

# KANSAS DEPARTMENT OF CORRECTIONS

	<b>I</b> NTERNAL <b>M</b> ANAGEMENT <b>P</b> OLICY AND <b>P</b> ROCEDURE	SECTION NUMBER	PAGE NUMBER
		04-102A	1 of 5
		SUBJECT:	
		FISCAL: Use of Voucher Funds for Case Management	
Approved By:  Secretary of Corrections		Original Date Issued:	12-30-14
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		<b>CURRENT VERSION EFFECTIVE:</b>	<b>12-30-14</b>

APPLICABILITY:	<input checked="" type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input type="checkbox"/> DEPARTMENT-WIDE
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## POLICY STATEMENT

Voucher funds secured by the Kansas Department of Corrections from any funding source may be used to support risk reduction case management and reentry services, to support risk reduction and reintegration of offenders into the communities, and for any other use consistent with this policy, based upon available funds, and as approved on a case-by-case basis by the appropriate director or other authority as set out in this document.

## DEFINITIONS

**Voucher Funds:** Funds that can be requested on a case-by-case basis to financially assist an offender with expenses related to the implementation of various risk reduction and/or reintegration elements critical to his/her case plan.

**Reentry:** Phase of the Case Plan wherein the offender is prepared for release to the community.

**Risk Reduction:** Assisting offenders in developing & using internal controls to address dynamic risk and need areas, so that they are less likely to re-offend.

**Case Management:** A comprehensive approach to post-conviction supervision of offenders whereby assessment, development and implementation of strategies, programs and interventions are employed to reduce risk and support reintegration.

**Reintegration:** The process by which an offender, after conviction, merges back into society as a pro-social, law abiding and productive member of his or her community.

## PROCEDURES

### I. Guidelines for Use of Voucher Funds

- A. Offenders who are actively participating in reentry and risk reduction work and their own reintegration efforts, and who lack the means to secure funding for items directly related to the offender's case plan or reintegration shall have access to funding, within the discretion of the Parole Directors and the Reentry Director, on a case-by-case basis consistent with this policy.
- B. In determining whether to request or approve voucher funds, the following shall be considered:
  1. Whether or not the offender is actively working on successful reintegration.
  2. Whether or not the item to be purchased pertains to the appropriate management of a risk

/need area or the successful reintegration of the offender.

3. Whether or not the offender has any other means for paying in whole or in part for the necessary services or items (i.e., he/she does not have family or any other support person who can help, and contacts with appropriate community organizations that might supply such help have been unsuccessful with regard to obtaining assistance).
  - a. Prior to funds being approved, it will be necessary for the requesting staff to identify three (3) sources (including family, support persons, or community resources) that have been unsuccessfully contacted for help.
4. Whether or not the use of funds will effectively advance progress towards a well-defined goal related to risk reduction and/or reintegration.
5. Whether or not there is a plan for phasing the offender off of the need for the voucher funds, such as through employment, completing applications for benefits, or by some other means.
6. Whether or not the voucher funds would be used to leverage or enhance another resource, or to help close a gap between the offender's current circumstances and the resources he/she has already accessed.
7. Whether or not, despite gainful employment, the offender still requires some financial support to become financially stable.
8. Whether or not a viable repayment plan (full or partial) has been established to give the offender some accountability in his/her own success. A form to establish a repayment plan is found at Attachment A.
  - a. Offenders determined to be indigent pursuant to IMPP 14-107 shall not be required to enter a repayment plan. Otherwise, it is in the discretion of the parole officer whether to establish a plan, with the exception of vouchers used for fines on a driver's license, per I.B.8.c. below.
  - b. If the parole officer decides to require a repayment plan, with the exception noted below at procedure I.B.8.c., it shall be within the discretion of the parole officer whether or not repayment shall be made a condition of supervision.
  - c. When funds are used to help pay fines on a driver's license; repayment is mandatory and the repayment shall be established as a special condition of supervision.
9. If the offender would benefit from help in learning to make and follow a budget, the staff working with the offender to access voucher funds shall address this issue with the offender, either assisting the offender directly, seeking the aid of a mentor or other volunteer, or referring the offender to some community resource where help is available in making and following a budget. Attachment B is provided to use if a staff or mentor/volunteer work with the offender on budgeting.

