



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy:	DOC 1.2.12 INMATE WELFARE ACCOUNTS
Chapter 1:	ADMINISTRATION AND MANAGEMENT
Section 2:	Fiscal Management
Effective Date:	May 1, 1996 Page 1 of 4 and Attachments
Last Revised:	August 29, 2023
Next Review:	August 29, 2024
Signature:	/s/ Brian Gootkin, Director

I. POLICY

The Department of Corrections will establish, maintain, and manage an inmate welfare account to enhance programs and services that directly impact inmates in secure facilities; funds may be allocated as release assistance to appropriate inmates. Accounts and revenues will be managed in compliance with generally accepted accounting principles and a system of checks and balances.

II. APPLICABILITY

All secure care facilities, Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Canteen Revenues – Net profits generated from the sale of canteen items at Department and contracted facilities.

Chief Financial Officer – The Chief Financial Officer (CFO) of the Department of Corrections.

Contraband – Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.

Inmate Representatives – Inmates approved by the facility administrator to represent the offender population.

Indigent Status – The status applied to an offender whose previous month’s and current financial activity indicates that he or she has insufficient funds to purchase hygiene or legal supplies from the facility canteen.

Miscellaneous Revenues – Revenue generated from food sales and cash proceeds from the sale of confiscated contraband.

Offender Organization – An organization recognized and approved by the facility administration as outlined in *DOC Policy 5.5.2, Offender Organizations*.

IV. DEPARTMENT DIRECTIVES

A. Inmate Welfare Funds and Accounting

1. There is an inmate welfare (IWF) account in the state special revenue fund. IWF funds are utilized for the needs of inmates within secure facilities and may assist the release of inmates into the community.
2. The following monies will be deposited in the IWF:
 - a. donations by individuals, organizations, or community groups, excluding inmate donations and donations from inmate families;
 - b. public money held for the needs of inmates that has not been allocated elsewhere; and
 - c. revenues generated from the following:
 - 1) commissions from inmate telephone usage;
 - 2) food sales and cash proceeds from the sale of appropriate confiscated contraband pursuant to *53-1-105, MCA*; and
 - 3) sale of canteen items at Department and contracted facilities.
3. Each facility administrator, or designee, must submit the Inmate Welfare Estimated Budget Worksheet by May 31st of each calendar year to the Chief Financial Officer to outline prospective IWF revenues and expenditures; the budget should be developed with the input of inmate representatives.
4. Facility administrators, or designees, must meet with inmate representatives monthly to discuss IWF monies and to document expenditures and deposits of IWF monies. The Department's Financial Services Bureau will provide receipts for IWF monies deposited.
5. A Department budget analyst will provide a monthly report to facility administrators and recognized inmate representatives detailing income and expenditures.

B. General Requirements for the use of IWF Funds

1. IWF Funds are utilized for the needs of inmates and inmate's families including, but not limited to the following expenses:
 - a. purchase of facility-based services, supplies or equipment, fixtures for visiting rooms, inmate TV programming, or other inmate activities approved by a facility administrator, or designee, including educational or library materials that benefit multiple inmates;
 - b. pay for inmate representatives in the amount of one (1) dollar per day, up to five (5) days a week; and
 - c. pay for inmate assignments in accordance with *DOC Policy 5.1.1 Inmate Assignments*.
2. IWF funds may not be used to provide services, supplies, or equipment that the Department or facility is obligated to provide for the health, welfare, security of inmates, or the general operation of a prison.
4. Inmate organizations must submit a request for monies to the facility administrator who,

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prior to approving the use of money from the facility budget or submitting a request for use of IWF funds outside of the facility budget, must complete a Request for IWF Funding.

5. The facility administrator, or designee, may approve funding requests for less than \$2,499 that are included in the approved facility budget. The facility administrator, or designee, must present requests for expenditures exceeding \$2,499, and any requests not included in the facility budget to the CFO or designee with the completed Request for IWF Funding. The CFO will review the purchase request for allowability within IWF policy, and availability of funds. The CFO or designee will approve or deny the request.

