DEPARTMENT OF CORRECTIONS

Policy Number:	**205.140**
Title:	**Adult Reentry Services and Programming**
Effective Date:	**10/20/2025**

PURPOSE: To aid in successful reentry of incarcerated people to the community upon release from confinement.

APPLICABILITY: Minnesota Department of Corrections (DOC); department-wide

DEFINITIONS:

Reentry - the progression of preparing an incarcerated individual for community release; a continuous process that begins when an individual enters incarceration and continues after facility release and involves assessments, planning, support and services for a successful community reintegration.

PROCEDURES:

A. The DOC, through its reentry services unit and in collaboration with correctional facilities, provides the following services:

1. Program direction and supervision to facility-based transitions coordinators and programs. Transitions staff members meet at least monthly to ensure ongoing communications and coordinated efforts for reentry programming.

2. Facility-based reentry classes

a) Reentry classes are available at all adult facilities to incarcerated people who have approximately four to six months to release. Reentry class participation is mandatory for all general population incarcerated people. Class topics include such examples as employment, money management, housing, identification, health care, transportation, re-establishing relationships, and community resources. Transition program coordinators may provide a targeted and modified version of these classes if in-person classes are not available due to length of stay or other facility needs.

b) The transitions program coordinator may excuse an incarcerated person from in-person required reentry for any of the following reasons:

(1) They are on restrictive status;
(2) They completed reentry classes within the past 12 months;
(3) They have a felony-level or immigration detainer; or
(4) The incarcerated person's confinement time is of limited duration, making it impossible to complete classes.

c) If an incarcerated person refuses to attend reentry classes, the transitions program coordinator must document the refusal in an incident report. This may result in formal and/or informal discipline based on non-participation in this required class.

3. Each transitions program coordinator maintains a resource center that incarcerated people can access during their confinement. The centers offer resource information and assistance in career assessment and employment, community resources, personal finance, housing, health, and other reentry topics. These centers include access to a secure intranet web-based network to provide supplemental reentry resources to incarcerated people.

4. Correctional facilities host annual transition fairs, led by transition coordinators to provide direct access to community-based organizations. Resource materials and individualized services are available to those in restricted housing units by submitting a request to the facility transitions program coordinator or an assigned caseworker.

5. Each person releasing from a facility receives a "Release Packet" in accordance with Minn. Stat. § 241.067, Subd. 1. At a minimum, the packet includes:
   a) An unofficial copy of the person's criminal history, as compiled by department staff, and information on how to obtain an official criminal history;

   b) Information describing the laws and processes for obtaining an expungement of a criminal conviction;

   c) Directly relevant information on the person's right to vote;

   d) A listing of local career workforce centers in the county in which they will reside (and in other counties if requested);

   e) A record of the programs the person completed while in a department of corrections (DOC) facility;

   f) An accounting of any court-ordered payments, fines, and fees owed of which department staff have knowledge;

   g) General information on the Supplemental Nutrition Assistance Program (SNAP) benefits, eligibility criteria, and application process;

   h) A Release Health Care Summary; and

   i) Information on how the person may obtain a complete copy of their own medical record at no charge.

6. Possession of personal identification documents is critical to every individual establishing identity for post-release activities. Reentry services, in collaboration with other DOC units, provides assistance in securing personal identification documents (see Minn. Stat. § 241.067, subd. 1 and Policy 205.141, "Incarcerated Individuals Personal Identification Documents").

B. Reentry services staff work to reduce homelessness and increase housing stability for people releasing from DOC facilities and while on community supervision.

a) Reentry Services is responsible for the creation and ongoing reporting of a Homeless Mitigation Plan and annual reporting to the legislature in accordance with Minn. Stat. § 241.068, subd. 2. This plan includes redesigning of business practices and policies to prevent homelessness for all people released from prison, efforts to increase interagency and intergovernmental collaboration to identify and leverage shared resources, and development of internal metrics to report progress toward implementing the plan and achieving the plan's goals.

b) Facility release-planning staff and community supervision agents may contact reentry services staff to assist in collaborative case consultation to identify possible solutions to homelessness or housing instability.

c) Reentry services staff provide for rental assistance and halfway house placement for individuals in accordance with Policy 205.130 "Adult Halfway House/Rental Assistance Use."

C. Caseworkers must offer to assist incarcerated people in completing applications for health insurance, including for medical assistance or MinnesotaCare, as part of release planning, and must provide such assistance if the incarcerated person accepts the offer. This occurs at least 45 days before their scheduled releases, and as outlined in Policy 203.012, "Release Health Care Summary," Policy 203.010, "Case Management Process," and Minn. Stat. § 241.067, Subd. 3.

D. Reentry services staff coordinate partnerships and projects with community-based organizations to support a successful release and transition into the community.

1. DOC provides education, training, and technical support to community-based organizations to reduce barriers to accessing services by justice-impacted people and their families and to help build the capacity and sustainability of their organizations.

2. DOC supports the development and continuity of transition coalition groups statewide. Coalitions draw together individuals working in facilities and communities to discuss reentry issues, create spaces for educational workshops on topics of interest with the coalition, and engage the community in the practice of correctional evidence-based practices, and reentry strategies and initiatives.

3. DOC reentry services staff produce a transition coalition electronic newsletter, published on an every-other-week basis and emailed to individual subscribers. The newsletter contains information related to facility transition fairs, training announcements, grant and contract requests for proposals, and other reentry program and networking opportunities.

4. DOC partners with community-based organizations in seeking grant opportunities, administering grant projects, and developing contractual relationships with organizations, as funding is available.

E. Reentry services collaborate with other government agencies and Tribal Nations on reentry issues and opportunities.

1. Reentry services staff coordinate formal agreements with government partners to enhance available services to incarcerated and released people.

2. DOC reentry services staff actively leads and participate in various committees and problem-solving groups to reduce systemic barriers that interfere with reentry.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

INTERNAL CONTROLS:

A. The Homeless Mitigation Plan and annual reports are posted on the DOC public website.

B. Reentry programming class completions are maintained in COMS as an award.

C. Transition coalition electronic newsletters are available on the DOC public website.

D. The DOC public website lists the schedules for facility transitions fairs.

REFERENCES: Minn. Stat. § 241.067, Release of Inmates, Duties of Commissioner
Minn. Stat. § 241.068, Homeless Mitigation Plan, Annual Reporting on Homelessness
Policy 203.010, "Case Management Process"
Policy 203.012, "Release Health Care Summary"
Policy 205.130, "Adult Halfway House/Rental Assistance User"
Policy 205.141, "Incarcerated Individual Personal Identification Documents"

REPLACES: Policy 205.140, " Adult Offender Reentry Services and Programming," 3/31/15. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
Commissioner of Corrections