



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure:	PPD 6.3.402	PROBATION & PAROLE FINANCIAL RESOURCES
Effective Date:	10/01/2020	Page 1 of 2
Revision Date(s):		
Reference(s):	PFB 6.1.204; 53-1-203, MCA	
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator	

I. PURPOSE:

Probation and Parole Division staff will follow established procedures when requesting resources that may be available within the probation and parole region for assisting offenders with financial needs.

II. DEFINITIONS:

PFB-Programs and Facilities Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole (P&P) regional offices and interstate transfers.

III. PROCEDURES:

A. RESOURCES FOR P&P OFFENDERS:

1. When an offender under direct community supervision is unable to participate in needed treatment due to a lack of finances, resources may be available through the Department to assist the offender.
2. When reviewing the circumstances of an offender’s case, the supervising P&P Officer will first consider the availability of contracted vendors and other avenues of funding that include, but are not limited to;
 - a. state-contracted programs such as mental health centers and substance abuse programs, private insurance, and Medicaid; and/or
 - b. transitional assistance funds:
 - 1) Transitional assistance funds are available to offenders under the supervision of P&P; in a prerelease center, assessment and sanction center, or treatment facility; or being released from prison;
 - 2) The requested funding must be reasonable and justifiable and specifically allocated for:
 - a) a service, equipment, or other need to expedite an offender’s discharge from a prerelease center, b) to help in an offender’s completion of a program, or c) for an offender’s ongoing need in the community; and
 - 3) A request for transitional assistance funds is made using *PFB 6.1.204(A) Transitional Assistance/Rental Voucher Request*. The *Request* must be completed and submitted pursuant to the procedures of *PFB 6.1.204 Transitional Assistance and Rental Vouchers*.

3. **If there are no other resources available**, the Officer will staff the case with the Deputy Chief (DC) or designee regarding available supervision fees, which may be used for:
 - a. Anger Management
 - b. Gambling Addiction Assessments
 - c. Batterer's Intervention
 - d. Cognitive-based Programming
 - e. Substance Use Evaluations/Counseling
 - f. Psychological Evaluations
 - g. Sexual Offender Polygraph Examinations
 - h. Psycho-Sexual Evaluations or Sexual Offender Treatment
 - i. Mental Health Evaluations/Counseling
 - j. Other treatment determined appropriate by P&P Officer and DC.
4. The DC or designee may use *PPD 6.3.402(A) Supervision Fee Expenditure Request* to track expenditures for the offenders approved for the assistance. The *Request* is completed by the supervising P&P Officer and should include the following:
 - a. name of offender;
 - b. type of service requested;
 - c. duration of treatment and cost of service;
 - d. name of vendor;
 - e. the reason for financial request; and
 - f. ORG #.
5. Approved vendor(s) will be instructed to submit their invoice to the DC or designee for processing/payment. Once the invoice is received, a contact name and the ORG # must be written on the invoice, which is then submitted to the central office accounting unit for payment.
6. The DC should evaluate the regularity of need for service from an uncontracted vendor to determine if a contract is appropriate (see *DOC Policies 1.2.8, Procurement* and *1.2.9, Contracts*).

IV. CLOSING:

Questions regarding this procedure should be directed to the Deputy Chief or the Programs and Facilities Bureau.

V. FORMS:

PPD 6.3.402 (A) Supervision Fee Expenditure Request
PFB 6.1.204 (A) Transitional Assistance/Rental Voucher Request