



Illinois Department of Corrections

Administrative Directive

Number: 04.50.101	Title: Reentry Planning	Effective: 10/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	04.50.101 effective 4/1/2021	

Authority 730 ILCS 5/3-2-2 and 3-14-1 730 ILCS 200/1 20 ILCS 1370/1-46 410 ILCS 535/25 (1) 15 ILCS 335/4	Related ACA Standards: 5-ACI-4B-29, 5-ACI-5E-01, 5-ACI-5F-01 – 04
Referenced Policies: 02.42.105, 04.01.102, 04.23.130	Referenced Forms: DOC 0296 – Authorization for Payment DOC 0307 – Transition Center Individual in Custody Budget Disbursement DOC 0560 – Request for MSR Plan DOC 0606 – Medicaid Application Refusal DOC 0607 – Medicaid Application Follow-up HFS 2378ABE – Application for Health Coverage and Help Paying Costs SS-5 – Application for Social Security Card SSA-3288 – Social Security Administration Consent for Release of Information December 2019 – 1 – DSD A 306.3 - Identification Card Verification Form IDOC & IDJJ

I. POLICY

It is the policy of the Illinois Department of Corrections to ensure that individuals in custody are provided treatment, programming and a reentry pathway during their incarceration, as well as the opportunity to establish post incarceration plans to enhance their opportunities for successful reintegration into the community. The reentry pathway may potentially encompass housing requirements, length of stay, risk assessment, classification level, identified programming and treatment needs, and access to reentry resource materials, including technology and opportunities to request official documents.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instruction to all staff regarding the process of developing a reentry plan for all individuals in custody including official document request timeframes, reentry programming and access to reentry resources.

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 semi-annually.

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D. Designees

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

E. Definitions

Medicaid – a federal and state program that helps with medical costs for people with limited income and resources. Medicaid also offers benefits not normally covered by Medicare, including nursing home care and personal care services.

Official Documents – a form of identification by which an employer can verify the identity and legal right of the individual to work in the United States. Official documents shall normally include a Birth Certificate, Social Security Card, Illinois State Identification Card and a Department issued Temporary Identification Card.

Peer Educator – an individual in custody who is specifically trained in voting rights education, who shall conduct voting and civics education workshops for individuals in custody scheduled for mandatory supervised release or discharge within 12 months.

Rapid Reentry Program – A program designed for individuals in custody that enter IDOC with less than 18 months to serve; who meet the security classification requirements. The Rapid Reentry Program shall prioritize an individual in custody’s reentry needs based on the outcome of the risk and needs assessment and proximity to release date, while also taking into consideration all applicable discretionary and earned program sentence credit.

Reentry Prep Program – formally known as Parole School Day 1, this class shall be offered to all individuals in custody prior to release. Field Services, Healthcare and Clinical Services staff shall present all information provided in the approved Reentry Prep Program guidelines as established by the Chief of Programs or the Reentry Administrator. Additional reentry topics shall cover release procedures, host sites and access to community services.

Reentry Resource Guides – Statewide and regional collections of local, state and federal resources related to social services, human services, local, state and federal agencies and services. Information on treatment and counseling in areas of substance abuse and mental health, faith-based organizations, food and clothing assistance, as well as educational and employment assistance shall be included.

Reentry Resource Room – a designated, clearly marked room in each facility that provides computers and reentry materials and resources for individuals in custody to use to prepare for community reintegration.

Reentry Summits – Events hosted at a facility at least twice per calendar year for individuals in custody within 18 months of release, which consist of state agencies and community-based organizations that come together at one time to provide reentry resources to individuals in custody prior to release. Reentry Summits may be held virtually if a facility has outside restrictions in place.

F. General Provisions

1. Risk and needs assessments shall be conducted in accordance with Administrative Directive 04.01.102.
2. A release plan shall be developed for each individual upon intake to guide the individual through his or her incarceration in the Department and shall give each individual an opportunity to complete programming and prepare for his or her release from custody.
 - a. A reentry plan shall be established for each individual and shall focus on obtaining official

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documents, identifying programming needs, developing a path to completion and confirmation of access to reentry resources:

- (1) Prior to one year from mandatory supervised release (MSR) or discharge; or
- (2) Within 60 days of admission, if admitted with less than one year to serve within the Department.

