




## KANSAS DEPARTMENT OF CORRECTIONS

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|   | <b>INTERNAL<br/>MANAGEMENT<br/>POLICY AND<br/>PROCEDURE</b> | <b>SECTION NUMBER</b><br><br>04-115  | <b>PAGE NUMBER</b><br><br>1 of 4 |
|  |   | <b>SUBJECT:</b><br><br><b>FISCAL: Use of Reimbursements to Support Risk Reduction and Reentry Work</b>   |                                  |
| <b>Approved By:</b><br><br><br>Secretary of Corrections       |   | <b>Original Date Issued:</b> 02-22-09  |                                  |
|  |   | <b>Current Amendment Effective:</b> 02-23-09   |                                  |
|  |   | <b>Replaces Amendment Issued:</b> N/A  |                                  |
| <b>Reissued By:</b><br><br><br>Policy & Procedure Coordinator |   | The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature.<br><br><b>Date Reissued:</b> 03-31-11 |                                  |

### POLICY

State general funds may be used to reimburse volunteers for expenses incurred by the volunteers through their provision of risk reduction and reentry (R3) service to offenders under the supervision of the Secretary of Corrections, consistent with the Kansas Offender Risk Reduction and Reentry Plan (KOR3P). Funds may also be used to reimburse a caretaker of a child of an incarcerated parent for expenses incurred, as part of a family reintegration program. Reimbursement shall be paid in accordance with this policy, only when there are not other resources available for payment, including through community and faith based organizations.

The Statewide R3 Volunteer Developer and Trainer shall oversee the expenditure of funds under this policy. Information and guidelines shall be made available to volunteers who are actively involved in R3 work. Wardens, parole directors, facility or parole volunteer developers or coordinators may request funds, and shall do so in accordance with this policy. If other facility or parole staff have a proposal for expenditure of these funds, that proposal shall be presented to a local volunteer developer, or the Statewide R3 Volunteer Developer and Trainer, in accordance with this policy. The volunteer and the staff requesting funds, prior to any funding approval, will sign a Memorandum of Agreement. Payment or reimbursed expenses under this policy shall be based on available funds, and as approved on a case-by-case basis.

### DEFINITIONS

Designated R3 Volunteer Developer: A person at a facility or in a parole office whose full time job is R3 Volunteer Developer and Trainer, or who is designated as the R3 Volunteer Developer for purposes of this policy.

Program: A formal multi-faceted package of interventions and services, including such things as case management, treatment, counseling, service-connection, or similar activities that address multiple offender areas of risk and/or need.

Reimbursements: A payment that covers the precise amount of documented expenses incurred by an active KDOC volunteer or caretaker.

Reentry Volunteer Reimbursement Agreement: A document reflecting an agreement between parties, setting out each party's obligations.

Risk Reduction and Reentry: A set of strategies based on research and evidence-based practices that target the risk and need areas of offenders. Risk reduction and reentry can include case management; skills development with any category of staff; specialized services that target a specific risk or need domain or area, geographic site, or special need or survival item; formal policy responding to offender behavior; or a formal program that accomplishes these same objectives.

Service: Any formal effort by a corrections worker or volunteer with an offender that provides support and assistance to the offender to address a risk or need area, reintegration, or survival needs.

Statewide R3 Volunteer Developer & Trainer: A person in Central Office who is responsible for the statewide development of volunteers and interns to support R3 work, and the implementation of policies, practices, procedures and tools that support this work.

Volunteer: Any person (including an intern) who, through his/her own initiative, provides a service to a facility or field services without compensation in the form of salary or wages and has completed the minimum required volunteer training program.

## **PROCEDURES**

### **I. Guidelines for Use of Reimbursements**

- A. A volunteer or staff person may request reimbursement of expenses for a volunteer who is providing risk reduction or reentry services.
- B. A family reintegration program may request reimbursement of expenses for purposes to sustain family/offender interaction with in the limits of programming activities.
- C. In determining whether to approve a request for reimbursement, the following should be considered:
  1. Whether or not the volunteer is in an active volunteer status with the Kansas Department of Corrections and has completed the minimum volunteer training with an offender risk reduction component.
  2. Whether or not the volunteer service is evidence based risk reduction and/or reentry program, service or intervention, pursuant to IMPP 10-137 (Developing Risk Reduction and Reentry Interventions, Services or Programs).
  3. Whether or not the use of the funds will advance a goal of the KOR3P or a risk reduction plan of a specific offender.
  4. Other sources of paying the reimbursement have been exhausted; any requests for funds should reflect what other sources have been pursued and why they are not available, and in addition, a plan the volunteer has for future sustainability of funds.
  5. Whether the expense is documented, and the documentation should be included.
  6. The time period of the reimbursement, which should be clearly reflected (e.g. once a week for gas payments, once a month for costs of materials for teaching a class, etc.)
  7. Statewide need for volunteers to deliver the particular service this volunteer can provide.

### **II. Administration Reimbursement**

- A. Any person requesting reimbursement of expenses for a volunteer or caretaker shall do so by completing Attachment A, Volunteer/Caretaker Reimbursement Requisition for a Volunteer.

