



Illinois Department of Corrections

Administrative Directive

Number: 02.42.106	Title: Transfer or Closing of Accounts	Effective: 1/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.42.106 effective 1/1/2021

Authority: 730 5/3-2-2	Related ACA Standards: 5-ACI-1B-07, 10, 21, 5-ACI-5F-05
Referenced Policies: 02.27.102, 02.41.101, 02.42.105	Referenced Forms: DOC 0067 – Statement of Release Money & Trust Fund Account Balance DOC 0296 – Authorization for Payment

I. **POLICY**

Upon transfer or release, the individual in custody's trust fund account shall be transferred or closed.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written guidelines to transfer or close an individual in custody's trust fund account.

B. **Applicability**

This directive is applicable to all correctional facilities, to parole services monitoring individuals in custody on electronic detention and to the Division of Finance and Administration.

C. **Facility Reviews**

A facility review of this directive may be conducted annually in accordance with the facility internal audit schedule.

D. **Designees**

The Business Administrator or above may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **General Provisions**

The Chief Administrative Officer (CAO) shall ensure the Business Office is advised, in writing, when an individual in custody is to be released or transferred to another facility and that accounts are transferred or closed in accordance with the guidelines established in this directive.

F. **Requirements**

1. **Transfer to Another Facility**

When an individual in custody is transferred to another facility, the individual in custody's trust fund account balance shall also be transferred.

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- a. Every attempt shall be made to compute and post all monies due to and charges against an individual in custody's account at the time of transfer. This will require communication with work supervisors to determine the individual in custody's pay.
- b. On or before the fifth working day after transfer, a disbursement for the account balance, payable to the Individuals' Trust Fund of the facility where the individual in custody has been transferred, and a Transfer of Individual's Trust Funds Report shall be generated by the Fiscal Accounting and Commissary Trading System (FACTS).
- c. The Business Office managing the trust fund shall:
 - (1) Debit the individual in custody's trust fund account for the amount of the disbursement; and
 - (2) Forward the disbursement documentation and a copy of the Transfer of Individual's Trust Funds Report to the receiving facility.
- d. If subsequent payments, charges or receipts are received for an individual in custody, the closed account shall be reopened for the amount.
 - (1) A disbursement for any resulting credit balance shall be prepared and posted in accordance with Paragraph II.F.1.b. and c. of this directive.
 - (2) Any reopened account resulting in a debit balance shall be reported to the Business Administrator.
 - (a) The Business Administrator shall prepare an Authorization for Payment, DOC 0296.
 - (b) All pertinent documentation shall be attached to the DOC 0296.
 - (c) The original and one copy of the DOC 0296 shall be forwarded to the facility where the individual in custody is currently located.
 - (d) A copy of the DOC 0296 shall be retained.
 - (3) If funds are due to a locally held fund of the sending facility, such as an individual in custody benefit fund or commissary fund, the disbursement and a copy of the DOC 0296 shall be directed to that facility.
 - (a) Once payment is received, the DOC 0296 shall be removed from the pending file and placed in an "Outstanding Receivables Payments Received" file.
 - (b) If after 60 days any monies due from another facility are outstanding and no correspondence has been received, a second request for payment shall be initiated by the Business Administrator.
 - (4) If the funds are to be deposited to a fund held by the State Treasurer, the receiving facility shall prepare the disbursement and transmittal in accordance with Administrative Directive 02.27.102.

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- (5) The receiving facility shall use the DOC 0296 as documentation in lieu of the individual in custody's signature. The DOC 0296 shall be processed in accordance with Administrative Directive 02.42.105.
- (a) If sufficient funds exist, the disbursement shall be prepared and submitted in accordance with Il.F. 1.d.(3) and (4), and a copy of the DOC 0296 shall be forwarded to the individual in custody. The original DOC 0296 and pertinent documentation shall be attached and maintained by the Business Office overseeing trust fund activity.
- (b) If insufficient funds exist, the DOC 0296 shall be placed in a pending file and a restriction shall be placed on the individual in custody's account for the amount of the balance due. A copy of the DOC 0296 shall be forwarded to the individual in custody. Disbursements shall be processed as funds become available and all funds received by an individual in custody shall be used to satisfy such outstanding debts.
- (c) The Business Office designee in charge of trust fund activities shall:
- i. Debit the individual in custody's trust fund account for the amount of the disbursement thus reflecting a zero balance to prevent the individual in custody from incurring additional expenses.
 - ii. Retain a copy of the Individual's Trust Funds Report.
 - iii. Attach the disbursement documentation and a copy of the Individual's Trust Funds Report to the master file and forward to the receiving Transitional Security facility.
- (d) The disbursement documentation shall be given to the individual in custody when he or she is released on mandatory supervised release, discharged from custody or otherwise released from the Department.
- (e) If subsequent payments are received:
- i. A disbursement payable to the individual in custody and the Individual's Trust Fund Report shall be prepared;
 - ii. The disbursement shall be sent to the individual in custody's host address as shown in Offender 360; and
 - iii. The copy of the Individual's Trust Funds Report shall be forwarded to the supervisor for electronic detention individuals in custody for placement in the master file.
- (f) If subsequent charges are received:
- i. The closed account shall be reopened for that amount.
 - ii. The Business Administrator shall prepare a DOC 0296.

