

Revised 5/3/22

## **Release Account**

### **Overview:**

DAI shall establish a release account for each inmate. Ten percent of all income earned or received, will be deposited into the release account. Prior to release, the department may authorize the disbursement of release account funds for purposes that will aid the inmate's reintegration into the community or that will reimburse the department for incarceration costs, including legal loans and restitution. The Agent shall instruct the institution Business Office, via documentation of the Offender Release Authorization (DOC-15), as to where these balances shall be transferred.

Release account funds may be used for items listed in DAI 309.45.02 Inmate Trust System Deductions Attachment A when timelines and criteria is met. All disbursements made with release funds shall be made payable to the vendor/provider. Money shall not be sent to family/friends.

### **Social Worker/Treatment Specialist Responsibilities:**

Social Worker/Treatment Specialists responsibilities may include review of release account disbursements to ensure they meet the criteria of DAI 309.45.02 Attachment A. Social Worker/Treatment Specialists shall inform the Agent of the balances in the inmate's general and release accounts during release planning and shall communicate with the agent regarding the need for the Offender Release Authorization (DOC-15) to be received at least 30 days prior to release or upon receipt of an amended Judgement of Conviction. Once the Offender Release Authorization is received, the Social Worker/Treatment Specialist shall than forward the document to appropriate departments, as it instructs the institution as to where the general and release account balances shall be transferred upon the inmate's release.

### **References/Resources:**

Wisconsin Administrative Code DOC 309.466 – Release Account Funds

DAI 309.45.02

DAI 309.45.02 Attachment A

Offender Release Authorization (DOC-15)

Notice of Release (DOC-1121)

WICS > Inmate Banking > Inmate Bank Accounts