

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.54	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 07/06/04	<b>New Effective Date:</b> 05/01/17
	<b>Supersedes:</b> 300.00.54	<b>Dated:</b> 11/08/10
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Payment of HSED/GED Credential Fee		

**POLICY**

The Division of Adult Institutions shall pay the fee charged by the Department of Public Instruction for all inmates who achieve a General Equivalency Diploma or a High School Equivalency Degree.

**DEFINITIONS, ACRONYMS, AND FORMS**

DAI – Division of Adult Institutions/Centers

DOC – Department of Corrections

DPI – Department of Public Instruction

GED – General Equivalency Diploma

HSED – High School Equivalency Degree

**PROCEDURE****I. General**

- A. Facilities within the DAI shall use telephone revenues to pay the credential fee for inmates who complete a GED or HSED while incarcerated at their facility.
- B. DAI shall pay the total amount to DPI on a monthly basis, and shall journal voucher the expense to the facilities on a quarterly basis for inmates completing GED or HSED at their facilities.

**II. Procedures**

- A. The DAI Education Coordinator shall verify the charges with the individual Education Directors/designees and shall submit the approved invoice to DAI for payment.
- B. DAI shall journal voucher the expense to the facilities on a quarterly basis for the GED/HSED credential fees generated by inmates at their facilities. Payment of these fees shall be remitted from Appropriation 184.
- C. DAI may pay the DPI credential fee for a GED completion and/or HSED completion once per inmate.

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D. It shall be the responsibility of the Education Directors/designees and the DAI Education Coordinator to maintain records of inmates receiving GED or HSED credentials after January 1, 2004, when the fee was initiated.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Payment of HSED/GED Credential Fee		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other