NOTE: If determined appropriate by the facility Clinical Services Supervisor and approved by the Chief Administrative Officer (CAO), an exception can be made for the above-mentioned provision. When an exception is approved by the CAO, written documentation of the exception rationale shall be sent to the Reentry Administrator.

b. For individuals in custody scoring as moderate, high and very high risk to recidivate on the risk and needs assessment, the reentry plan shall be driven by the assessment and additional identified reentry preparation areas such as:

- (1) Cognitive behavioral programming;
- (2) Education and vocational programming;
- (3) Reentry Prep Program;
- (4) Employment seminars/job fairs;
- (5) Reentry summits;
- (6) Reentry workshops with community-based organizations or partner state agencies; and
- (7) Civics education and required programming with handouts.

G. Rapid Reentry Program

1. If an individual qualified for the Rapid Reentry Program due to being within eighteen months of his or her MSR date, the individual shall be classified at the Reception & Classification Center (R & C) and expedited to an appropriate Rapid Reentry Program for a risk and needs assessment, programming and reentry services in accordance with Administrative Directive 04.01.102.
2. An individual shall only be transferred from an R & C to the Rapid Reentry Program and shall not be transferred from another facility when the individual in custody has less than eighteen months remaining on his or her sentence.
3. An individual that meets the criteria for the Rapid Reentry Program shall be transferred no later than 30 days from his or her arrival at the R & C to the Rapid Reentry Program based on his or her classification level. An exception to the time frame for transfer may be made if a transfer hold is placed on an individual or the facility has transfer restrictions in place.
4. Upon intake to the Rapid Reentry Program, individuals shall have a risk and needs assessment completed within 30 days and placed into appropriate behavior modification programming, treatment, vocational training, education or an institutional job based on the results of the assessment and time left to MSR.
5. An individual in custody may be transferred out of the Rapid Reentry Program if his or her classification level changes or he or she is no longer appropriate for placement at the designated facility due to a negative institutional adjustment.

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H. Reentry Resource Rooms

1. Each facility shall have a dedicated Reentry Resource Room for individuals in custody to use that includes computer access with limited internet to approved reentry websites, folders with forms to request vital records and statewide and regional reentry resource guides.
 - a. The statewide and regional reentry resource guides shall be reviewed and updated within 12 months of the last review by the Reentry Administrator. All decisions on content and formatting shall be reviewed and assessed by the Reentry Administrator.
 - b. Additional reentry resources deemed appropriate by the Clinical Services Supervisor or CAO, in addition to the required forms and guides, may be included in the Reentry Resource Rooms.

2. An individual in custody shall have access to the Reentry Resource Room at least one time when he or she is within one year of, but no later than 30 days prior to, MSR or discharge. Clinical Services shall determine if multiple visits and timeframes for individuals in custody with more than one year are appropriate and grant access accordingly.
 - a. The Resource Room shall only be used by an individual in custody when a designated staff member is present in the room.
 - b. Documentation of access to the room shall be entered in Offender 360 (O360).
 - c. Call passes shall be required for scheduled use of the Resource Room.

NOTE: If applicable, Clinical Services Staff shall grant individuals in custody additional access to the Reentry Resource Room when circumstances permit.

I. Medicaid Enrollment

1. The CAO at each facility shall designate a member of the Clinical Services staff who shall assist eligible individuals in custody with completion of a Medicaid application to ensure the individual begins receiving benefits upon release.
2. Medicaid applications shall be completed with all individuals in custody at least 60 days prior to the individual's release from custody. Verification of the application process for eligible individuals shall be documented in O360. Upon release, the individual shall be advised of his or her responsibility to notify the Department of Human Services (DHS) of his or her change of address.
3. Individuals in custody who are approved for an Adult Transitional Center or Electronic Detention shall start the enrollment process immediately upon notification of acceptance.
4. If applicable, the Medicaid enrollment shall be completed in the Reentry Resource Room with the assistance of the identified designated staff member online using the Applications for Benefits Eligibility (ABE), or if not appropriate for the enrollment to be completed online, the paper Application for Health Coverage and Help Paying Costs, HFS 2378ABE.
 - a. During the ABE application process, individuals in custody may enter their name as recognition of their rights and responsibilities.
 - b. Staff shall ensure the individual's release date is provided on the application.
 - c. The application shall be forwarded to the respective DHS office serving the facility.

