



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

Policy No. DOC 1.2.12	Subject: <b>INMATE WELFARE ACCOUNTS</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4 and Attachments
Section 2: Fiscal Management	Effective Date: 5/01/1996
Signature: /s/ Mike Batista, Director	Revised: 08/19/2016

## **I. POLICY**

The Department of Corrections will establish, maintain, and manage inmate welfare accounts 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.

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.

Facility Fund – Funds within an inmate welfare account, funds may be reviewed by inmate representatives, and are utilized for the needs of inmates and inmate's families within a Department-owned or contracted facility.

Global Fund – Pooled annual contributions of inmate welfare accounts from each secure facility based on inmate population and funds available; funds will be used to provide release assistance to eligible inmates upon discharge, parole, or furlough and may be used as financial assistance to facilities for implementation of projects that benefit inmates directly; these funds may be reviewed by inmate representatives when appropriate.

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.

**Subject: INMATE WELFARE ACCOUNTS**

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*.

Prison Issues Board (PIB) – Administrators and staff from Department and contracted facilities and prisons who meet to discuss and coordinate the policy and operational functions of the facilities.

Telephone Revenues – Proceeds generated from offender collect calls and calling card sales.

#### **IV. DEPARTMENT DIRECTIVES**

##### **A. Inmate Welfare Funds and Accounting**

1. An inmate welfare (IWF) account in the state special revenue fund allocates money to each applicable facility in proportion to facility contributions to the account. 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) inmate collect calls and calling card sales;
    - 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](#) at the spring PIB meeting 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. Facility staff must write checks to the Department and forward to the Department's accounting office if the funds are at the facility. The Department's accounting office 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 Facility Funds**

1. Facility 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

**Subject: INMATE WELFARE ACCOUNTS**

- administrator, or designee, including educational or library materials;
  - b. costs associated with providing assistance for inmates on indigent status in accordance with *DOC Policy 4.1.4, Indigent Status*;
  - c. costs associated with travel expenses for funeral or sick bed visits up to \$400 in accordance with *DOC Policy 3.1.30, Offender Escorted Leave*;
  - d. pay for inmate representatives in the amount of one (1) dollar per day, up to five (5) days a week; and
  - e. pay for inmate assignments in accordance with *DOC Policy 5.1.1 Inmate Assignments*.
2. Facility 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, prior to approving the use of money from the IWF or submitting a request to the PIB Board, must complete a [Request for IWF Funding](#).
  5. The facility administrator, or designee, may approve funding requests for less than \$2,499 and must present requests for expenditures exceeding \$2,499 to the PIB with the completed [Request for IWF Funding](#). The board will approve or deny the request by majority vote.

**C. General Requirements for the use of Global Funds**

1. Allocations of Global Funds must be approved by the PIB during the annual approval process; any additional release assistance provided to inmates will be approved in accordance with the *DOC 1.2.12(A) Global Fund Release Assistance Operations Procedure Guide*.
2. An inmate may be provided financial assistance from the Global Fund 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.
3. Decisions regarding release assistance will be determined in accordance with *DOC 1.2.12(A) Global 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.
4. Inmates may request transportation costs upon discharge and release by filling out the [Global Fund 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.
5. Inmates applying for release assistance must complete and submit the [Inmate Release](#)

**Subject: INMATE WELFARE ACCOUNTS**

- [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) Global Fund 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 31<sup>st</sup> day after the inmate's actual release.
6. 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 12 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;
    - 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.
  7. The PIB may use discretion to award additional or non-traditional release assistance to inmates on a case-by-case basis.

**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, 4<sup>th</sup> 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. [Global Fund Request for Release Transportation](#)
- B. [Request for IWF Funding](#)
- C. [Inmate Welfare Estimated Budget Worksheet](#)
- D. [Inmate Release Assistance](#)