

 <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> 309.45.03	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 05/01/90	<b>New Effective Date:</b> 11/12/18
	<b>Supersedes:</b> 309.45.03	<b>Dated:</b> 03/17/14
	<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> 309 Resources for Inmates		
<b>Subject:</b> Social Security, Federal, State and County Benefits		

**POLICY**

The Division of Adult Institutions shall work jointly with the Social Security Administration, Federal, State and County officials to ensure incarcerated felons are not receiving funds to which they are not entitled.

**REFERENCES**

38 USC Chapter 5313 – Limitations on Payment of Compensation and Dependency and Indemnity Compensation to Persons Incarcerated for Conviction of a Felony  
SSA Publication No. 05-10088 – Incentive Payments for State and Local Institutions under Social Security Program  
Memorandum of Understanding - Between the Wisconsin Department of Corrections and the Social Security Administration signed 9/25/09  
Wisconsin Statute s. 301.07 – Cooperation and contracts with federal government  
Wisconsin Statute s. 301.32 – Property of prisoners, residents and probationers  
Wisconsin Administrative Code s. 309.45 – Inmate funds and canteen – purpose  
DAI 300.00.02 – Inmate Taxes  
DAI 309.04.01 – Inmate Mail  
DAI 309.45.02 – Inmate Trust System Deductions

**DEFINITIONS, ACRONYMS, AND FORMS**

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-243 – Notice of Non-Delivery of Mail

SSA – Social Security Administration

VA – Veterans Administration

WICS – Wisconsin Integrated Corrections System

**PROCEDURE****I. Social Security**

- A. Inmates incarcerated for a felony conviction are not eligible to receive Social Security benefits.

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- B. An automated weekly interface extracts any changes to inmate records from WICS, including both current admissions and releases.
- C. The local Social Security Office Manager must be contacted if a Social Security check is received at a facility.

**II. Veterans Benefits**

- A. If an inmate is receiving VA benefits, the inmate shall be informed that s/he is to contact the VA to advise them of his/her incarceration.
- B. Deductions from VA checks shall not be taken.

**III.** Federal and state tax returns shall be processed per DAI Policy 300.00.02 and DAI Policy 309.04.01.

**IV.** Any checks other than tax returns from federal, state or county funds shall be verified by contacting the issuing agency.

**V.** A DOC-243 shall be completed for any funds not deposited into the inmate's account and returned to the sender.

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

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 309.45.03	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Social Security, Federal, State and County Benefits		
<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