVLAS (800-868-1012) can tell you for FREE.
- File a petition at the circuit court where the conviction occurred. Filing fee can be waived for low income.
- Expungement seals the record from most employers, landlords, and the public.
- It does NOT seal from law enforcement or courts. It DOES let you legally say 'I have not been convicted' in most contexts.

## My Rights

<b>Voting</b>	Virginia restores voting rights automatically after sentence. Re-register at <a href="http://vote.gov">vote.gov</a> .
<b>Employment</b>	Virginia ban the box for state government jobs. Employers cannot ask about criminal history on initial applications.
<b>Housing</b>	Federal law restricts some offenses from public housing — but most do not automatically disqualify you. Ask directly.
<b>Firearm rights</b>	Can be applied for separately after other rights restored. <a href="http://vadoc.virginia.gov/reentry">vadoc.virginia.gov/reentry</a> .

# Richmond Resources

*Real phone numbers. Call ahead to confirm hours — funding cuts happen.*

## CRISIS

<b>988 Suicide &amp; Crisis Lifeline</b>	<b>Call or text 988</b>	24/7	Mental health crisis, suicidal ideation, substance use crisis.
<b>Crisis Text Line</b>	<b>Text HOME to 741741</b>	24/7	Text-based crisis support.
<b>Homeless Connection Line</b>	<b>804-972-0813</b>	M-F 8am-9pm, Sa-Su 1-9pm	First call if homeless or within 3 days of losing housing.
<b>RBHA Crisis Walk-In</b>	<b>804-819-4100   501 N 9th St</b>	24/7	Mental health and substance use crisis.
<b>Regional DV Hotline</b>	<b>804-612-6126</b>	24/7	Emergency shelter and support for DV situations.

## FOOD

<b>FeedMore Hunger Hotline</b>	<b>804-521-2500 ext 631</b>	M-F 8am-4pm	50+ partner pantries. Call to find the closest one. <a href="http://feedmore.org">feedmore.org</a>
<b>Daily Planet Food</b>	<b>804-783-6582   517 W Grace St</b>	M-F 9am-5pm	Emergency food bags. First come first served — go early.
<b>RVA Community Fridges</b>	<b>@rvacommunityfridges on Instagram</b>	24/7 open to all	Free food outdoors. No ID required. Check Instagram for locations.
<b>SNAP / Food Stamps</b>	<b><a href="http://commonhelp.virginia.gov">commonhelp.virginia.gov</a>   855-635-4370</b>	Online 24/7	Apply online — faster than going in person.

## HEALTH (free & low cost)

<b>Daily Planet Health Services</b>	<b>804-783-6582   517 W Grace St</b>	M-F — call ahead	Serves anyone regardless of housing or insurance.
<b>CrossOver Healthcare Ministry</b>	<b>804-521-8000   1721 Sherwood Ave</b>	Call for intake	Free/low-cost primary care, dental, vision, mental health, prescriptions.
<b>Health Brigade</b>	<b>804-358-6343   7 N Thompson St</b>	Call ahead	Free medical, mental health, HIV/STI testing. (Facing funding cuts — call first)
<b>RBHA Mental Health &amp; SUD</b>	<b>804-819-4000   <a href="http://rbha.org">rbha.org</a></b>	M-F 8am-5pm	Mental health, IOP, substance use treatment for Richmond residents.
<b>Medicaid Enrollment</b>	<b><a href="http://marketplace.virginia.gov">marketplace.virginia.gov</a>   1-833-5VA-ENROLL</b>	Online 24/7	Apply before you need a doctor. Low income = you likely qualify.

