

Medications to Avoid

Some alcohol-based substances, over-the-counter medications, and food may cause a positive test result. If you ingest or expose yourself to these substances, a positive drug screen may result in a sanction. The list below is not exhaustive but provide many of the common substances to avoid.

It is your responsibility to avoid or limit your exposure to these substances. You must notify your compliance coordinator before using any medications, vitamins, or dietary supplements.

Cold/cough syrup & medication containing alcohol	Nyquil, Robitussin, Tylenol Cold
Mouthwash & breath strips containing alcohol	Plax, Scope, Listerine, Oral B
Hygiene products containing Ethyl Alcohol	Hand sanitizer, perfume, aftershave
Non-alcoholic beer and beverages	Non-alcoholic beer, kombucha
Allergy medication and sleep aids	Benadryl, Sudafed, Advil PM
Food containing poppy seeds	Bagels, rolls
Mood altering supplements	Salvia, morning glory seeds
Dietary Supplements, vitamins, weight loss aids	Creatine, Hydroxycut, Ephedra
Cleaning products containing Ethyl Alcohol	Solvents and lacquers
All CBD products	Delta 8 or 9
Any gas station supplements	Kratom, Rhino, T-drive

****Please see your Compliance Coordinator or Clinician for a list of acceptable medications****

FULTON COUNTY ACCOUNTABILITY COURT MISDEMEANOR MENTAL HEALTH COURT PROGRAM



PARTICIPANT HANDBOOK

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PARTICIPANT HANDBOOK – Revised December 2025

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Over-The-Counter Meds Allowed to be Taken

- Cold-Eeze: Homeopathic tablets and/or liquid
- Zicam Cold Remedy: Do not take the Cough Mist
- Alka Seltzer Effervescent Tablets: in Light Blue Box Only – No Liqui-Gels or any other color box
- Afrin Nose Spray
- Benadryl: Non-drowsy only
- Cepacol: Throat lozenges
- Cloraseptic Throat Spray

No Psuedoephedrine, No Dextromethorphan and No Alcohol in Medications Allowed!

Medication Indication	Example
Cough/ congestion	Mucinex (regular form/DARK BLUE BOX ONLY)
High Blood pressure	HCTZ, Lisinopril, Lopressor, Diuretics
Depression	Zoloft, Prozac, Effexor, Cymbalta
Psychosis/ mood stabilizer	Seroquel, Risperdal, Abilify
Infection	Penicillin, Keflex, Rocephin, Nystatin, Fluconazole, Miconazole, Acyclovir, Valtrex
Diabetes	Glyburide, Metformin, Insulin
Acid Reflux	Protonix, Prilosec, Cimetidine
Allergies	Loratadine, Cetirizine
High cholesterol	Niacin, Pravastatin, Zocor, etc.
HA, Body aches, pain	Ibuprofen, Tylenol or Naprosyn

Medical Emergencies & Over-the-Counter Med List

It is your responsibility to call your assigned Compliance Coordinator if you are going to be absent due to illness, prior to missing a group session, individual session, or drug test. Leave a message detailing your name, date/time, and reason for your absence if you do not reach your Compliance Coordinator.

You must obtain medical documentation from a doctor excusing your absence. If you enter the ER, you are required to:

1. Inform the hospital that you are in a program that does not permit you to take narcotics or benzodiazepines. You must ask the treating physician to consider these additional factors:
 - Potential increased tolerance to pain killer medications, due to your potential past drug abuse of these medications.
 - Use of non-narcotic pain relievers.
 - Limiting the quantity of non-narcotic pain relievers to the minimum necessary (less than 15).
 - Limiting the number of refills available (none).
 - Recommending non-medicinal coping strategies for anxiety/sleep issues in lieu of prescribing Xanax, Valium, Ativan, Halcion, Deseryl, Ambien, etc.
2. You must inform the treating physician if you are participating in the program's Medication-Assisted Treatment (MAT) program (Vivitrol), or other if applicable.

Obtain and provide to your Compliance Coordinator comprehensive medical records, which includes diagnosis, tests performed, medications prescribed and follow up requested by the doctor



Welcome to the Fulton County Misdemeanor Mental Health Court and Hope Hall Treatment Center where we strive to provide hope, change, and recovery. The goal of our treatment program is to see you successfully through treatment for the next 12 months. This handbook provides an overview of the program and the requirements for successful completion.