1. The request shall be submitted to the Designated R3 Volunteer Developer for the facility or parole/reentry region where the volunteer services are delivered.
  2. For expenditures of \$250.00 or less per person or organization within a 12-month period, the Designated R3 Volunteer Developer may approve or disapprove the request. The Designated Volunteer Developer shall monthly forward a list of all approved expenditures to the Statewide R3 Volunteer Developer and Trainer.
  3. For expenditure of over \$250.00, the request shall be forwarded to the Statewide R3 Volunteer Developer and Trainer for approval or disapproval.
- B. The person requesting the reimbursement of expenses for a volunteer or caretaker shall have a Reentry Volunteer Reimbursement Agreement under Attachment B signed stating specifically the purposes of the expenses requested and duties of the volunteer.
1. The signed Reentry Volunteer Reimbursement Agreement shall be forwarded to the Statewide R3 Volunteer Developer and Trainer prior to the approval of funds.
- C. The Statewide R3 Volunteer Developer /Trainer shall establish a data tracking system to track the expenditure of volunteer funds.
1. Designated R3 Volunteer Developers shall collect the data required, and forward the information on a monthly basis to the Statewide R3 Volunteer Developer and Trainer for statewide tracking.
  2. The Statewide R3 Volunteer Developer and Trainer shall track each expenditure on the form in Attachment C.
- D. The Designated R3 Volunteer Developer shall be responsible for completion of all purchase orders and related paperwork necessary to process payment through the Central Office Fiscal Division.
- E. Funds for volunteer and caretaker reimbursements shall be maintained in the Central Office Fiscal Division; earmarked for parole or reentry by program, office or region. The Statewide R3 Volunteer Developer and Trainer shall designate amounts per facility or parole/reentry office; R3 staff in Central Office shall track overall expenditures by site, in collaboration with the Central Office Fiscal Division, and report quarterly to the Statewide R3 Volunteer Developer & Trainer on balances.
- F. Volunteers or caretakers receiving funds under this policy shall complete, sign and return a W-9 – Request for Taxpayer Identification. The volunteer or caretaker shall mark if he/she is exempt from 1099 report, and the qualifying exemption reason.
1. Legal and/or accounting advice shall not be provided beyond the notice of the W-9 to report receipt of the reimbursement to tax authorities and recipients shall be instructed to consult their personal tax advisor for such advice.

### **III. Use of Volunteer Reimbursements Funds**

- A. To the extent that funds are available, individual volunteers or Designated Volunteer Developers may request reimbursements payments for:
1. Travel reimbursement, which shall be paid based on actual documented expenditures or based on the state's rate for personal vehicle mileage;
  2. Meeting, conference or training expenses, including lodging, parking or costs of meals;
  3. Volunteer appreciation events;
  4. Volunteer recruitment activities or event;

5. Equipment and incidental items used in volunteering, to be maintained as property by KDOC
6. Resource development for risk need areas such as transportation, crisis intervention services, medication, and hygiene items.
7. Costs associated with teaching or facilitating risk-reduction classes or groups
8. GED preparation or tutoring
9. Assisting in case management of specific cases
10. Serving as a liaison to a specific community provider that works with many offenders, such as a community mental health center
11. Other costs related to risk-reduction needs of services to be determined through application

#### **I.V. Reimbursement for caretakers**

- A. To the extent that funds are available, a caretaker of a child of an incarcerated parent may be reimbursed for expenses incurred in transporting the child to a parole office, reentry office or correctional facility, as part of a family reintegration program. Utilization of the Volunteer Reimbursement Requisition Form to request reimbursable expenses may include:
  1. Travel reimbursement, which shall be paid based on actual documented expenditures or based on the state's rate for personal vehicle mileage; and,
  2. Cost of food during travel, based on actual documented expenditures, or the quarterly per diem rates used by the state.
- B. It will be the responsibility for the designated Volunteer Developer to ensure that the volunteer/caretaker requesting the Reimbursement has been trained in state quarterly per diem rates and mileage.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

##### Name/Type of Report

##### Whom/To Whom

-Volunteer/Caretaker Reimbursement  
Statewide

From the R3 Volunteer Developer to the  
Volunteer Developer and Trainer

-Reentry Volunteer Reimbursement Agreement

From the R3 Volunteer Developer to the  
Statewide Volunteer Developer and Trainer

- Volunteer Reimbursements Tracking Form

From the R3 Volunteer Developer to the  
Statewide Volunteer Developer and Trainer

**REFERENCES**

IMPP 10-137

**ATTACHMENTS**

Attachment A – Volunteer/Caretaker Reimbursement Requisition

Attachment B- Reentry Volunteer Reimbursement Agreement Form

Attachment C- Volunteer Reimbursements Tracking Form



## Re Entry Volunteer Reimbursement Agreement Form

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This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ by and between the Kansas Department of Corrections and

\_\_\_\_\_  
(Print First and Last Name)

The parties entered into a Reimbursement Agreement for the purpose of

\_\_\_\_\_  
\_\_\_\_\_  
(Program/Service Explanation)

How does this program/service match the goals of R3 and advance the KOR3P?

\_\_\_\_\_  
\_\_\_\_\_  
(Attach Additional Documents if Needed)

What is the plan for future sustainability of funds? Sources exhausted:

\_\_\_\_\_  
\_\_\_\_\_

Department of Corrections:

Volunteer/Caretaker:

\_\_\_\_\_  
Signature of Designated Volunteer Developer

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

