

ECRM - SUPERVISION\DCC\SUPERVISION PROCESS\PRE-RELEASE PLANNING

.03 CONTROL OF INMATE FUNDS

Release funds are intended to assist the client with reentry needs such as housing, transportation, clothing, and obtaining employment. Release funds are not meant to pay financial obligations. In very rare circumstances should an agent have a PIOC's release funds sent to the agent. The circumstances when an agent can have the release funds sent to them are:

- If the client asks for assistance.
- If the DAI social worker and DCC agent agree that the client needs money management assistance.
- If the DAI social worker and DCC agent are concerned with a vulnerable client being released with a large amount of funds.

If one of these three situations is identified, the agent should indicate on the DOC-15 (Client Release Authorization) to have the check sent to the agent, obtain DCC supervisor approval on the DOC-15, and document in COMPAS what assistance the agent will provide and for what timeframe. The agent can facilitate financial management services through community resources, a caregiver, or supportive services.

At no time should the agent have control of or access to the client's bank account. The bank account will only be in the client name and control.

Agents may not request that DAI split the release funds check with a portion being sent to the agent and the remainder be given to the client.

DAI may reach out to the agent of record if a release fund check is returned by the post office as undeliverable only if the address in COMPAS is the same as on the returned check. If the address in COMPAS is different than the address on the returned check, DAI should resend the check to the current COMPAS address. This does not apply to max discharge cases.