In this program, you will be given the tools you need to begin the journey towards a changed lifestyle. Treatment is rooted in the strength of a caring and supportive therapeutic community. We believe that this atmosphere will facilitate the development of trust and honest communication through which you can grow in self-awareness. Ultimately, this increased understanding can lead to an appreciation for what it means to be a responsible member of the larger community.

We look forward to supporting you in your recovery.

Sincerely,

The Fulton County Accountability Court Team

The Basics

This handbook describes the MMC program, our expectations of you, and requirements for your successful completion.

What

MMC has 4 phases and takes a minimum of 12 months to complete. It is an opportunity for recovery, treatment, and growth instead of jail or prison time.

Why

You have been accepted into MMC because of your prior encounters with police and your mental health needs.

How

MMC helps participants break the cycle of drug use and arrest by providing treatment, counseling, job preparedness, and other needed life skills.

Why

Clients participate in MMC because they need and want to end the cycle of arrest and mental health/drug use concerns and because they need and want to make positive and lasting changes in their lives. We believe in helping you grow towards your potential by focusing on your inner strengths, which allows for the building of your self-esteem. Our primary goal for you is to aid in the development of new and health ways of relating to other and to yourself.

Termination

What

You may be removed from MMC.

How

TERMINATION FOR NON-COMPLIANCE

Termination occurs at the discretion of the judge and team. Reasons include but are not limited to 1) participant being absent from the program without leave; 2) participant committing repeated violations of program rules; 3) participant engaging in assaultive behavior towards staff and/or peers; and 4) participant being arrested on new charges.

Termination for non-compliance will result in your original charges being prosecuted or a revocation of your probation.

ADMINISTRATIVE TERMINATION

Sometimes a participant experiences serious medical or personal difficulties that make it impossible or unsafe to continue with MMC. These cases can cause an administrative termination, which often does not result in revocation.

If you are terminated, you will not have a commencement ceremony. If your participant agreement included a charge reduction, your charges will not be reduced.

Commencement

What

A special event that celebrates your commitment to recovery and successful completion of the Fulton County MMC Program. We refer to this graduation as commencement because it means you are ready to start your new life in recovery.

How

Once per quarter, there will be a celebration for graduates! We reflect on your success, you receive a graduation certificate, and you tell us about your recovery and new way of life. Family and friends are encouraged to attend this special occasion.

When

Your case manager will work closely with you to determine your graduation date. There are many requirements for commencement, but at a minimum you must have:

- ✓ Completed the 4 phases.
- ✓ 90 consecutive days of sobriety.
- ✓ A legal source of income (unless otherwise ordered).

ALL participants are expected to attend commencement each quarter. You will be made aware of the date and time of graduation in advance, but it is usually scheduled for 1:30 pm on a Friday. Tardiness or unexcused absence from graduation is not acceptable.

The Team

The team is made up of members from the criminal justice system and substance use treatment providers. Every member of the team supports your success.

Judge

Provides overall leadership for MMC; oversees status review hearings.

Coordinator/Director

Manages daily MMC operations.

Clinician

Provides treatment to participants.

Compliance Coordinator

Provides social service support to participants, monitors participant progress.

Investigator

Performs home visits and curfew checks.

Specimen Collector/Lab Tech

Performs drug and alcohol testing.

Prosecuting Attorney

Ensures that the State's interests are protected.

Defense Attorney

Ensures participants' legal rights are protected.

Peer Support

Provide mentoring and one-on-one recovery support and life coaching.

You have the right to:

- fair and equal treatment regardless of race, age, gender, religion or ethnic origin.
- be treated with dignity and respect in all your dealings with program personnel or habilitation environment that affords reasonable protection from harm, exploitation and coercion.
- be free from physical and verbal abuse.
- a safe environment, conducive to behavioral growth and positive change.
- confidentiality, in that no unauthorized entity will have access to your records. This right may be forfeited if a clear danger of physical harm exists to you or others.
- be informed of program policies and procedures as they relate to your treatment.
- participate in the development of your treatment plan.
- be promptly and fully informed of any changes in the plan of treatment.
- be fully informed of the program fees.
- participate in the development of your discharge plan upon completing treatment.
- receive a clinical assessment, mental health and/or medical examination that will identify your individual treatment needs.
- file a grievance anytime you feel your rights are violated, without fear of discrimination or retaliation and to have them investigated by the program within a reasonable period. This grievance may be filed orally but will be completed in written form.
- have access to your own client records and to obtain necessary copies when needed.