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5. Upon completion of the Medicaid application, staff shall provide the individual in custody with the Medicaid Application Follow-up, DOC 0607.
6. The Medicaid Application Refusal, DOC 0606, shall be completed for any individual in custody who declines to participate in the Medicaid application process. The form shall be retained in section 5 of the individual in custody's master file.
7. The facility shall ensure the following information is entered into O360:
 - a. Date application was provided to the individual in custody;
 - b. Refusal of the Medicaid application, if applicable;
 - c. Date application was submitted to DHS;
 - d. Case status of application; and
 - e. If approved, Recipient Identification Number (RIN).

J. Official Document Requests

1. Payment for Official Documents
 - a. The individual in custody shall be responsible for all costs for obtaining official documents and shall authorize the deduction of said costs from present or future funds in his or her trust fund account by submitting:
 - (1) For Adult Transitional Centers, a Transition Center Individual in Custody Budget Disbursement, DOC 0307.
 - (2) For all other facilities, an Authorization for Payment, DOC 0296.
 - b. The cost for the official documents shall be as follows:
 - (1) Illinois Birth Certificate: Initial request during incarceration shall be at no cost to the individual in custody. All additional requests shall be equal to that of the normal cost assigned by the Illinois Department of Public Health (IDPH) for persons born within Illinois or the normal cost as assigned by the governing agency for persons born outside of Illinois. The Cook County Clerk's Office or IDPH will provide one free birth certificate per person during incarceration with no time restriction from release.
 - (2) Social Security Cards: None
 - (3) Illinois State Identification Cards: None
 - (4) Department Issued Temporary Identification Cards: \$1.00
2. Request for Official Documents
 - a. Individuals in custody shall be advised upon intake to their parent facility that they may request official documents for issuance. This notification may be accomplished through posted notices, the facility orientation handbook or during reentry programming or case planning.

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NOTE: It is the responsibility of the individual in custody to fill out the appropriate paperwork and return to the clinical department to be submitted.

- b. Upon request, the counselor or identified reentry staff member shall provide the individual in custody with the necessary County Clerk's forms or the IDPH form to request a birth certificate and document the date on which the individual in custody received this form in CHAMPS.
- c. All official documents shall be maintained in the individual in custody's Field Services tickler file until release.
- d. An Illinois birth certificate may be requested any time during incarceration. Social security cards shall be requested when the individual in custody is within 180 days of release; is participating in a work release, school or pre-release social services program; or plans to be released to a work release facility within 180 days, per the agreement with the Social Security Administration.
 - (1) To request the issuance of official documents, the individual in custody shall complete and submit the following documentation to his or her counselor.
 - (2) For a Birth Certificate:
 - (a) The individual in custody shall complete or submit:
 - i. The Cook County Birth Record Request Form if they were born in Cook County, Illinois or the IDPH Application for Birth Record form if they were born in any other county in the State of Illinois;
 - ii. For individuals in custody born outside of Illinois, the appropriate application for the respective governing agency;
 - iii. A stamped envelope addressed to the Cook County Vital Records Division, Illinois Department of Public Health or applicable governing agency;
 - iv. A self-addressed stamped envelope for the return of the Birth Certificate, if applicable; and
 - v. A DOC 0307 or DOC 0296, as applicable.
 - (b) Upon receipt of all documentation required for requesting a Birth Certificate, the Correctional Counselor shall:
 - i. Forward the documentation requiring payment to the Business Office;
 - ii. Obtain the individual in custody's Face Sheet from B of I; and
 - iii. Create batches, including all applicable payments, and mail to the designated office.

NOTE: Batches may be created by the facility, which shall not require a self-addressed envelope in some instances.

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NOTE: The date on which the individual in custody's birth certificate application was sent to the respective governing agency shall be tracked in O360.

NOTE: The Business Office shall process the payment in accordance with Administrative Directive 02.42.105.

