



Department of Corrections

INTERNAL MANAGEMENT POLICY & PROCEDURE

Policy Memorandum¹

Policy Issuance #: 20-05-003 Is **STAFF READ ONLY** Is for Both Staff and Offenders

Effective Date: Upon Issuance Expiration Date² (required): Upon Reissuance of IMPP

Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter ___ of the IMPP manual.

Amends or modifies existing IMPP #04-109A FISCAL: Earnings Disbursement for Offenders Engaged in Work Release Employment

Elaborates on the contents of IMPP #

This policy memo provides temporary modification of the percent of income for work release offenders at Wichita Work Release, Hutchinson Correctional Facility Work Release, and Topeka Correctional Facility Work Release during the COVID19 pandemic period.

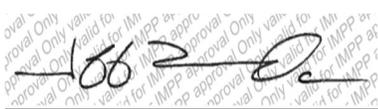
Therefore, from each facility's effective date listed below through July 1, 2020, or until the statewide State of Disaster Emergency proclaimed on March 12, 2020, related to COVID19 expires, whichever is earlier, the amount of room and board taken from any employment wages, including regular pay, COVID19 bonus or payment, or otherwise, may be reduced to 0% for those work release program participants whose employment was interrupted for reasons related to COVID19, in the discretion of the Secretary or designee, as determined to be applicable case by case. All other provisions of 04-109A remain in full effect.

Effective Dates by Facility

TCF - April 3, 2020

HCF - April 7, 2020

WWRF - April 12, 2020



Secretary of Corrections

05/04/2020
Date

¹Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy. If this memorandum is for both staff and offenders, it shall be immediately posted.

²Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.

KANSAS DEPARTMENT OF CORRECTIONS

**PRIVATE PRISON OR NON-PRISON WORK RELEASE PROGRAMS, AND TRADITIONAL WORK RELEASE
CONSENT OF EMPLOYMENT**

I, _____, have volunteered for employment
(Offender Name) (KDOC Number)

with _____ . I understand and agree that
(Company Name)

the following deductions shall be made from the wages earned from my employment. I understand that allowable deductions for PIECP certified private industry work release programs may not exceed 80% of gross wages.

1. ~~Employer Deductions~~ Gross Wage Deductions

- a. Federal Income Tax
- b. State Income Tax
- c. Social Security Tax
- d. Room and Board ~~Miscellaneous deductions~~

(1) A deduction of twenty-five percent (25%) of gross pay per pay period (including work, holiday, sick, vacation, etc.) shall be withheld from offender earnings for room and board.

e. Victims Compensation/Court Order Restitution for Offenders Employed in Private Prison Based or Non-Prison Based Work Release Programs.

(1) No less than five percent (5%) of gross wages earned by an offender employed in private non-prison based or prison-based work release programs shall be deducted for the purpose of victims compensation. The amount deducted may be paid to the district court pursuant to an order for restitution or to the Crime Victims Compensation Board or the DOC Victim Assistance Fund or a combination thereof, so long as the total is not less than five percent (5%) of the offender's gross wages.

f. Court Ordered Child Support

2. Correctional Facility Deductions

a. Incidental Expenses

(1) The offender shall be allowed to retain a stipulated amount deemed necessary by the warden for incidental expenses as defined in IMPP 04-109A. In no case, shall this amount exceed \$35 per week. Bus cards, cab or privately owned vehicle expense for offenders employed under the provision of a work release program are excluded from the incidental expense limit. Incidental expenses are not authorized as an allowable deduction from gross wages for offenders working within private PIECP programs.

~~b. Room and Board~~

~~(1) A deduction of twenty-five percent (25%) of gross pay per pay period (including work, holiday, sick, vacation, etc.) shall be withheld from offender earnings for room and board.~~

~~b.e.~~ Transportation Charge

(1) If facility staff provides transportation to and from work, funds shall be withheld to defray the cost of such transportation at a rate equivalent to the private car mileage rate established by the Kansas Secretary of Administration, or at a rate otherwise approved by the Deputy Secretary of facility Management, but not exceeding the private car mileage rate. Transportation expenses are not authorized as an allowable deduction from gross wages for offenders working within private PIECP programs.