Incentives, Sanctions & Adjustments

What

INCENTIVE – reward for meeting a program requirement.

SANCTION – consequence for not meeting a program requirement or for violating a program rule or state law.

ADJUSTMENT – a change to treatment or supervision to help you succeed.

When

Incentives or sanctions are given during your court hearings or at the time a positive or negative event occurs. Please ask your compliance coordinator about the *Honesty Policy* incentive.

How

Incentives include, but are not limited to:

Verbal praise	Applause	Fewer appearances at court
Travel privileges	Certificates	Leave court hearings early
Clean-time award	Drawings	Travel privileges

COMMON VIOLATIONS	POSSIBLE SANCTIONS
Missed treatment	Verbal warning; Written assignment
Late to a program requirement	Work detail; written assignment
Failure to submit job search logs	Work detail; written assignment
Diluted or altered urine sample	Fluid log; work detail
Missed or positive test	Increased drug/alcohol testing; work detail; Jail
Lying/forging documentation	Jail; Termination
Repeated program violations; absconding; new charges	Jail; Termination

YOUR HONESTY IS VERY IMPORTANT IN THE DETERMINATION OF SANCTIONS

Courtroom Etiquette

DO's

- ✓ Arrive 5-10 minutes early
- ✓ Address the judge with respect
- ✓ Turn off cell phones
- ✓ Dress appropriately for court
- ✓ Arrive no later than 10am

DON'T's

- ☹ Leave before you are excused by the judge
- ☹ Speak when the judge is speaking
- ☹ Swear or use profane language
- ☹ Bring food or drink
- ☹ Chew gum
- ☹ Sleep
- ☹ Wear clothing with inappropriate language or designs
- ☹ Wears hats, bandanas, or sunglasses

It is your responsibility to:

- know the program schedule and for being on time for activities.
- be knowledgeable of the LEAVE procedure regarding attendance.
- promote a positive attitude in the community. Ask questions concerning matters you do not understand.
- demonstrate responsible and respectable behavior towards staff and peers.
- avoid any accidents with peers and if any should occur, you are responsible for reporting to your counselor.
- respect the office furniture by not writing on or defacing property with ink. Also, all furniture is to remain in established location.
- pick up after yourself in the group rooms, the dining room and outside.
- follow the directions of program personnel.
- pay your program fees.
- observe all group rules and support group members in a healthy manner.
- cooperate with random and scheduled urinalysis testing.
- call the UA test line daily (7 days a week, including holidays) and to report to submit an UA in a timely manner.
- attending support/self-help meetings.

You are an important member of this community. Knowing your responsibilities will promote mutual respect and help you to make satisfactory progress toward your treatment goals

Dress Code

The following are not acceptable:

- Tank tops, undershirts, muscle shirts, sleeveless jerseys, and excessively tight shirts
- Short-shorts, hot pants, “daisy dukes”, miniskirts, short dresses (skirts must be no shorter than 2 inches above the knee)
- Sheer or see-through clothing
- Spaghetti-Strap shirts or dresses
- Tight-fitting pants, yoga pants, spandex pants, and workout pants (unless covered by a top, dress, or cover up no shorter than 2 inches above the knee)
- Extremely low-cut shirts, blouses (unless a tank top or camisole is underneath)
- Doo-Rags. Hair rollers, hair bonnets, bandanas, and hair scarfs. This is applicable to male & female participants.
- Clothing that advertises drugs, alcohol, gang activity or sexually explicit messages or material
- Crop tops (short shirts with stomach showing)
- Halter top, bandeau tops, and tube tops
- Pajama pants and lounge pants
- Flip-Flops, jail shower shoes, house slippers, bare feet
- Sagging or low-riding pants or shorts
- Long chain necklaces on the outside of clothing. All necklaces and/or chains must be worn inside the shirt.
- Gold/Silver teeth inserts, grilles, etc.
- Oversize/excessive jewelry
- Drug paraphernalia jewelry
- New face and neck tattoos and piercings.
- Excessively ripped jeans with exposed skin

Status Review Hearings

What

Participants attend court to discuss progress with the judge.

