



# Illinois Department of Corrections

## Administrative Directive

Number: <b>02.43.101</b>	Title: <b>Individual in Custody Benefit Funds – General Provisions</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>	02.43.101 effective 8/1/2019	

<b>Authority:</b> 730 ILCS 5/3-2-2 and 3-4-3	<b>Related ACA Standards:</b> 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03, 07 – 10, 20, 21
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

### I. POLICY

The Department shall establish and maintain Individual Benefit Funds.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish written guidelines for the establishment of Individual Benefit Funds.

#### B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services 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. Definitions

Chief Administrative Officer – the highest ranking official at a correctional facility.

Individual Benefit Fund – funds used for the benefit of individuals in custody.

#### F. Requirements

1. Monies for all Individual Benefit Funds shall be held locally in an approved bank account.
2. Each Chief Administrative Officer (CAO) shall appoint a committee to review expenditures from the Individual Benefit Fund.
  - a. In correctional facilities, excluding Transitional Security facilities, the committee shall consist of a minimum of three members including the Leisure Time Activities Supervisor, an Assistant CAO and a representative from the Business Office.

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- b. In Transitional Security facilities, the committee shall consist of a minimum of three members and shall include a representative from the Business Office.
  - c. The CAO shall appoint the chairperson.
  - d. Minutes shall be kept for each meeting.
  - e. A copy of the minutes shall be distributed to each committee member. A copy may be posted on the individual in custody bulletin board if the committee deems it appropriate and the CAO concurs.
3. Primary sources of revenue for the Individual Benefit Funds shall be:
- a. Donations.
  - b. Disbursement of profits from the Individual Commissary Funds.
  - c. Vending machine commissions.
  - d. Interest or other income from monies deposited.
4. Bank service charges for Individual Benefit Funds shall be paid by the fund incurring the charge. Bank service charges may include, but not be limited to, check printing fees, monthly service charges, stop payment and overdraft charges assessed by the local financial institution.
5. Bank service charges incurred by the Individual Trust Fund shall be reimbursed from the Individual Benefit Fund.
6. The following books of account shall be maintained for each benefit fund:
- a. Cash Receipts Journal.
  - b. Cash Disbursements Journal.
  - c. General Ledger.
7. In Transitional Security facilities, Loan Ledger Cards shall be maintained for loans made to individuals in custody.
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