## **II. Administration of Voucher Funds**

- A. Each parole office may establish tracking for the use of voucher funds for management purposes, as the local director/supervisor deems necessary.
- B. On a quarterly basis, Central Office fiscal staff shall report expenditures by category and balances due on payment plans to the Reentry Director or designee, who shall forward the information to appropriate department staff to keep them apprised of trends and balances available.
- C. Repayment plans, when applicable, shall be submitted to the Accountant III in the fiscal division.
- D. If an offender is required to repay all or any portion of the funds advanced to him/her, the

repayment shall be made in the form of a money order; the money order shall be sent to the Accountant III in the fiscal division.

- E. Security deposits that were paid by KDOC shall be remitted to the Accountant III in the fiscal division. The submitting parole office shall document who received the voucher support.
- F. All voucher fund payments shall be made to the vendor. Under no circumstances shall payments be made directly to the offender.

### **III. Use of Voucher Funds**

- A. To the extent that funds are available, any offender may have access to voucher funds for the purposes designated within this policy, and in keeping with the guidelines established herein.
- B. Voucher funds may be used for the following purposes:
  - 1. Transportation (intra-city and intercity bus, taxi, gas, bicycle);
  - 2. Housing (security deposit, rent, furniture, co-pay for Community Residential Bed [CRB] or other structured living).
    - a. If funds are used for a security deposit, the attached letter agreement (Attachment C) shall be entered with the landlord, to ensure security deposit funds are returned to KDOC in the event the offender leaves this housing and is eligible for the return of the security deposit.
    - b. As determined by the parole officer, if any security deposit or portion thereof described under procedure III.B.2.a. above is forfeited due to the negligence or material fault of the offender, the parole officer may then require the offender to be responsible for the repayment of the forfeited portion of the security deposit.
  - 3. Personal hygiene items;
  - 4. Clothing;
  - 5. Assessment for skills/interests, job training or related job preparedness services;
  - 6. Job training or job preparedness services;
  - 7. Assessment for substance abuse or mental health treatment;
  - 8. Assessment for sex offender treatment;
  - 9. Substance abuse or mental health treatment;
  - 10. Sex offender treatment;
  - 11. Medication;
  - 12. Costs associated with obtaining a driver's license or Kansas identification card, including costs of a birth certificate, costs of the DL or ID card, or costs for a fine; and,
    - a. No more than \$500 may be used from a voucher fund for the costs of a fine against a driver's license.
    - b. No voucher funds shall be authorized for use of payment of fines against a driver's license without a viable repayment plan.
    - c. Voucher funds shall not be authorized for use of payment of only a portion of the

fine or fines against a driver's license unless there exists a viable plan for the offender to pay the outstanding balance within a reasonable period of time.

13. Other costs related to risk-reduction treatment needs or the risk reduction and reintegration plan of the offender.
- C. Consistent with the stated purposes of this policy, the Parole Directors and Reentry Director shall have the discretion to identify uses of voucher funds that would acquire services for a group of offenders within a region, office or program, rather than strictly limiting the use of voucher funds to an individual case.
  - D. Requests for voucher funds shall be made with the "Request for Use of Voucher Funds" form at Attachment D.
  - E. Requests for use of voucher funds shall be submitted for final approval to the Parole Directors or Reentry Director.
  - F. Voucher funds may be used for the advance purchase of bus tickets or other travel vouchers when they are to be maintained at the parole or reentry office. In the event bus tickets or other travel vouchers are purchased in advance, the following shall apply:
    1. A tracking system shall be established to reflect use of the bus tickets or transportation vouchers, using the Bus Ticket Authorization Sheet at Attachment E.
    2. If the offender has no other means of transportation, he/she shall be provided a bus ticket or travel voucher, and reflect the same on the tracking sheet.
    3. The approval of a Parole Supervisor or Reentry Director shall be required if the offender is given a monthly bus pass.
    4. Bus tickets and travel vouchers shall be maintained in a locked central location under the control of a person designated by the Parole Director or designee.