When

First and third Fridays from 9:30am until completion

Where

Fulton County Courthouse, 185 Central Avenue SW, Atlanta, GA

The Courtroom of Judge Eric Richardson

Who

Participants, guests, and members of the public may attend court hearings. Family, friends, and co-workers are encouraged to attend with you.

How

A typical court hearing runs as follows:

- STAR recipients are presented with Certificates for continued progress and may leave after meeting with the judge.
- Participants with admin reviews are called next.
- Participants receiving sanctions are called last.

When it's your time to talk to the judge:

- The judge will ask how you are doing. This is a time to be honest. The judge will have reviewed a status report and will have a basic idea of your progress since your last court date.
- If you have questions or concerns, this is the time to share them.
- The judge will close by announcing your incentives or sanctions.

Transportation Assistance

We understand that you may not have a driver's license or that it may be suspended or revoked. We are here to help you.

Hope Hall has free MARTA passes. Request these from your compliance coordinator. Special consideration will be given for those on a fixed income.

Please note that because we offer transportation assistance, lack of transportation is not an acceptable excuse for missing appointments.

You will receive a sanction if caught driving on a suspended or revoked license.

Fare evasion or jumping the turnstile at the MARTA will also result in additional charges

Substance Use & Mental Health Treatment

What

Mental/Behavioral Health and Substance Use Treatment are important!! Both provide support and education for your recovery.

Where

In-house clinicians at Hope Hall provide most of your treatment. You will also be required to maintain monthly appointments/sessions with your community based provider.

How

Fulton County's MMC has a skilled team of licensed clinicians. This team determines the level of care to successfully meet your specific needs and expectations. Our primary treatment includes group and individual counseling to address your behavioral health and substance use needs. The clinical team may refer you to residential treatment or other higher levels of care if appropriate.

Your treatment schedule involves 4 phases of treatment, each lasting 8 to 16 weeks. In-house treatment costs are included in your program fees.

Treatment Services

Substance Use, Medical, and Mental Health Short Screenings	Screenings administered through the HHTC provides the Clinician with information to identify the immediate needs of the participant to determine the most appropriate treatment and level of care.
Comprehensive Diagnostic Assessment	The comprehensive assessment tools utilized assists the clinical staff in evaluating the individual's strengths, weaknesses, problems, and needs for the development of the treatment plan.
Individualized Treatment Planning	The treatment plan is developed with the counselor and participant that outlines individual goals and interventions from the treatment staff to address the area of need.
Peer Support/All Recovery Meetings	HHTC provides in-house support groups to individuals who desire to support their recovery efforts.
Evidenced-Based Counseling/Treatment	HHTC use various evidenced-based treatment modalities to include Cognitive Behavioral Therapy (CBT), Cognitive Behavioral Interventions-Substance Abuse (CBI-SA), Moral Reconciliation Therapy (MRT), Matrix Model, Thinking for a Change, Seeking Safety, Prime Solutions, and trauma informed curriculums.
Specialty Groups	HHTC offers specialized groups to include Anger Management, Relapse Prevention, Nutrition, Life Skills, Gender Specific Groups/Counseling, HIV/AIDS support.
Medication Assistance Treatment Services (MAT)	HHTC will collaborate with outside medical providers to provide a MAT assessment and treatment services if deemed necessary and recommended.

Curfews, overnight and out-of-state travel

Your curfew is:

Phase 1	9:00 p.m.
Phase 2 and 3	10:00 p.m.
Phase 4	11:00 p.m.

You must be at your residence during curfew hours. Curfew extensions are considered as an incentive for doing well.

Overnights

With advance permission from your compliance coordinator, you may stay overnight at another residence, but you will still be subject to home visits by investigators. Provide staff with the address and person you are staying with.

Traveling out-of-state

Once you enter Phase 3, you will be eligible for traveling out of state. Requests to travel out-of-state require judicial and staff approval. Your compliance coordinator will explain travel requirements

Requests for staying away from home or traveling out of state will be considered on a case-by-case basis and you will be required to drug test the next day.

Home Visits

What

Investigators monitor curfew, ensure you are staying at your approved residence, and conduct mobile drug screening.

