



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☒ Adult Operation Only ☐ JUVENILE Operations Only ☐ DEPARTMENT-WIDE

IMPP #: 04-115A

PAGE #: 1 of 3

FISCAL: Use of Reimbursements to Support Risk Reduction and Reentry Work

Original Date Issued: 12-30-14 Replaces IMPP Issued: 12-30-14 **CURRENT EFFECTIVE DATE: 12-19-23**

Approved By: , Secretary

Next Scheduled Review: 12/2026

POLICY

State general funds may be used to reimburse volunteers for expenses incurred by the volunteers and mentors through their provision of risk reduction and reentry (R3) service. 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 no other resources available for payment, including through community and faith based organizations.

The Executive Director of Programs and Risk Reduction shall oversee the expenditure of funds under this policy. Information and guidelines shall be made available to volunteers when appropriate. Wardens, parole directors, facility mentoring coordinator or parole volunteer developers or coordinators may request funds, and shall do so in accordance with this policy.

DEFINITIONS

Mentoring Coordinator: A person at a facility or in a parole office whose full time job is recruiting, screening, training, matching and monitoring mentors and mentor/mentee matches, or who is designated as an on-site part-time liaison for mentoring 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/resident areas of risk and/or need.

Reimbursements: A payment that covers 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, to include travel expenses. All travel expenses shall be reimbursed at the rates established by the Secretary of Administration and in accordance with the Employee Travel Reimbursement Handbook.

Recidivism Reduction: A set of strategies based on research and evidence-based practices that target the risk and need areas of offender/residents that contribute to criminal behavior, including programs, services, case management, mentoring and peer support, to reduce the rate at which offender/residents enter or return to incarceration.

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

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.

SMART: The Statewide Management, Accounting & Reporting Tool system utilized by state agencies to complete business responsibilities.

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/resident interaction within the limits of programming activities.
- C. In determining whether to approve a request for reimbursement, the following shall 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/resident 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 10-137D.
 3. Whether or not the use of the funds will advance a goal of a specific offender/resident's recidivism reduction plan.
 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 is included with the request.
 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 volunteer requesting reimbursement of expenses for a volunteer or caretaker shall do so by completing the Travel and Expense Request Form in accordance with IMPP 04-118D.
 1. The request shall be submitted to the Executive Director of Programs and Risk Reduction, who shall approve, deny, or return to the volunteer for more information.
 2. Upon approval of the Executive Director of Programs and Risk Reduction, the Travel and Expense Request Form shall be routed to the travel proxy in the Reentry Division for entry into SMART. The proxy shall attach the form and supporting documentation to the SMART travel document. Fiscal Division staff will review and process for payment as appropriate.

III. Use of Volunteer and Caretaker Reimbursements Funds

- A. To the extent that funds are available and supporting documentation is provided, mentoring or volunteer coordinators may request reimbursements payments for:
 1. Travel reimbursement, to include mileage, lodging, meals, and incidental expenditures, shall be reimbursed at the rates established by the Secretary of Administration;

2. Costs associated with teaching or facilitating risk-reduction classes or groups; and
3. Assisting in case management of specific cases.

IV. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents 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, residents or offender, or an independent duty owed by the Department of Corrections to employees, residents, 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 04-118D, 10-137D

HISTORY

12-30-14 Original
12-19-23 Revision 1

ATTACHMENTS

None.