~~c.d.~~ Dependent Support

- (1) If dependents are receiving public assistance, twenty-five percent (25%) of the remaining salary shall be forwarded to Kansas Payment Center as per specifications provided by the Department for Children and Families or other states' jurisdictions.
- (2) For obligations that relate to the care and support of the offender's immediate family and which have been reduced to judgment, twenty-five percent (25%) of the remaining salary shall be forwarded to the court ordering the support.

~~d.e.~~ After deduction of the above amounts, payment of costs assessed to the offender pursuant to the code of civil procedure.

- (1) Payment of federal filing fees assessed by the courts pursuant to the 28 U.S.C. § 1915.
- (2) Payment of state filing/docket fees assessed under K.S.A. 60-2001.
- (3) Offenders owing other court costs associated with a civil procedure shall have two percent (2%) of their remaining salary remitted to the court.
 - i) Attorney fees are not included in court costs, unless there is a statute involved in the proceedings that clearly authorizes such.

~~f.~~ ~~Victims Compensation/Court Ordered Restitution for Offenders Employed in Private Prison Based or Non-Prison Based Work Release Programs.~~

- ~~(1) No less than five percent (5%) of gross wages earned by an offender employed in private non-prison based or prison based work release programs shall be deducted for the purpose of victims compensation. The amount deducted may be paid to the district court pursuant to an order for restitution or to the Crime Victims Compensation Board or the DOC Victim Assistance Fund or a combination thereof, so long as the total is not less than five percent (5%) of the offender's gross wages.~~

~~e.g.~~ Court Ordered Restitution for Offenders Employed in Traditional Work Release

- (1) A deduction of at least five percent (5%) of gross wages shall be withheld and paid to the clerk of the district court in which the crime occurred, pursuant to an order of restitution from the court, regardless of whether restitution is immediately payable. Offenders in traditional work release do not pay five percent (5%) of their gross wages to the Crime Victims Compensation Board.

~~f.h.~~ Accounts of offenders whose restitution debt are turned over to collection agents per K.S.A. 75-719 shall be debited for the applicable collection fee, which shall be submitted together with the restitution payment to the collection agency. The contract between the Judicial Branch and the contracting agent determines the amount of the collection fee.

~~g.i.~~ Offenders owing criminal court costs, fines and fees including attorney fee reimbursements to county of conviction or Board of Indigent Defense Services as provided in the journal entry of conviction shall have two percent (2%) of their remaining salary remitted to the court.

~~h.j.~~ Mandatory Savings

- (1) After the deductions noted above have been made, ten percent (10%) of the offender's remaining salary shall be deposited in a savings account for disbursement to the offender only upon his/her release from custody.

3. Net Salary

- a. Monies remaining after the above deductions may be expended at the offender's discretion subject to the applicable procedures established by the Department and the warden.

Payment made for court costs and court ordered restitution, may be applied differently by the court than reflected on the Department of Corrections records. **It is my responsibility to inquire with the courts on the amount collected for court ordered restitution, court costs, fines, fees, and civil procedure costs and how my payments were allocated by the courts.** My signature below signifies my understanding of the required payroll deductions and my voluntary employment with this private company/industry.

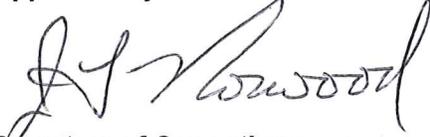
(Offender Signature and KDOC Number)

(Date)

(Witness)

(Date)

KANSAS DEPARTMENT OF CORRECTIONS

 Kansas Department of Corrections	I NTERNAL M ANAGEMENT P OLICY AND P ROCEDURE	SECTION NUMBER	PAGE NUMBER
		04-109A	1 of 5
Approved By:  Secretary of Corrections		FISCAL: Earnings Disbursement for Offenders Engaged in Work Release Employment	
		Original Date Issued:	02-12-15
		Replaces Version Issued:	11-16-17
		CURRENT VERSION EFFECTIVE:	04-20-18

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

POLICY STATEMENT

The warden shall be authorized to provide loans from the Inmate Benefit Fund, not to exceed \$200, to permit the purchase of necessary items by offenders during their initial placement and participation in a traditional work release program. The facility shall establish procedures for the offenders' request or application for the loan and provisions for repayment of the loan.

