DEPARTMENT OF CORRECTIONS

Policy Number:	**300.140**
Title:	**Indigent Incarcerated People**
Effective Date:	**8/29/25**

PURPOSE: To outline procedures for indigent incarcerated people to obtain supplies that allow them to maintain community ties and personal hygiene.

APPLICABILITY: All facilities housing indigent adult incarcerated people

DEFINITIONS:

Indigent incarcerated person – an incarcerated person who currently has less than $1.00 total in their spending and savings accounts, has not made any canteen purchases for the past 14 days, and has not had any withdrawal requests processed for the past 14 days, and has resided in their current facility continuously for the past 14 days (or 29 days for those newly committed to the DOC or who are on an interim order of commitment).

PROCEDURES:

A. Available Items

1. An indigent incarcerated person may receive the following items free of charge:
   a) One pen as needed;
   b) 35 sheets of writing paper per week;
   c) One first class (maximum weight 13 ounces) postage paid large (9.5" x 12.5") envelope per week;
   d) Two first class (maximum weight 13 ounces) postage-paid business size envelopes per week (up to 4" x 9.5");
   e) A total of 35 sheets of legal and medical record photocopies per week;
   f) One over-the-counter (OTC) medication from canteen per week; and
   g) Laundry soap and personal care items including such examples as toothbrush, toothpaste, razor, comb, deodorant, soap, shampoo, dental floss loops, and (if wearing dentures) denture cleaner and medically-authorized adhesive as allowed on the MINNCOR restricted centralized canteen catalog.

2. An indigent incarcerated person is not denied health care for lack of funds. The co-payment charge is logged in the incarcerated person's spending account with a negative balance until the incarcerated person has available funds to cover the partial or total cost of care/co-payments.

3. An indigent incarcerated person in restrictive housing may receive paper supplies, OTC medication, and hygiene items as identified on the weekly MINNCOR canteen order form/restricted and canteen product catalog in the quantities indicated.

B. The indigent incarcerated person must order personal care items, paper, and OTC medications on the weekly MINNCOR canteen order form/indigent in the quantities indicated. Indigent incarcerated people may request verbally or by kite photocopies and legal supplies, using the Indigent Incarcerated PersonAdditional Legal Supply Request form (attached), based on facility discretion, directed to the appropriate staff.

C. Staff must scan completed order forms to MINNCOR central distribution for verification of indigent status and processing. Verification of indigent status is automatic within the incarcerated person accounting system Cactas.

D. Facility canteen staff must distribute the items according to the canteen distribution schedule.

E. An indigent incarcerated person may request, free of charge, larger or additional envelopes, photocopies, or paper for legal purposes. Requests for additional legal supplies and/or photocopies beyond the initial weekly distribution must be submitted on an Indigent Incarcerated Person Additional Legal Supply Request form, indicating why the additional supplies are necessary, and must not attach documentation to the form. The warden/designee must verify indigent status and approve or deny the request.

F. As noted in section A.2., above, the health services co-pay charge for an indigent incarcerated person must be recorded in the incarcerated person's spending account per Policy 500.100, "Incarcerated Person Co-Payment for Health Services."

INTERNAL CONTROLS:

A. Verification of indigent incarcerated person canteen orders is automatic within the Cactas system.

B. Health services co-pay charges are recorded in the incarcerated person's spending account.

REFERENCES: Policy 300.100, "Incarcerated Person/Resident Accounts"
Policy 500.190, "Health Care Data Practices"
Policy 500.2011, "Over-the-Counter Medications (OTC)"
Policy 500.100, "Incarcerated Person Co-Payment for Health Services"

REPLACES: Policy 300.140, "Indigent Offenders," 6/19/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Indigent Incarcerated Person Additional Legal Supply Request form (300.140A)

Indigent Incarcerated Person Additional Legal Supply Request form – Hmong (300.140A-Hmong)
Indigent Incarcerated Person Additional Legal Supply Request form – Somali (300.140A-Somali)
Indigent Incarcerated Person Additional Legal Supply Request form -Spanish (300.140A-Spanish)

APPROVALS:
Commissioner of Corrections