DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **600.100** |
| **Title:** | **Community Corrections Act Subsidy** |
| **Effective Date:** | **7/1/19** |

**PURPOSE:** To assist counties in the development, implementation, and operation of comprehensive community-based correctional programs through effective administration of the Community Corrections Act (CCA) subsidy program.

**APPLICABILITY:** Grants and subsidies unit staff, financial services unit staff, and participating counties

**DEFINITIONS:** None

**PROCEDURES:**

A. Counties that voluntarily participate in the Community Corrections Act (CCA) subsidy program are required to submit for department approval, a comprehensive plan (including budget) every other year for the provision of community-based correctional services. These services may include such examples as preventive or diversionary programs, probation, supervised release, and community corrections centers and facilities for the detention, confinement, or care and treatment of persons convicted or adjudicated of a crime.

A. The director of the grants and subsidies unit sends a letter to CCA county directors indicating that the comprehensive plan is due.

B. Upon receipt of the draft plan, grants and subsidies unit staff provide a copy of the budget to central office finance staff for review and approval. Approved budgets are retained in financial services.

C. Grants and subsidies unit staff review the program content of the draft comprehensive plan and schedule a site visit with the corresponding county.

D. CCA counties may make suggested revisions to their plans, and the county then submits the final version to the grants and subsidies unit. Grants and subsidies unit staff retain a copy of the final plans.

E. Grants and subsidies unit staff send a letter of approval of the plan to the county, and retain a copy of the letter with the approved final plan.

**INTERNAL CONTROLS:**

A. Comprehensive plans and approval letters are retained by the grants and subsidies unit.

B. Budgets are retained by the central office finance unit.

**ACA STANDARDS:** None

**REFERENCES:** Minn. Stat. §§ 401.01 to 401.16

Minn. Rules Ch. 2905.0100 to 2905.1200

**REPLACES:** Policy 600.100, "Community Corrections Act Subsidy," 3/3/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services