

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 05/10/19	Policy Number 2537-19
Subject RESIDENT LOAN FUND		Review Month December	Author 0111 (SBL)
Rescinds 1337-14; 1437-14; 1537-14	References 6JDDCS Policies F003; 138; 2346; 2516		

POLICY:

The Judicial District maintains a loan fund to assist residents in the facility. The Residential Division Manager works with the Administrative Division Manager to maintain the Resident Loan Fund in manners consistent with Judicial District policy and GAAP (Generally Accepted Accounting Practices).

PROCEDURE:

1. The Residential PPO approves or denies the request.
2. If approved, the Residential PPO:
 - A. Completes a check payable to the resident or other approved party;
 - B. Documents the check register;
 - C. Obtains a second, authorized signature on the check.
3. The Residential PPO arranges repayment of the loan through the budget process as soon as the resident has the ability to pay. The Residential PPO immediately enters information into (Banking) budget program and it is repaid as soon as possible.
4. The Residential Division Manager makes the checkbook and register available to audit upon the request of Department Administrative staff.

BY ORDER OF:

Bruce Vander Sanden, District Director