



Illinois Department of Corrections

Administrative Directive

Number: 02.43.102	Title: Expenditures from Individual in Custody Benefit Funds	Effective: 6/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	02.43.102 effective 8/1/2019	

Authority: 730 ILCS 5/3-2-2 and 3-4-3	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1B-01, 03, 07, 08, 20, 21
Referenced Policies: 02.43.101, 02.44.110	Referenced Forms:

I. POLICY

The Department shall review and authorize all expenditures from Individual Benefit Funds.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for expenditures from 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. General Provisions

The Chief Administrative Officer (CAO) shall appoint a committee to review expenditures from Individual Benefit Funds in accordance with Administrative Directive 02.43.101.

F. Requirements

1. Requests for expenditures from the Individual Benefit Fund shall be submitted in writing to a member of the committee who shall present the requests at the next meeting. When possible, the request shall include the nature of the expenditure and the total approximate cost.
2. The committee shall meet when necessary to review requests for expenditures.
3. Money donated for a specific purpose by contributors shall be presented to the committee for approval. If the committee rules against the wishes of the contributors and the CAO concurs, the contributors shall be notified of said ruling and provided with an explanation in writing. The letter

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should offer an alternate use for the donation and request the contributors to advise the committee of their wishes.

4. The Individual Benefit Funds may be used for purposes which may include, but shall not be limited to:
 - a. Expenditures for which each individual in custody will have a similar opportunity to benefit.
 - b. Equipment or recreational items for use by individuals in custody, including repair of equipment or items.
 - c. Recreational or entertainment events for the individuals in custody.
 - d. Emergency transfer of funds to the Travel and Allowance Revolving Fund, when needed in correctional facilities, excluding Transitional Security facilities. Such transfers shall be reimbursed from the Travel and Allowance Revolving Fund once additional funds are available.
 - e. Advancement of individual in custody payroll that will be reimbursed with State funds.
 - f. Charitable contributions to community organizations, if the benefit fund is not used to collect or hold charitable contributions and individuals in custody are not incentivized to make said contributions to any specific charity.

NOTE: Any monies collected from individuals in custody shall not be commingled with any funds obtained from primary revenue sources in accordance with Administrative Directives 02.43.101 and 02.44.110.
 5. All decisions made by the committee shall be documented and shall be subject to the approval of the CAO. The CAO shall approve or deny such recommendations in writing. If the committee rules against an expenditure, the CAO may authorize the expenditure. However, in such cases the CAO shall advise the respective Deputy Director or Chief of the Women's Division, as applicable, in writing, of the specifics in the case and the reason for such action.
 6. Approved expenditures shall be made when a copy of the CAO's written approval for the expenditure, or a copy of the memorandum to the respective Deputy Director or Chief of the Women's Division, as applicable, is forwarded to the appropriate employee to initiate the expenditure for check preparation.
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