All monies received by offenders from traditional work release, private non-prison based work release, or private prison based work release employment shall be secured and disbursed in a manner and in the amount required by State statute and administrative regulations. (ACI 3-4044)

Any rate or percentage allocation increasing or decreasing the room and board or transportation rate shall take effect on the date specified as established by the Department of Administration or the Secretary of Corrections pursuant to K.A.R. 44-8-102. All payroll or other forms of compensation received after the effective date of an increase or decrease shall be subject to the new rates regardless of the actual pay period.

DEFINITIONS

Certified Employer: A private industry or other private business employing offenders in either a prison or non-prison-based industry or business under terms of an agreement that meets the criteria for approval of such an employment program by the U.S. Department of Justice's Private Sector/Prison Industry Enhancement Certification Program (PIECP).

Dependents: All family members and any other persons known to be lawfully entitled to support from the offender.

Incidental Expenses: Expenditures for work-related items approved by the warden, such as welding gloves, a bus pass to get to work, safety goggles, or any other items that are work related and are required for the job.

Mandatory Savings: A savings account in which a specified portion of offender earnings from work release or private industry employment is deposited and maintained until the offender's release from custody. The use of the funds in the account is restricted to the payment of garnishment(s).

Non-Certified Employer: A private industry or business employing offenders in either a prison or non-prison-based industry or business under terms of an agreement that does not meet the criteria for approval of such an employment program by the U.S. Department of Justice's Private Sector/Prison Industry Enhancement Certification Program (PIECP).

Private Non-Prison Based Work Release: Offender employment for a private business enterprise outside a correctional facility pursuant to K.A.R. 44-8-115.

Private Prison Based Work Release: Offender employment for a private business enterprise that operates on the grounds of a correctional facility pursuant to K.A.R. 44-8-116.

Traditional Work Release: Offender employment for a private business enterprise pursuant to K.S.A. 75-5267 or K.S.A. 75-5268.

PROCEDURES

I. Determination of Financial Responsibility or Obligation

- A. Upon final approval of an offender for participation in a work release program or other non-facility employment, the following information shall be forwarded immediately by the warden or designee of the receiving facility to:
1. The Senior Administrative Specialist for Child Support Enforcement, Department for Children and Families (DCF), per sample letter in Attachment A or by electronic mail addressed to DCF.csscustomer@ks.gov.
 - a. Offender's name and date of birth;
 - b. Offender's social security number and;
 - c. Proposed facility for program placement;
 2. The county in which the offender was sentenced per, sample letter in Attachment B.
 - a. Offender's name;
 - b. Offender's social security number; and
 - c. Proposed facility for program placement.
- B. The facility staff shall also review the offender's file to determine if any court ordered restitution is listed on the journal voucher.
- C. Any change in an offender's status under this work program shall be reported immediately by the warden or designee to the Director of Administrative Services for Child Support Enforcement, DCF.

II. Disbursement of 401 K / Retirement Account

- A. Offenders participating in a 401k/retirement plan may not withdraw monies from such a fund without prior approval from their facility warden or designee, irrespective of whether or not such withdrawals are allowed by his/her employer.
1. Approved withdrawals will be subject to a mandatory ten percent (10%) savings withholding.

III. Private Industry / Work Release Deductions

- A. Work release and/or private industry unpaid deductions consisting of loans, state clothing, postage, prescription drugs, room and board, transportation, crime victims and court ordered restitution shall become an obligation upon the offender's transfer to another facility or release from incarceration.

1. The obligations will remain payable upon re-incarceration or transfer to another facility.
2. The facility at which the obligation was incurred is responsible for maintaining the supporting documentation.

IV. Loans from Inmate Benefit Fund

- A. Work release participants authorized to receive a loan from the Inmate Benefit Fund shall agree, in writing per the Work Release Loan Agreement Form (Attachment C), to repay the loan from the income realized in the first three (3) paychecks, or on a payment schedule as approved by the warden or designee.
- B. Each facility with a traditional work release program shall establish procedures for the processing of loans from the Inmate Benefit Fund, to include:
 1. The offender request/application for a loan;
 2. Identification of staff responsible for the review, approval, and distribution of loan funds; and
 3. The replacement of funds to the Inmate Benefit Fund upon the repayment of the loan or the withholding of funds in the event the loan is not repaid when the offender terminates from the program.