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- All pertinent documentation, such as reason for the debt and when the debt was incurred, shall be attached to the DOC 0296;
- The original and one copy of the DOC 0296 shall be forwarded to the supervisor responsible for monitoring the electronic detention individual in custody; and
- A copy of the DOC 0296 shall be retained in a file for "Outstanding Receivables Due from Another Facility."
- If the funds are to be deposited to a fund held by the State Treasurer, the receiving facility shall prepare the disbursement and transmittal in accordance with Administrative Directive 02.27.102.

- (g) The appropriate supervisor for electronic detention individuals in custody shall contact the individual in custody in writing notifying him or her of this financial obligation and repayment schedule. A copy of the notification shall be sent to the facility where the DOC 0296 was initiated.
- (h) Once payment is received, the DOC 0296 shall be removed from the pending file and placed in an "Outstanding Receivables Payments Received" file.
- (i) If after 45 days a copy of the notification to the individual in custody or monies have not been received, a second request for payment shall be initiated by the Business Administrator.

2. Release or Discharge of Individual in Custody

When an individual in custody is released or discharged, the individual in custody's trust fund account shall be closed by payment of the balance to the individual in custody.

- a. Every attempt shall be made to compute and post all monies due to and charges against an individual in custody's account at the time of release or discharge. This will require communication with work supervisors to determine the individual in custody's pay.
- b. At the time of release, payment shall be made to the individual in custody for his or her account balance. Individuals in custody shall be immediately issued \$25 at the time of release.
- (1) If the individual in custody's trust fund has up to a \$10 available balance, those funds shall be restricted and sent to the Department of Corrections Reimbursement and Education Fund. The individual in custody shall be given a total of \$25 as well as any funds remaining in his or her trust fund. Up to \$100 of the remaining balance may be given in cash with any excess being given by check.

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- (2) If cash is to be received, a Statement of Release Money & Trust Fund Account Balance, DOC 0067, shall be prepared to authorize receipt of cash in lieu of a separate check. The DOC 0067 shall indicate the amount of cash received by the individual in custody including any gate or travel money received from the Travel and Allowance Revolving Fund in accordance with Administrative Directive 02.41.101.
 - (3) A check made payable to the individual in custody shall be prepared for the balance of the individual in custody's account.
- c. The business office designee in charge of trust fund activities shall debit the individual in custody's trust fund account for the amount of the payment, place the individual in custody in release status and forward the payment or DOC 0067s to the Journal Clerk.
- d. If subsequent payments, charges or receipts are received for the released individual, the closed account shall be reopened for the amount.
- (1) A check for any resulting credit balance shall be prepared and posted in accordance with Paragraph II.F.1.b. and c.
 - (a) The Journal Clerk shall post the check to the individual's account and forward the check for mailing to the released individual. The returned canceled check shall verify the check was mailed from the facility.
 - (b) Any returned check or subsequent payment for an individual shall be deposited to the Individual's Trust Fund checking account, irrespective of amount. No savings accounts shall be maintained for released individuals.
 - (c) Return of unclaimed mail will provide necessary documentation that the released individual cannot be located. The Post Clerk shall void the check on the individual's account.
 - (2) Any reopened account resulting in a debit balance shall be reported to the Business Administrator. The Business Administrator shall:
 - (a) Check with the Records Office at the parent facility to ascertain which parole district has supervision of the case, if paroled, or the individual's address if discharged.
 - (b) Notify the District Parole Supervisor or individual, as appropriate, in writing, of the amount owed the facility and request his or her assistance in obtaining payment for the amount outstanding.
- e. Restitution, either voluntary or involuntary, or furlough debts which remain outstanding at the time of release or discharge shall be retained until the individual in custody returns to the facility, or until the account becomes dormant, at which time the debit balance will be transferred to the General Revenue Fund as detailed in Paragraph II.F.5. of this directive.

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3. Inactive Accounts for Individuals who have been Released or Discharged

At least twice yearly, all trust fund accounts of individuals in custody shall be reviewed by the Business Administrator to identify the accounts of individuals who have been released or discharged or who are on escape status which have been inactive for a period of one year. All accounts which have been inactive for a period of one year or more shall be declared "dormant."

4. Dormant Accounts

a. Upon determination of dormant accounts, the Business Administrator shall prepare a list which includes the account numbers, individuals' names, identification numbers and account balances and a memorandum requesting permission to transfer the balances to the General Revenue Fund.

(1) If the list includes accounts with debit balances, the memorandum shall be for the CAO's signature and shall be submitted to the Chief Financial Officer (CFO) for approval.

(2) If the list only includes accounts with credit balances, the memorandum shall be sent to the CAO for approval.

b. Upon approval of the CAO or, if appropriate, the CFO:

(1) A check shall be prepared for the credit balance payable to the General Revenue Fund and forwarded to the Business Office designee in charge of trust fund activities.

(2) The Business Office designee in charge of trust fund activities shall post the check to close the individual's accounts.

c. Checks made payable to the General Revenue Fund shall be processed in accordance with Administrative Directive 02.27.102.
