Minnesota Department of Corrections

Division Directive:	**203.112**	**Title: Interstate Corrections Compact**
Issue Date:	**5/6/14**	**(Facility) Fund Withdrawal Process**
Effective Date:	**5/20/14**	

AUTHORITY: Minn. Stat. §§241.29 and 241.08

PURPOSE: To provide guidelines regarding the transportation expense estimation and fund withdrawal process for offender initiated Interstate Corrections Compact transfers.

APPLICABILITY: Minnesota Department of Corrections (DOC); all adult facilities

DIRECTIVE: The department estimates and provides a process for the withdrawal of funds necessary to cover travel expenses incurred when transporting offenders who have requested an interstate transfer. Offenders are responsible for all travel expenses and other transportation expenses.

DEFINITIONS:

Transportation expenses – all costs related to the transport of offender initiated Interstate Corrections Compact transfers, including such examples as offender and staff vehicle and/or air transportation costs, meals, lodging, and escorting staff wages.

PROCEDURES:

A. Case manager responsibilities and estimating transportation expenses

1. Case manager responsibilities

a) Upon the determination that an offender is qualified to apply for interstate transfer, the assigned case manager contacts the deputy compact administrator/designee, who then contacts the department's central office transportation unit coordinator to obtain transportation expense estimates.

b) The case manager must notify the offender of the estimated expense for the transfer.

c) The case manager instructs the offender to complete the Withdrawal Request - Interstate Transfer form (attached) and sign it in the case manager's presence.

d) When the offender has completed the Withdrawal Request - Interstate Transfer form, the case manager:

(1) Verifies the amount indicated on the Withdrawal Request - Interstate Transfer form;
(2) Signs the Withdrawal Request - Interstate Transfer form; and
(3) Delivers the Withdrawal Request - Interstate Transfer form to offender accounts.

2. Estimating transportation expenses

a) Transportation expenses are estimated from the sending facility to the reception center in the receiving state. The estimation must include all transportation expenses for the offender and escorting staff.

b) Airfare is based on current full fare rates. Within the parameters of sound security practices, every attempt must be made to obtain the most economical fares.

c) In limited cases, the Department of Public Safety aircraft or state vehicles may be utilized.

B. Initiating withdrawal request and transportation

1. A withdrawal request for the estimated costs must be submitted to offender accounts. Offender accounts staff determines if the offender has sufficient funds in his/her spending account to process the withdrawal request. If the offender does not have sufficient funds, the Withdrawal Request - Interstate Transfer form must be returned to the offender's case manager.

2. If the offender has sufficient funds, offender accounts staff processes the Withdrawal Request -Interstate Transfer form by transferring money to the offender's hold account.

3. Offender accounts staff then distributes copies as noted on the bottom of the request form.

4. Upon receipt of the processed withdrawal request by the central office transportation unit coordinator, arrangements for the interstate transfer are set up.

5. Upon completion of the transfer, the central office transportation unit coordinator approves the invoice(s) for the actual transportation expenses and sends the invoice to offender accounts at the appropriate facility for payment.

6. The facility offender accounts staff transfers the held amount to the offender's spending account and processes payment from the spending account.

C. If an interstate transfer request is canceled or denied for any reason, the case manager must notify offender accounts.

INTERNAL CONTROLS:

A. The central transportation unit captain logs all projected expenses and actual receipts/expense reports which are retained according to the record retention schedule.

B. Records detaining withdrawal of the offender funds and payment of expenses are retained in the finance department of the sending facility.

REVIEW: Annually

REFERENCES: None

SUPERSESSION: Division Directive 203.112, "Interstate Corrections Compact Fund Withdrawal Process," 10/2/12.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Withdrawal Request - Interstate Transfer (203.112A)

/s/
Assistant Commissioner, Facility Services