V. Disbursement of Disposable Earnings at All Facilities

- A. The warden of each facility housing offenders engaged in non-institutional employment shall ensure that all income received from such employment is credited to the participant's account.
- B. Upon receipt and crediting, the warden or designee shall disburse these funds as follows: (ACI 3-4044)
 1. The offender shall be allowed to retain a stipulated amount deemed necessary by the warden for incidental expenses. In no case shall this amount exceed \$35 per week.
 - a. The bus card, cab or privately owned vehicle expense for offenders employed under the provisions of a work release program shall be excluded from this incidental expense limit, since fees for transportation provided by the facility are not included within this limit.
 2. Monies for fees, fines, and other payments shall be withheld, per IMPP 04-106A.
 3. Monies for food and lodging shall be withheld at the rate of twenty-five percent (25%) of an offender's gross pay (including work, holiday, sick, vacations, etc.) per pay period.
 - a. For purposes of this policy, the time period from 12:01 a.m. Sunday through midnight of the following Saturday shall constitute an established weekly pay period.
 - b. If the money withheld is from traditional work release earnings, these monies shall be deposited in the State General Fund.
 - c. If the money withheld is from private non-prison based or private prison based work release earnings, pursuant to K.A.R. 44-8-115 and 44-8-116, these monies shall be deposited in the Kansas Correctional Industries Fund.

4. Offenders who are transported to and from work by facility staff shall have funds withheld to defray the cost of such transportation at either a rate equivalent to the private car mileage rate established by the Secretary of Administration or at a rate otherwise approved by the Deputy Secretary Facilities Management, but not exceeding the private car mileage rate.
5. Offenders having dependents verified as recipients of public assistance under Section I of this policy shall have twenty-five percent (25%) of their remaining salary forwarded to the Kansas Payment Center as per specifications provided by the Department for Children and Families or other states' jurisdictions.
6. The warden or designee shall withhold an amount, not to exceed twenty-five percent (25%) of the offender's remaining salary, for payment of obligations that relate to the care and support of the offender's immediate family and that have been reduced to judgment.
7. After deduction of the above amounts, payment of costs assessed to the offender pursuant to the code of civil procedure.
 - a. Payment of federal filing fees assessed by the courts pursuant to the 28 U.S.C. § 1915.
 - b. Payment of state filing/docket fees assessed under K.S.A. 60-2001.
 - c. Offenders owing other court costs associated with a civil procedure shall have two percent (2%) of their remaining salary remitted to the court.
 - (1) Attorney fees are not included in court costs, unless there is a statute involved in the proceedings that clearly authorizes such.
8. Offenders shall pay five percent (5%) of their gross wages to the clerk of the district court in which the crime occurred, pursuant to an order for restitution from the court, if:
 - a. The offender is subject to an order of the court for immediately payable restitution; or
 - b. The offender has entered into an agreement to pay restitution in connection with assignment to traditional or private industry work release.
 - c. Offenders may increase their restitution payment by written request to the warden or designee.
9. If an offender is employed in a private non-prison based or prison based work release program and the court ordered restitution payment is less than five percent (5%) of the offender's gross wages, the difference between five percent (5%) of gross wages and the court ordered restitution shall be paid to the Crime Victims Compensation Board.
 - a. Such payment to the Crime Victims Compensation Board shall not apply to offenders in traditional work release.
10. Accounts of offenders whose restitution debts are turned over to collection agents per K.S.A. 75-719 shall be debited for the applicable collection fee, which shall be submitted together with the restitution payment to the collection agency. The contract between the Judicial Branch and the contracting agent determines the amount of the collection fee.

11. Offenders owing criminal court costs, fines and fees including attorney fee reimbursements to county of conviction or Board of Indigent Defense Services as provided in the journal entry of conviction shall have two percent (2%) of their remaining salary remitted to the court.
 12. After all previous deductions have been made, the warden or designee shall be responsible for placement to equal a standard amount of only ten percent (10%) of the offender's remaining salary into a mandatory savings account for disbursement to the offender upon release from custody.
 13. Any monies remaining may be expended by the offender at their discretion, subject to the approval for withdrawal by the warden or designee. Other obligations acknowledged by the offender, in writing, may be made by the Secretary of Corrections or designee, in accordance with IMPP 11-101.
- C. Offenders shall be advised of the above deductions and acknowledge the deductions applicable to their potential earned wages. The Consent of Employment Form (Attachment D) shall be signed by the offender and witnessed by facility staff upon acceptance of employment by the offender and before the offender begins working.