- (c) Once the Birth Certificate is received, the designated staff member shall forward to the Field Service Representative to be placed in the individual in custody's Field Service tickler file. The receipt of each individual in custody's birth certificate, or the denial of his or her application, shall be tracked in O360 with the respective date.
- (3) For a Social Security Card:
- (a) The individual in custody shall submit the Application for a Social Security Card, SS-5, and the Social Security Administration Consent for Release of Information, SSA-3288, to his or her Correctional Counselor.
- (b) Designated staff shall collect all completed SS-5 and SSA-3288 forms from Correctional Counselors.
- (c) The Correctional Counselor shall complete the Certification of Prison Records for each individual in custody requesting a Social Security Card.
- (d) The Correctional Counselor shall create batches that contain:
- i. A cover letter that shall:
 1. Be printed on facility letterhead;
 2. Be signed by the assigned signatory; and
 3. Indicate the number of SS-5's attached;
 - ii. The Certification of Prison Records;
 - iii. The completed SSA-3288 forms; and
 - iv. The completed SS-5 forms.
- (e) The counselor shall mail the completed batches to the designated Social Security Administration Office.

NOTE: Any Social Security Card received that cannot be associated with an individual shall be returned to the Social Security Administration for disposition.

- (4) Illinois State Identification Cards
- (a) To be eligible for the State ID Program, individuals in custody shall have:
- i. An approved parole site or discharge address on file in the State of Illinois; and
 - ii. An original copy of his or her birth certificate and social security card OR an original copy of their United States Military Service

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Record (DD-214) on file at the facility in the Field Services tickler file.

- (b) At least once per month, the Correctional Counselor III at each facility shall identify all individuals in custody eligible for participation in the State ID Program.
- (c) The Correctional Counselor III shall confirm participation of all eligible individuals in custody in the State ID Program and send the confirmed list of participants to the facility Bureau of Identification (B of I) Supervisor.
- (d) Facility B of I staff shall take an individual picture of each participant per Secretary of State guidelines and utilizing the Secretary of State backdrop. The picture shall be saved to the facility's State ID Program Shared Drive in a jpg file.
 - i. Each participant shall hold a piece of paper with his or her first and last name printed on it for his or her picture. The participant's name shall be included in the picture and shall be both legible and large enough to be read from the actual picture.
 - ii. Glasses or head coverings shall not be worn by participants in State ID pictures.

NOTE: With prior permission, head coverings may be worn for religious reasons but shall not cover the participant's face.
- (e) Facility B of I staff shall obtain an updated signature from each participant utilizing a black gel pen. B of I shall submit the original copy of the signature to the Correctional Counselor III for inclusion in the participant's State ID application packet.
- (f) The Correctional Counselor III shall complete the Office of the Secretary of State Driver Services Department's Identification Card Verification Form IDOC & IDJJ (December 2019 – 1 – DSD A 306.3) for each participant and shall input the following information in the corresponding blanks:
 - i. Individual in Custody's Legal Name;
 - ii. Street address and city that the individual in custody will release to;
 - iii. Name of the IDOC Facility that the individual in custody will release from;
 - iv. Address of the IDOC Facility that the individual in custody will release from;
 - v. Date of Individual's release; and
 - vi. Individual's IDOC Identification Number.

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- (g) If the Correctional Counselor III can verify the individual's Birth Certificate and Social Security Card in his or her Field Services tickler file, the Correctional Counselor III shall check the line noting that those documents have been verified and enter the individual in custody's date of birth and Social Security Number.
- (h) If the Correctional Counselor III is unable to verify the individual in custody's Birth Certificate and Social Security card in his or her tickler file, the Field Services Representative shall check the line noting that those documents have not been verified.
- (i) The Correctional Counselor III shall:
 - i. Print and sign his or her name, date the form and list his or her telephone contact number at the facility.
 - ii. Stamp the form with the department stamp.
- (j) All participant applications shall be submitted via the Department's secure file transfer link and shall include the following items:
 - i. A pdf file, scanned in color mode, of the following documents:
 1. Participant's Completed Identification Card Verification Form (December 2019 – 1 – DSD A 306.3).
 2. Participant's Printed Reporting Instructions or notation of participant's on file discharge address.
 3. Participant's Birth Certificate and Social Security Card OR Participant's U.S. Military Service Record (DD-214).
 4. Participant's signature on piece of paper received from B of I.
 - ii. A jpg file of the participant's State ID photo taken by B of I.
- (k) The Correctional Counselor III shall submit the monthly batch of State ID applications and the *ILSOS IDOC State ID Applicants Tracking Spreadsheet* from his or her facility to the Re-Entry Unit no later than the scheduled due date each month.
- (l) Upon receipt of each facility's application batch and tracking spreadsheet, the Re-Entry Unit shall review, process and submit all application batches to the Illinois Secretary of State's Office in Springfield no later than the first Tuesday of each month.
- (m) Once the Secretary of State has processed the applications and has issued State IDs, the official State ID Cards will be delivered to the Re-Entry Office. The Re-Entry Unit shall track the application and receipt of all State IDs in O360 and deliver them back to the facilities.
- (n) If an individual has been released from the facility prior to receiving his or her State ID Card, the Correctional Counselor III shall notify and return these State ID Cards to the Re-Entry Unit. The Re-Entry Unit shall notify

