



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

Policy No. DOC 5.2.4	Subject: PRISON INDUSTRY ENHANCEMENT CERTIFICATION PROGRAM (PIECP)
Chapter 5: OFFENDER PROGRAMS	Page 1 of 2 and Attachments
Section 2: Montana Correctional Enterprises	Effective Date: May 10, 2007
Signature: /s/ Mike Batista, Director	Revision Date: 5/22/2013

I. POLICY

The Department of Corrections authorizes the Montana Correctional Enterprises Division to collect inmate wage deductions in federally certified work programs known as Cost Accounting Centers per federal statute.

II. APPLICABILITY

The Montana Correctional Enterprises Division.

III. DEFINITIONS

Authorized Deductions – Monies deducted from an offender’s gross wages including crime victim compensation, family support, room and board, and federal and state withholding tax.

Gross Wages – All money earned by offenders for actual hours worked during the pay period.

Mandatory Savings – Funds deducted from an inmate’s net pay, deposited into the offender’s savings account, and held for disbursement upon discharge or parole.

Montana Correctional Enterprises (MCE) – The Department division that operates work and training programs at Department and contracted facilities, including agriculture, industries, vocational education, license plate factory, food factory, canteen, and the offender hobby store.

Net Pay – Monies remaining after payment of all applicable taxes and authorized deductions.

Prison Industry Enhancement Certification Program (PIECP) – A program administered by MCE certified by the Department of Justice, Bureau of Justice Assistance to allow the interstate sale and distribution of inmate-produced goods developed by the cost center.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. An accounting center with unique revenue, expense, and labor account codes for a specific program called a Cost Accounting Center (CAC) program will address specific wages for inmates.
2. Inmates assigned to a Prison Industry Enhancement Certification Program (PIECP) must sign an approved wage deduction agreement as a condition of program participation prior to beginning work in the program.
3. Program staff will deduct the following from the inmate’s gross wages:
 - a. applicable taxes;
 - b. crime victim compensation;

- c. family support; and
 - d. room and board.
4. Program staff will complete the following requirements:
- a. inform participating inmates of authorized wage deductions;
 - b. deposit room and board deductions into the Correctional Enterprise proprietary fund to partially offset the cost of incarceration, including the cost of operating MCE and other work programs;
 - c. program staff may not authorize deductions exceeding 80% of gross wages but may deduct mandatory savings from the remaining 20% of net pay; and
 - d. provide participating inmates with a periodic deduction statement that itemizes gross wages earned, specific authorized deductions, net pay, and mandatory savings..

V. CLOSING

Questions concerning this policy should be directed to the MCE administrator.

VI. REFERENCES

- A. [53-1-203, MCA](#); [53-30-132, MCA](#);
- B. 98-473, Sec. 819, *Public Law Justice assistance Act of 1984*
- C. [101-647, Public Law Crime Control Act of 1990](#)

VII. ATTACHMENTS

[Approved Wage Deduction Agreement \(Customer Model\)](#) [PDF](#)
[Approved Wage Deduction Agreement \(Employer Model\)](#) [PDF](#)