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

28 U.S.C. § 1915
K.S.A. 60-2001, 75-719, 75-5211, 75-5267, 75-5268
K.A.R. 44-8-102, 44-8-115, 44-8-116
IMPP 04-106A, 11-101
ACI 3-4044, 3-4409

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Sample letter to DCF	1 page(s)
B	Sample letter to County of Conviction	1 page(s)
C	Work Release Loan Agreement Form	1 page(s)
D	Consent of Employment Form	2 page(s)

(Sample Letter on Facility Letterhead)

DATE

Senior Administrative Specialist
Office of the Director of Administrative Services
Child Support Enforcement Program
P. O. Box 497
300 SW Oakley St.
First Floor Biddle Bldg.
Topeka, KS 66601

Dear Sir/Madam

The individuals named on the attached listing including their date of birth and Social Security number, who are in the custody of the Secretary of Corrections, will soon be placed in paid, private-employment positions. Their wages are subject to the provisions of K.S.A. 75-5268. This statute provides that, if any of the dependents of an offender placed in such a position are receiving public assistance, a reasonable percentage of the offender's net pay shall be forwarded to the court which ordered support for the offender's dependent(s), or if there is no such order, to the Secretary of the Department for Children and Families.

We request that your program promptly notify us as to which of the listed offenders fall into the second category, so that we may forward the funds deducted for this purpose to your program. We also request that your program notify us of any court order of which you are aware.

When known, we have also listed the names and addresses of dependents of the listed offenders. This information is provided to allow your program to expedite processing of this request. We look forward to hearing from your program in the near future.

Sincerely,

Warden or designee

_____/____

Attachment

Date

Clerk of the District Court
_____ County Courthouse
City, State, Zip

Dear Clerk:

This letter of inquiry is being written about possible cases with court costs and restitution, involving _____.

In accordance with K.S.A. 75-5268 Work release and job training programs; disposition of compensation, ". . . The balance of the moneys paid to the secretary or the designated representative of the secretary shall be disbursed for the following purposes: . . . (e) . . . payment of a reasonable amount for costs assessed to the inmate pursuant to the code of civil procedure;" and "(f) to the clerk of the district court in which the crime occurred, payment of a reasonable amount pursuant to an order for all costs, fines, fees and restitution assessed. Such payment shall be distributed in the following order of priority: Restitution, costs, fines and fees;...."

Please provide a detailed itemized listing of all monies owed to include amount owed and whether it is for restitution, etc. Please forward the requested information to my attention at the below address. Payment for authorized claims will commence once confirmation is received.

Case #	Court Costs Assessed Pursuant to the Code of Civil Procedure	Attorney Fees/Statute Pursuant to the Code of Civil Procedure	Restitution	Criminal Court Costs, Fines and Fees

If you are unable to assist me in this matter, I would appreciate being given the contact information of those who might be able to help. Thank you for your time and efforts regarding this inquiry.

Sincerely,

Warden or Designee

____/____

KANSAS DEPARTMENT OF CORRECTIONS

WORK RELEASE LOAN AGREEMENT

I, _____, an offender at the _____ Work Release Facility, am a participant in the work release program. I am requesting a loan in the amount of \$_____ from the facility's Inmate Benefit Fund.

I authorize the _____ facility to withhold the total amount of this loan from the first three (3) paychecks for repayment of this loan, or as specified below if another repayment schedule is authorized.

If I am transferred or terminate from the work release program prior to full repayment of this loan, I authorize the Kansas Department of Corrections to withhold all money earned or received by me, and to apply the withheld funds toward the remaining balance of this loan until it has been fully repaid.

I have read, or have had read to me, the above agreement. I acknowledge that I understand all terms of the agreement and that I will comply with the said terms.

Signature of Offender /Participant

KDOC Number

Approved:

Warden or designee

Date

KANSAS DEPARTMENT OF CORRECTIONS

**PRIVATE PRISON OR NON-PRISON WORK RELEASE PROGRAMS, AND TRADITIONAL WORK RELEASE
CONSENT OF EMPLOYMENT**

I, _____, have volunteered for employment
(Offender Name) (KDOC Number)

with _____ I understand and agree that
(Company Name)

the following deductions shall be made from the wages earned from my employment. I understand that allowable deductions for PIECP certified private industry work release programs may not exceed 80% of gross wages.