## HOUSING & SHELTER

Homeless Connection Line	<a href="tel:804-972-0813">804-972-0813</a>	M-F 8am-9pm, Sa-Su 1-9pm	First call if homeless or within 3 days of losing housing.
CARITAS Shelter (Men)	<a href="tel:804-230-1184">804-230-1184</a>   700 Dinwiddie Ave	Walk-ins M-F 8am-4pm	No cost emergency shelter + recovery programs.
CARITAS Shelter (Women)	<a href="tel:804-418-3049">804-418-3049</a>   2220 Stockton St	Walk-ins M-F 8am-4pm	No cost emergency shelter + recovery programs.
Virginia Housing Search	<a href="http://virginiahousingsearch.org">virginiahousingsearch.org</a>   <a href="tel:1-877-428-8844">1-877-428-8844</a>	M-F 9am-5pm	Free database of affordable rental housing across Virginia.

## LEGAL

CVLAS — Free Legal Aid	<a href="tel:800-868-1012">800-868-1012</a>   <a href="http://cvlas.org">cvlas.org</a>	M-F 9am-5pm	Free civil legal help. Evictions, benefits, family law, expungement.
Richmond Public Library	<a href="tel:804-646-7223">804-646-7223</a>   101 E Franklin St	M-Th 9am-8pm, F-Sa 9am-5pm	Free legal databases, notary, internet, computers. Free library card.
VADOC Reentry Resources	<a href="http://vadoc.virginia.gov/reentry">vadoc.virginia.gov/reentry</a>	Online 24/7	Restoration of rights, reentry planning, job resources.

## JOBS & BENEFITS

DSS — Department of Social Services	<a href="tel:804-646-7212">804-646-7212</a>   300 E. Franklin St, RVA 23219	M-F 8am-5pm	SNAP, Medicaid, TANF, child welfare. NEW address as of Jan 15 2026 (moved from Marshall St). Also: Southside Center, 4100 Hull St.
Virginia Employment Commission	<a href="tel:804-786-3001">804-786-3001</a>   <a href="http://vec.virginia.gov">vec.virginia.gov</a>	M-F 8:15am-4:30pm	Unemployment, job placement, resume help, skills training.
Virginia 2-1-1	Dial 2-1-1   <a href="http://211virginia.org">211virginia.org</a>	24/7	One number for local social services — food, housing, health.
Goodwill Job Connection	<a href="http://goodwillvalleys.com">goodwillvalleys.com</a>	M-Sa 9am-5pm	Free job training, resume help, computer classes, interview prep.

## RECOVERY

RBHA Substance Use Treatment	<a href="tel:804-819-4000">804-819-4000</a>   <a href="http://rbha.org">rbha.org</a>	M-F 8am-5pm	IOP, outpatient, MAT, peer support for Richmond residents.
AA Richmond Intergroup	<a href="tel:804-355-1212">804-355-1212</a>   <a href="http://aa-richmond.com">aa-richmond.com</a>	Meetings daily	Find local AA meetings and get connected with a sponsor.
NA Richmond	<a href="http://narichmond.org">narichmond.org</a>	Meetings daily	Find local NA meetings across the city.

<b>Warm Line (peer support)</b>	<b>866-400-6428</b>	M-Su 7am-11pm	Peer-run support line. Not a crisis line — for when you just need to talk.
<b>Daily Planet Harm Reduction</b>	<b>804-783-6582   517 W Grace St</b>	M-F 9am-5pm	Narcan, needle exchange, HIV/Hep C testing. No judgment.

## TRANSIT

<b>GRTC Bus &amp; Pulse</b>	<b>804-358-4782   ridegrtc.com</b>	Most routes 5am-midnight	34 local routes + Pulse BRT on Broad/Main. Download the GRTC app.
<b>Medicaid Non-Emergency Transport</b>	<b>866-386-8331</b>	By appointment	Free rides to medical appointments for Medicaid recipients.

# Weekly Planner

Week of: \_\_\_\_\_ My goal this week: \_\_\_\_\_

<b>Monday</b>	<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
<b>Tuesday</b>	<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
<b>Wednesday</b>	<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
<b>Thursday</b>	<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
<b>Friday</b>	<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
<b>Saturday</b>	<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
<b>Sunday</b>	<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	

## This Week's Priorities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_