

Sixth District Department of Correctional Services POLICY		Issue Date 05/10/93	Effective Date 05/07/18	Policy Number 2516-18
Subject FINANCES		Review Month December		Author 0120 (CDE)
Rescinds 2516-17	References Chapter 904.905, 905.12, Code of Iowa; WR/OWI-22			

POLICY:

Residents turn all money in to staff. Following receipt of money, the resident and Residential PPO proceeds with the legal and proper budgeting of funds.

PROCEDURE:

1. The Residential Probation/Parole Officer (PPO) explains the budgeting system to the resident during intake. An accurate list of resident debts is verified by the Residential PPO within thirty (30) days of arrival.
2. Residents turn in all money and corresponding check stubs to staff on the date it is received.
3. Monies and check stubs are turned in to Residential Officer (RO) who input all applicable fields in the Banking System.
4. The resident funds are handled as follows:
 - A. Check:
 - 1) Checks that are to be deposited into resident's banking account are endorsed by resident and stamped "For Deposit Only".
 - 2) The total amount is entered in the banking system;
 - 3) A receipt for the exact amount of funds is provided to the resident at the time the money is turned in;
 - 4) The check and any applicable receipts are placed in the safe;
 - 5) The check stub is photocopied and provided to the Residential PPO.
 - 6) The original check stub is returned to the resident.

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PROCEDURE: (continued)

- B. Pay card:
 - 1) Resident turns in pay cards. Pay cards are kept by the facility. Staff activate the pay card for the resident using a pin known to the resident (usually the residents last four of their social security number) and the pin is placed on the back of the card, or the resident activates the pay card in front of staff and notifies staff of the pin number which is placed on the pay card.
 - 2) Resident provides a paystub each pay period;
 - 3) Credit card transaction is completed entering the corresponding gross and net amount along with the number of hours paid into the banking system. Two (2) receipts print; one (1) resident signs and is stapled to the banking system receipt, one (1) is given to resident.
 - 4) Total amount of credit receipt is entered in the banking system (banking system and credit card receipt amounts must match);
 - 5) RO makes two (2) copies of the banking receipt. One (1) copy is given to the resident where it is stapled with the copy of the credit card receipt and the original paystub and one (1) copy along with signed credit card receipt (stapled) is placed in the safe.
 - 6) The original paystub and one (1) credit card receipt is returned to the resident. A copy of the paystub is provided to the Residential PPO.
- C. Direct Deposit: (Only when no other payment process is available)
 - 1) Resident provides paystub each pay period;
 - 2) Total amount of paystub is entered in banking system;
 - 3) RO makes two (2) copies of the paystub. Provide one (1) copy to the Residential PPO and place one (1) copy in the safe.
 - 4) The original paystub and one (1) copy of receipt from banking are returned to the resident.
- 5. Designated Department staff empties the lock box weekly and transfers all funds to the Administrative Office.
- 6. The Residential PPO meets with each resident bi-weekly to complete budgets.

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PROCEDURE: (continued)

7. The following priorities govern the expenditure of resident funds:
 - A. Court support of dependents;
 - B. Restitution ordered by the Court under Chapter 910.
 - C. Outstanding debts owed to DCS (bus passes, NTS tickets, house loans etc.)
 - D. Rent (if applicable) – assessed from the date of admission through the date of discharge. Clerical provides notification of resident movement to designated accounting personnel daily, for rent adjustment (i.e. medical furlough, jail, emergency furlough etc.);
 - E. DCS supervision fee;
 - F. Necessary allowance for food, travel and other personal expenses;
 - G. Savings.
8. Checks are issued by the Residential Accounting Technician bi-weekly. Checks issued toward the payment of group resident bills are mailed by the Accounting Technician (i.e.: bus department, NTS). All other checks are given to the resident.
9. Release of personal spending checks to the resident is recorded on the Weekly Pass Log (2516A, 2516B, or 2516C). Residents are provided a copy of all fiscal transactions (funds processed and disbursed).
10. Residents may submit a written Proposed Budget Worksheet (2516D or 2516E) to their Residential PPO regarding how they would like their funds dispersed. The Residential PPO may depart from the resident's request using the priorities outline in Procedure 7 (A – G).
11. Funds (including gifts) received for residents not currently in the facility (escape status, incarcerated, transferred out and not available, etc.) are administered in accordance with Procedures 3 and 4 and then processed according to Procedure 7. For residents who are unavailable the Residential PPO completes the budget.
12. Weekly allowances for travel and personal expenses are negotiated with the resident and their assigned Residential PPO on a bi-weekly basis, after other obligations such as restitution, child support, program fees, etc. are considered as a priority.
13. Residents may be allowed to cash paychecks or retain non-work income, if approved by the Residential PPO, Residential Supervisor or designee, only if an emergency or compelling circumstance exists. Copies of the check or check stub (if applicable) are retained.
14. A final Budget is completed prior to the resident discharge to ensure that all remaining funds are distributed appropriately.

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PROCEDURE: (continued)

15. Residents who discharge from the program with a remaining debt to the Department (rent, resident loan, linen fee, etc.) are obligated for the full amount. The Residential PPO has the resident sign a Promissory Note prior to discharge. All unpaid obligations to DCS are sent to tax off-set.

16. Extended Transition Program:
 - A. The Extended Transition Program Fee is \$63 (sixty-three dollars) per week/\$9 (nine dollars) per day.
 - B. The Residential PPO notifies the resident of the amount required for the Extended Transition Program.
 - C. Payments are made in person at the residential facility. The Residential Officer (RO) collects the money and logs it into the banking system.
 - D. Residents are provided a receipt of payment.
 - E. Payments are processed by the Residential PPO.

BY ORDER OF:

Bruce Vander Sanden, District Director