1. Employer Deductions

- a. Federal Income Tax
- b. State Income Tax
- c. Social Security Tax
- d. Miscellaneous deductions

2. Correctional Facility Deductions

a. Incidental Expenses

- (1) The offender shall be allowed to retain a stipulated amount deemed necessary by the warden for incidental expenses as defined in IMPP 04-109A. In no case, shall this amount exceed \$35 per week. Bus cards, cab or privately owned vehicle expense for offenders employed under the provision of a work release program are excluded from the incidental expense limit.

b. Room and Board

- (1) A deduction of twenty-five percent (25%) of gross pay per pay period (including work, holiday, sick, vacation, etc.) shall be withheld from offender earnings for room and board.

c. Transportation Charge

- (1) If facility staff provides transportation to and from work, funds shall be withheld to defray the cost of such transportation at a rate equivalent to the private car mileage rate established by the Kansas Secretary of Administration, or at a rate otherwise approved by the Deputy Secretary of facility Management, but not exceeding the private car mileage rate.

d. Dependent Support

- (1) If dependents are receiving public assistance, twenty-five percent (25%) of the remaining salary shall be forwarded to Kansas Payment Center as per specifications provided by the Department for Children and Families or other states' jurisdictions.
- (2) For obligations that relate to the care and support of the offender's immediate family and which have been reduced to judgment, twenty-five percent (25%) of the remaining salary shall be forwarded to the court ordering the support.

e. After deduction of the above amounts, payment of costs assessed to the offender pursuant to the code of civil procedure.

- (1) Payment of federal filing fees assessed by the courts pursuant to the 28 U.S.C. § 1915.
- (2) Payment of state filing/docket fees assessed under K.S.A. 60-2001.

(3) Offenders owing other court costs associated with a civil procedure shall have two percent (2%) of their remaining salary remitted to the court.

i) Attorney fees are not included in court costs, unless there is a statute involved in the proceedings that clearly authorizes such.

f. Victims Compensation/Court Ordered Restitution for Offenders Employed in Private Prison Based or Non-Prison Based Work Release Programs.

(1) No less than five percent (5%) of gross wages earned by an offender employed in private non-prison based or prison based work release programs shall be deducted for the purpose of victims compensation. The amount deducted may be paid to the district court pursuant to an order for restitution or to the Crime Victims Compensation Board or the DOC Victim Assistance Fund or a combination thereof, so long as the total is not less than five percent (5%) of the offender's gross wages.

g. Court Ordered Restitution for Offenders Employed in Traditional Work Release

(1) A deduction of at least five percent (5%) of gross wages shall be withheld and paid to the clerk of the district court in which the crime occurred, pursuant to an order of restitution from the court, regardless of whether restitution is immediately payable. Offenders in traditional work release do not pay five percent (5%) of their gross wages to the Crime Victims Compensation Board.

h. Accounts of offenders whose restitution debt are turned over to collection agents per K.S.A. 75-719 shall be debited for the applicable collection fee, which shall be submitted together with the restitution payment to the collection agency. The contract between the Judicial Branch and the contracting agent determines the amount of the collection fee.

i. Offenders owing criminal court costs, fines and fees including attorney fee reimbursements to county of conviction or Board of Indigent Defense Services as provided in the journal entry of conviction shall have two percent (2%) of their remaining salary remitted to the court.

j. Mandatory Savings

(1) After the deductions noted above have been made, ten percent (10%) of the offender's remaining salary shall be deposited in a savings account for disbursement to the offender only upon his/her release from custody.

3. Net Salary

a. Monies remaining after the above deductions may be expended at the offender's discretion subject to the applicable procedures established by the Department and the warden.

Payment made for court costs and court ordered restitution, may be applied differently by the court than reflected on the Department of Corrections records. **It is my responsibility to inquire with the courts on the amount collected for court ordered restitution, court costs, fines, fees, and civil procedure costs and how my payments were allocated by the courts.** My signature below signifies my understanding of the required payroll deductions and my voluntary employment with this private company/industry.

(Offender Signature and KDOC Number)

(Date)

(Witness)

(Date)