When

Random times during the day or night for the entire program.

How

Investigators' vehicles are unmarked. Visits are conducted discreetly. Please comply with the investigator's requests.

Expectations for home visits

- Your living area must be alcohol and drug free.
- Submit to drug testing. Failing to test will be treated as a positive test. If you test positive, be honest and cooperative with the investigator.
- Your house/vehicle/person may be searched – without a warrant – for alcohol, drugs, and other illegal substances.
- Be prompt in your interaction with the investigator; the visit will take only a few minutes.
- If you are not home when an investigator comes by, he/she may leave a business card at the front door. **Immediately call/text the investigator when you return home - leaving your name, date, and time.**
- If you receive a phone call from an investigator, answer your phone or return the call. Provide the requested information (e.g., location or time of return home). He/she may come to your work or other locations you frequent.
- Tell people living at your residence to answer the door when you are not home.
- Everyone in your home must be courteous and respectful to the investigators.
- Receive approval from your compliance coordinator before moving to a different home. Notify the compliance coordinator if you change your contact information (e.g., address, work hours, phone number).

Phase Requirements

Phase One	Minimum of 2 Months
Drug and alcohol testing - random Home checks - random Compliance Coordinator meeting – weekly Court Hearings – bi-weekly Treatment - per treatment plan	Curfew – 9pm Relapse Prevention Plan
Phase Two	Minimum of 3 Months
Drug and alcohol testing - random Home checks - random Compliance Coordinator meeting- Bi-weekly Court Hearings – bi-weekly Treatment - per treatment plan	Curfew – 10pm Sobriety Days-30 days minimum Gain stable employment – Unless disabled or otherwise unable to work (a minimum of 20 hours per week community service required)

Phase Requirements

Phase Three Drug and alcohol testing - random Home checks - random Compliance Coordinator meetings Court Hearings - monthly Treatment per treatment plan	Minimum of 3 Months Curfew - 10 pm Sobriety Days - 60 days minimum Maintain employment/education - Unless disabled or otherwise unable to work (a minimum of 20 hours per week community service required)
Phase Four Drug and alcohol testing - random Home checks - random Compliance Coordinator meeting Court Hearings - monthly Treatment per treatment plan	Minimum of 3 Months Curfew - 11 pm Sobriety Days - 90 days minimum Maintain employment - Unless disabled or otherwise unable to work (a minimum of 20 hours per week community service required)



Grievance

What

A procedure to resolve disputes that you are unable to resolve with your compliance coordinator, clinician and/or investigator.

How

Clients who feel that their rights have been violated should follow the Grievance Procedure documented on the Grievance Form to resolve the matter as efficiently as possible. To file a grievance, you should write your complaint on a Client Grievance Form which may be obtained from the administrative coordinator, your compliance coordinator, or any member of management. The completed form can be submitted to the administrative coordinator.

Medication and MAT

What

You must report any prescription and/or over-the-counter (OTC) medication(s) you are taking or possess. If you are prescribed medication you must speak with our staff before taking it. Please consult with your Compliance Coordinator before taking any OTC medication(s).

How

Please fully disclose your participation in MMC to your Primary Care Physician (PCP), dentist, and/or any other medical providers you may visit during your time in Drug Court. Your Compliance Coordinator will provide a letter explaining this request to your doctor.

Be sure to request medication that is non-addictive/non-narcotic to treat your medical issues. Please inform staff of all emergency room visits, scheduled surgeries, post-operative care, and doctor visits and provide medical reports to document your treatment.

Please note: Any prescriptions that are not approved by MMC staff and your doctor resulting in a positive drug test will result in a sanction.

Medication Assisted Treatment (MAT)

You may use MAT if approved by a doctor. Any FDA approved medication for the treatment of substance use disorders is allowable. Common types of MAT are Methadone, Buprenorphine, and Naltrexone. You may be required to complete a MAT assessment as part of the program and must adhere to the recommendations of that assessment. The use of MAT will be closely coordinated between your Compliance Coordinator, Doctor, and Clinician.

Treatment Schedule

Tardiness and unexcused absences from treatment are not permitted. Treatment is scheduled on the following days and times. Individual reporting hours for treatment may vary depending on individual treatment plan.