**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**

None.

#### **REFERENCES**

IMPP 14-107

**ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Repayment Plan	1 page
B	Budget	1 page
C	Landlord Security Deposit Agreement	1 page
D	Request for Use of Voucher Funds	1 page
E	Bus Ticket Authorization Sheet	1 page

## REPAYMENT PLAN

I, \_\_\_\_\_, agree that I will make repayment of some/all of  
(Print Name)  
voucher funds which I received for the purpose of \_\_\_\_\_  
\_\_\_\_\_, as follows:

\_\_\_\_\_ payments in the amount of \$\_\_\_\_\_, beginning on \_\_\_\_\_,  
(Number of) (Date)  
for a total repayment amount of \$\_\_\_\_\_.  
(Date)

I understand that my payments should be in the form of a money order, and given to my parole officer.

I understand that these voucher funds were made available to help me in my reintegration, and that I am required to make these repayments as set out above.

\_\_\_\_\_  
Date                      Signature

Witness (Parole Officer):

\_\_\_\_\_  
Date                      Signature

Comments by Parole Officer:

**BUDGET**

<b>Category</b>	<b>Monthly Budget Amount</b>	<b>Actual Amount</b>	<b>Difference</b>
INCOME:			
Wages/Income			
Interest Income			
INCOME SUBTOTAL			
EXPENSES:			
Taxes			
Rent/Mortgage			
Utilities			
Groceries/Food			
Clothing			
Shopping			
Entertainment			
Transportation			
Long-Term Savings			
Emergency Savings			
Donations			
Miscellaneous/Other			
EXPENSES SUBTOTAL			
NET INCOME (Income – Expenses)			

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Ray Roberts, Secretary of Corrections

Department of Corrections

Sam Brownback, Governor

### LANDLORD SECURITY DEPOSIT AGREEMENT

This letter will serve as an agreement between the Kansas Department of Corrections (KDOC) and you,

\_\_\_\_\_, as representative of the \_\_\_\_\_  
(Landlord' Name) (Please Print) (Name of Apartment/Complex) (Please Print)

regarding the security deposit paid by KDOC for \_\_\_\_\_.  
(Participant's Name) (Please Print)

Landlord shall, subject to deduction for damages to the premises caused by the participant or participant's guests, normal wear and tear excepted, and/or any balance of unpaid rent then due and owing, return the security deposit in the amount of \$\_\_\_\_\_ to KDOC upon termination of the landlord/tenant relationship between the above-named participant and Landlord. If Landlord claims any of the security deposit is due for property repair and/or unpaid rent, the Landlord shall notify KDOC of the amount the Landlord is asking to deduct from the security deposit; any deduction must be agreed to by KDOC in advance.

KDOC and Landlord have read and agree to the terms of this agreement, and each party has received a copy of this agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Date Kansas Department of Corrections  
\_\_\_\_\_  
Name & Phone Number (Print or Type)

\_\_\_\_\_  
Date Landlord  
\_\_\_\_\_  
Name of Landlord (Print or Type)  
\_\_\_\_\_  
Address, Zip & Phone of Landlord (Print or Type)

## REQUEST FOR USE OF VOUCHER FUNDS

Parole Officer Requesting:

Offender Name and Number:

Vendor Name and Address:

Amount requested over what period of time (one-time payment; payments for a period of X months, etc.):

What is the purpose of the requested funds?

What alternatives have been considered to pay for this item (in whole or part), including resources the offender has access to, or community resources, and why are these options not available? Please identify three resources consulted, including family, support persons, or community resources.

How will this help the offender stabilize and advance his/her goals of reintegration?

phase

What is the plan for phasing the offender off the use of the voucher funds; in other words, what is the long term plan if this is an ongoing issue?

Describe any repayment plan you propose; indicate why the repayment plan is viable; and indicate whether the repayment plan is being made a condition of supervision, and if so, for what reason(s). Attach a copy of the repayment plan.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parole Officer

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Approved    Disapproved

Comment:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parole Director

