DEPARTMENT OF CORRECTIONS

Policy Number:	**300.140**
Title:	**Indigent Offenders**
Effective Date:	**6/19/18**

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

APPLICABILITY: All facilities housing indigent adult offenders

DEFINITIONS:
Indigent offender – an offender who currently has less than $1.00 in the spending account, less than $1.00 in the voluntary savings account, has not made any canteen purchases for the past 14 days and has not had any withdrawal requests processed for the past 14 days or has not transferred to another facility within the past 14 days.

PROCEDURES:

A. Available Items

1. Indigent offenders 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 offender is provided health care regardless of the fact that the offender does not have funds for the co-payment.

3. Indigent offenders housed in segregation 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.

4. Newly-committed and interim order of commit (IOC) hold offenders are not eligible to request indigent supplies within the first 28 days after admission.

B. The offender must order personal care items, paper, and OTC medications on the weekly MINNCOR canteen order form/indigent in the quantities indicated. The offender may request orally or by kite his/her need for photocopies and legal supplies, using the Indigent Offender

Additional 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 iTag, the offender accounting system.

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

E. The offender 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 Offender Additional Legal Supply Request form, indicating why the additional supplies are necessary. Offenders must fill in the Indigent Offender Additional Legal Supply Request form and must not attach documentation to the form. The warden/designee must verify indigent status and approve or deny the request.

F. The health services co-pay charge for an indigent offender must be recorded in the offender's spending account per Division Directive 500.100, "Offender Co-Payment for Health Services."

INTERNAL CONTROLS:

A. Verification of indigent offender canteen orders is automatic within the iTAG system.

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

ACA STANDARDS: 4-4342; 4-4489; 1-ABC-4D-14; 1-ABC-5D-03

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

REPLACES: Division Directive 300.140, "Indigent Offenders," 1/3/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

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

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