Tuesday and Friday 8:30am to 12:00pm

Drug Testing Schedule

8:30 am to 6:00 pm Monday thru Friday

8:30 am to 12:30 pm Weekends and Holidays

Peer Support Mentors

What

Peers are CARES (Certified Addiction Recovery Empowerment Specialist) or CPS (Certified Peer Specialist) Certified people in long term recovery skilled in supporting you in your recovery.

Why

Your peer support mentor is a role model, mentor, advocate, and motivator to be successful in the Fulton County Accountability Court and in your recovery.

How

- Help you develop a personal plan for recovery and identify and remove barriers to recovery.
- Provide support to you during your time in the program.
- Help you access community resources.
- Phone numbers are exchanged so that you may reach out to your peer when you are not at Hope Hall

Peer mentors are familiar with the journey of recovery. They've been there and know what it's like.

A PEER MENTOR IS A PARTNER IN YOUR JOURNEY OF RECOVERY AND WELLNESS.

Drug & Alcohol Testing

How

You will be tested for drugs and alcohol through urine tests. Testing is randomly scheduled and observed by staff members. The testing is scientifically based and extremely reliable.

When

How often you are tested will depend on your phase and/or need for accountability, but it will be a MINIMUM of twice per week

You must call 470.903.6780 every morning to learn if you need test. You are assigned a code to enter when you call

If you experience problems with the phone line or miss calling when the phone line is open, you MUST report for testing. If you are in the building for any reason on a test day, you MUST test before leaving the building for any reason. You are not permitted to leave the building and re-enter to take a test.

Where

Testing occurs at Hope Hall, but can also be taken at the courthouse, your home, or elsewhere as necessary

A missed test or failure to submit a specimen is considered a positive test and will be sanctioned as such. Diluting or attempting to alter a urine sample is considered a positive test and will result in a jail sanction. If you test positive, but admit to using before the test, your sanction

Statement of non-discrimination

Fulton County Accountability Court does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, acceptance of participants, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, participants, volunteers, subcontractors, and vendors.

A note on boundaries

The Behavioral Health Treatment Court Program (MMC) has a policy against entering romantic relationships with another participant. If you begin a relationship with another participant, one or both of you may face termination from the program. Please refrain from physical or intimate contact with any other participant. Be mindful of your behavior. Any behavior deemed flirtatious, intimidating, or predatory will be addressed immediately with responses up to and including termination.

When you start our program, please let us know if you discover that you are related to or have had a past romantic relationship with another participant in the program.

Emergency/Crisis Plan

At the Hope Hall Treatment Center, we recognize there are some events and circumstances beyond our normal control that occur in the lives of those we serve. As a treatment program, we are committed to the well-being of our clients while they are in our care.

- If there is an emergency, participants should call 911 immediately.
- During the time of crisis, the program staff will assess the situation and work towards developing a plan of action and determine the appropriate care, to include establishing a needs list and work through the list to include reaching out to supports listed on the Emergency Contact list.
- For all individuals who present in a crisis, a clinician will complete a basic risk/mental health assessment to determine any potential danger to self or others. The risk/mental health assessment will assess for psychiatric emergencies, which include but are not limited to: (a) psychiatric behavior, (b) acute of persistent confusion or hallucinations, (c) acute paranoia, agitation, or decreased attention span, (d) homicidal or suicidal behavior, (e) uncontrollable aggressive behavior and (f) other acutely abnormal or bizarre behavior.
- If an individual shows signs of being a potential danger to himself/herself or to others, the Georgia Crisis Line will be contacted with a request for immediate psychiatric/psychological care. EMS, the police, or the program investigators will provide transportation if transportation is needed.

Reporting to your Compliance Coordinator

What

Your compliance coordinator will help you with any issue or questions you have while you are in the program.

He/she will monitor your performance, assist with employment searches, and work with other program staff and family members to help you succeed in MMC and help in your recovery.

When

Initially you will meet with your compliance coordinator at least twice per week. Expect to meet with him/her more often at the beginning of the program. Your Compliance Coordinator will set appointments with you and let you know when you are required to report. Please see the Phase descriptions for the minimum number of visits per phase.

How

Your meetings will be in person unless otherwise directed by your Compliance Coordinator. Always bring the following:

- Pay stub (if employed)
- Your comments or concerns