C. Use of IWF funds for Release Assistance or Travel Assistance

1. An inmate may be provided financial assistance from the IWF based on the inmate's release plan, projected financial needs, and financial status. Release assistance funds may not exceed \$500 and must be provided directly to an appropriate housing owner, treatment provider, or other verified service provider.
2. Decisions regarding release assistance will be determined in accordance with *DOC 1.2.12(A) IWF Fund Release Assistance Operations Procedure Guide* and based upon IWF monies available. Release assistance may be used for the following needs of inmates:
 - a. housing costs, i.e. initial rent payment, deposit, or temporary lodging;
 - b. aftercare treatment with approved providers; and
 - c. continuation of prescription medication.
3. Inmates may request transportation costs upon discharge and release by filling out the IWF Request for Release Transportation. Funding received through other release assistance will not be considered when determining qualification. An inmate must request these funds through an IPPO or case manager.
4. Inmates applying for release assistance must complete and submit the Inmate Release Assistance form to the appropriate case manager, supervising probation and parole officer, or member of the unit team, as applicable, at least 45 days prior to release and comply with all other provisions provide in *DOC 1.2.12(A) IWF Release Assistance Operations Procedure Guide*. In exceptional incidences, and approved on a case-by-case basis, inmates may request the use of release assistance after the inmate is released, but before the 31st day after the inmate's actual release.
5. To be eligible for release assistance inmates must meet the following general requirements:
 - a. maintained inmate status in a facility that contributes to the IWF for a minimum of 8 consecutive months;
 - b. completed, or in the process of completing, programming ordered by the court or the Board of Pardons and Parole (BOPP);
 - c. completed, or in the process of completing, a high school equivalency certificate or received a high school diploma unless determined exempt by the facility administrator, or designee;

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- d. inmate must be assigned to an inmate assignment unless determined exempt by the facility administrator, or designee;
 - e. maintained a minimum of six (6) months conduct without a major rule infraction unless determined exempt by the facility administrator, or designee;
 - f. inmate must not have received release assistance within the last five (5) years; and
 - g. inmate may not have transferred more than \$500 out of inmate's account for unapproved allocations within the previous 12 months.
6. Requests may be made to the IWF to pay for travel expenses for funeral or sick bed visits. Costs associated with travel expenses for funeral or sick bed visits up to \$400 are allowed in accordance with *DOC Policy 3.1.30, Offender Escorted Leave*;

V. CLOSING

Questions concerning this policy should be directed to the facility administrator, or designee.

VI. REFERENCES

- A. 17-7-502, MCA; 53-1-105, MCA; 53-1-109, MCA; 53-1-203, MCA; 53-30-101, MCA
- B. 4-4031, 4-4044, *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *DOC Policies 3.1.17 Searches and Contraband Control; 3.1.30 Offender Escorted Leave; 4.1.4 Indigent Status; 5.5.2 Offender Organizations*
- D. *DOC 1.2.12(A) Global Fund Release Assistance Operations Procedure Guide*

VII. ATTACHMENTS

- A. Request for IWF Funding
- B. Inmate Welfare Estimated Budget Worksheet



State of Montana
DEPARTMENT OF CORRECTIONS
INMATE WELFARE ESTIMATED BUDGET WORKSHEET
FACILITY: _____
FISCAL YEAR: _____

**Personal Services**

Salaries/Hourly Wages	\$	-
Employee Benefits	\$	-

COST**Other Services**

Professional Services	\$	-
Printing	\$	-
(Enter new item)	\$	-
(Enter new item)	\$	-

Supplies & Materials

Athletic/Recreational	\$	-
Clothing	\$	-
Educational	\$	-
Food	\$	-
Books/Reference Materials	\$	-
Minor Equipment	\$	-
(Enter new item)	\$	-
(Enter new item)	\$	-

Communications

Mail	\$	-
Telephone	\$	-
(Enter new item)	\$	-
(Enter new item)	\$	-

Travel

Lodging	\$	-
Meals	\$	-
Separation Allowance	\$	-
(Enter new item)	\$	-
(Enter new item)	\$	-

COST**Rent**

Non Office Equipment	\$	-
(Enter new item)	\$	-

COST**Other Expenses**

Dues	\$	-
Subscriptions	\$	-
Separation Allowance	\$	-
Licenses	\$	-
(Enter new item)	\$	-
(Enter new item)	\$	-

COST**Equipment**

Equipment	\$	-
(Enter new item)	\$	-

Total Budget Requested:**\$ -**

Sufficient Funding Available:

YES: _____ NO: _____

Verified by:

DOC Budget Analyst

Date:

Approved by :

CFO or

Date:

Submitted by:

Facility

Date:

Inmate Representative_____
Inmate Representative



**State of Montana
DEPARTMENT OF CORRECTIONS
REQUEST FOR IWF FUNDING**

Item/Service Requested: _____

Facility: _____

Justification (why is this allowable under IWF):

Amount Requested \$	_____	Annual	\$	_____
		Monthly	\$	_____
		One Time	\$	_____
		Total	\$	_____

*Is this expense included in the approved annual IWF budget for your facility?

- Yes – only the Facility Administrator Signature is required below
 *Signature indicates that Facility Administrator has verified compliance with the approved Facility Budget
- No – approval from the Inmate Representative and CFO is required

Facility Administrator _____ Date _____

IWF Representative _____ Date _____

MSP Only: Lowside Representative _____ Date _____
 Highside Representative _____ Date _____

CFO _____ Date _____

*Requests for IWF funds exceeding \$2,499 or outside the original budget approved must be forwarded to the CFO for approval.