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and return the State ID Cards to the Secretary of State for mailing or destruction.

- (o) Official State Identification Cards of individuals in custody shall be maintained in their Field Services tickler file and issued to the individual on the date of release.
- (p) All individuals in custody who are ineligible, unable or decline participation in the State ID program shall be issued the accurately completed Identification Card Verification Form (DSD A 306.3) on the date of their release from custody and shall be notified that:
 - i. The individual shall have 30 days from the date listed on the Identification Card Verification Form to visit an Illinois Secretary of State facility, with the completed form, to obtain a temporary identification card, which is valid for 90 days.
 - ii. After being issued a temporary identification card, the individual shall have 90 days to obtain required underlying documentation and return to a Secretary of State facility, with the documentation, in order to obtain a State Identification Card free of charge. This State ID shall be valid for five years.
 - iii. All State ID Program participants who have been processed by the Secretary of State's Office and approved for issuance of a State ID prior to release shall NOT receive the Identification Card Verification Form on the date of their release.

(5) For a Department issued Temporary Identification Card:

Upon receipt of the documentation required for requesting a Temporary Identification Card, the assigned Correctional Counselor or the designated staff shall:

- (a) Verify a copy of the requesting individual's birth certificate and Social Security card;

NOTE: A Temporary Identification Card shall only be issued by the Department in the name of the individual exactly as shown on the committing court documents.

- (b) If the information is incorrect, ensure that the identification card is corrected before issuing to the individual.

K. Reentry Prep Program

1. Individuals in custody shall complete the Request for MSR Plan, DOC 0560, during the Reentry Prep Program, unless it was already completed prior to attendance.
2. Field Services, Clinical Services and Healthcare Staff shall meet with the individuals in custody in the Reentry Prep Program and present the approved Reentry Prep Program guidelines as established by the Chief of Programs or the Reentry Administrator.

L. Civics Education

The Department shall offer individuals in custody scheduled to be released within 12 months with the

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civics program led by peer educators, and each individual in custody shall enroll in the program one to twelve months prior to their expected date of release.

1. Civics content may be distributed verbally via peer educators, broadcasts internally via the Department's internal channels or printed information packets.
2. The civics program shall consist of a rigorous curriculum, with each workshop consisting of 3 sessions of 90-minute instruction.

NOTE: Sessions are not required to be taken consecutively.

3. Individuals in custody shall be instructed on subjects including, but not limited to, voting rights, governmental institutions, current affairs, and simulations of voter registration and election processes.
4. Any delays in civics workshop being provided shall not delay an individual in custody's release.
5. An individual in custody who successfully completes all 3 90-minute sessions shall be given the opportunity to earn Earned Program Sentence Credit (EPSC), in accordance with Administrative Directive 04.23.130, if eligible by statute to receive such credit.
6. Peer educators who participate in instruction and training shall be given the opportunity of EPSC, if eligible by statute to receive such credit.
7. Any EPSC for peer educators and individuals in custody who participate in civics training shall be entered by a clinical staff member.

M. Reentry Summits

1. Each facility shall hold at least two Reentry Summits per calendar year for individuals in custody who are within 12 to 18 months from MSR.
 2. The purpose of each Reentry Summit shall be to attempt to bring in statewide and regional resources that assist in reentry services and employment options.
 3. Reentry Summits may be held virtually if restrictions are in place at the facility.
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