



# Illinois Department of Corrections

## Administrative Directive

Number: <b>02.42.105</b>	Title: <b>Disbursements</b>	Effective: <b>3/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.42.105 effective 12/1/2020

<b>Authority:</b> 730 ILCS 5/3-2-2 20 IAC 205	<b>Related ACA Standards:</b> 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03, 07, 18 – 23, 5-ACI-5A-06
<b>Referenced Policies:</b> 02.27.102, 02.42.104	<b>Referenced Forms:</b> DOC 0296 – Authorization for Payment DOC 0307 – Transition Center Individual in Custody Budget Disbursement

### I. POLICY

Disbursements from an individual's trust fund account shall be authorized by the individual in custody. Disbursements from an individual's trust fund account in a Transitional Security facility shall be authorized and processed by the Transitional Security facility.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish written guidelines for staff for processing disbursements from an individual's trust fund account.

#### B. Applicability

This directive is applicable to all correctional facilities within the Department.

#### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

#### D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

#### E. General Provisions

##### 1. Transitional Security Facilities

- a. Each individual in custody, with the assistance of a counselor, shall establish a budget at least monthly. This budget shall include, but not be limited to, maintenance payments, restitution and aid to dependents.
- b. Individuals in custody shall also be responsible for the payment of any bills such as medical expenses or other expenses, unless otherwise approved by the Chief Administrative Officer (CAO).
- c. Payments shall be authorized by the individual in custody through completion of the

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Transition Center Individual in Custody Budget Disbursement, DOC 0307.

2. All Other Correctional Facilities

All payments other than payments to the Individual Commissary Fund and payments of restitution shall be authorized by the individual in custody through completion of an Authorization for Payment, DOC 0296, or as the result of a court order. Payments of restitution shall be processed in accordance with Administrative Directive 02.42.104.

**F. Requirements – Transitional Security Facilities**

1. An individual in custody requesting disbursement of monies from his or her trust fund account must submit a completed DOC 0307 to his or her assigned counselor.
2. An individual in custody may request up to 10 disbursements at a time using the same DOC 0307.
3. After review and approval of the DOC 0307, the counselor shall forward the DOC 0307 to the CAO.
4. If any requested transaction on the DOC 0307 is denied, the CAO shall return the DOC 0307 to the counselor for discussion with the individual in custody.
5. Upon approval, the CAO shall forward the DOC 0307 to the designated staff for processing.
6. The designated staff shall prepare the appropriate check and enter the requested disbursement into the Fiscal Accounting and Commissary Trading System (FACTS). Checks for child support shall be made payable as directed in the court order.
7. After the checks are signed by the authorized signatories, the checks shall be distributed.
  - a. The checks shall be forwarded to the designated distribution authority, such as mailroom staff, supervisor or counselor, for distribution to individuals in custody or be mailed to the payee.

**NOTE:** Checks payable to the State of Illinois shall be processed as cash receipts in accordance with Administrative Directive 02.27.102.

- b. The check shall be attached to the DOC 0307.
- c. For checks distributed to the individual in custody, the individual in custody shall sign the DOC 0307 each check received.
- d. Upon request and with the approval of the assigned counselor, individuals in custody may receive a copy of their Individual Trust Fund account once within a thirty day period.

**G. Requirements – Correctional Facilities excluding Transitional Security Facilities**

1. Payment for Commissary Purchases
  - a. Using FACTS, each batch of commissary slips shall be totaled and released automatically for update to the individual in custody's account.
  - b. At least weekly, a check payable to the Individuals' Commissary Fund shall be prepared for the total amount of daily purchases for the week.

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2. Other Payments

- a. Purchases or payments shall be authorized by the individual in custody on a DOC 0296.
- b. The individual in custody shall prepare a DOC 0296 and ensure it is signed, witnessed by staff and forwarded to the Business Office for processing.
- c. The Post Clerk shall determine if sufficient funds exist in the individual in custody's trust fund account.
  - (1) If there are insufficient funds, the Post Clerk shall return the DOC 0296 to the individual in custody.
  - (2) If sufficient funds exist, the Post Clerk shall place a restriction on the individual in custody's account for the amount of the payment or purchase and shall forward the DOC 0296 to the employee responsible for individual in custody purchases or payments.
- d. The person responsible for individual in custody purchases or payments shall verify the amount of purchase or payment, prepare a purchase order, if necessary, and forward the DOC 0296 for check preparation. If the DOC 0296 is for an outside purchase and prepayment is not required, the DOC 0296 shall be placed in an "Outstanding Purchase" file. Upon receipt of the goods, the DOC 0296 shall be matched with the invoice and forwarded for check preparation.
- e. A trust fund check shall be prepared and an identifying entry shall be made on the check stub. The check and the DOC 0296 shall be forwarded to the Post Clerk.
- f. The Post Clerk shall:
  - (1) Post the payment to the individual in custody's trust fund ledger account;
  - (2) Initial the DOC 0296;
  - (3) Retain the original DOC 0296;
  - (4) Forward the check for mailing; and
  - (5) Return the approved copy to the individual in custody.
- g. The individual in custody shall be advised by receipt of the approved DOC 0296 that the item has been ordered or payment has been made and the amount of payment has been deducted from his or her account.
- h. Upon receipt of outside purchases, the Personal Property Clerk shall list and forward the item(s) to the individual in custody.

3. Payment for Postage

- a. Payment for postage shall be authorized by the individual in custody on the DOC 0296. The DOC 0296 shall be attached to the mail and forwarded to the mailroom.
- b. The mailroom shall determine and enter the amount of postage requested on the DOC 0296 and forward the DOC 0296 to the Business Office for approval.

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- c. The Post Clerk shall determine if sufficient funds exist in the individual in custody's trust fund account.
    - (1) If insufficient funds exist, the individual in custody may be permitted to send reasonable amounts of legal mail at State expense. If the individual in custody has signed a DOC 0296, it shall be returned to the mail room with direction to place postage on the item and mail. Mail room personnel shall write the date items were mailed and initial the DOC 0296.
    - (2) If sufficient funds exist, the Post Clerk shall post the amount of postage to the individual in custody's account, retain the original DOC 0296 and forward the remaining two copies of the DOC 0296 to the mailroom.
      - (a) The Post Clerk shall forward the DOC 0296 to the person responsible for writing the check.
      - (b) At least twice monthly, a trust fund check shall be prepared for the total amount of postage paid, the amount shall be entered on FACTS, and the check forwarded to the appropriate employee to be mailed to the appropriate postage vendor.
  - d. After affixing the postage, mailroom staff shall initial the DOC 0296, mail the item, return the approved DOC 0296 to the individual in custody and retain the remaining copy.
  - e. Denied requests shall be returned to the individual in custody.
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