

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 111.08

DATE: 12 October 2020

**SUBJECT: MEDICAL HOLDING
ACCOUNTS FOR WORK
RELEASE INMATES**

POLICY DIRECTIVE

PURPOSE:

To delineate appropriate guidelines and procedures concerning medical holding accounts for work release status inmates in the event they have medical bills.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instructions on this subject including DOC Policy Directive 4000.14, dated 01 April 2015.

APPLICABILITY:

Work Release units within WVDCR facilities. This policy **does not** apply to inmates assigned to Residential Substance Abuse (RSAT) Units and General Population inmates. This Policy is for general distribution and is to be made available for inmate review.

DEFINITIONS:

Earnings: All sums of money paid to an inmate on account of any work assignment, or other allowable means by which an inmate may be compensated for work performed or goods sold, including earnings from work in Correctional Industries and indigent pay; proceeds from any arts and craft sale; all sums of money received by the inmate on account of a settlement of a lawsuit, civil judgement, or other lawful process; proceeds from any

inheritance, bequest, or gift; or funds provided the inmate by family or friends. Earnings shall not include sums deducted for mandatory savings.

Internal Controls: Functions, processes and procedures utilized by a spending unit to ensure compliance, proper accounting, and safeguarding of State funds, property, and equipment.

Trustee Account: An account established by the DCR to manage inmate personal funds in FDIC insured financial institutions for both checking and savings accounts. Said funds are controlled by generally accepted accounting procedures.

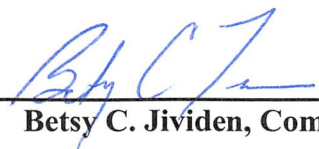
POLICY:

- I. Work release status inmates are subject to a ten percent (10%) mandatory medical holding account. Each work release unit shall deduct 10% of earnings to be retained in an account for the purpose of paying any medical bills owed or incurred while the inmate is housed at a work release unit. This provision does not preclude the work release unit from mandating the inmate to use funds from his/her trustee account or voluntary savings account when the medical holding account does not have sufficient funds to pay the medical bills.
- II. If the inmate is transferred to another facility within the Division of Corrections and Rehabilitation, the Superintendent of that facility shall have the same authority with respect to the medical holding account and retain the account until all medical bills are paid.
 - A. The receiving facility shall confirm with the sending work release unit the existence of outstanding medical bills.
 - B. If no such financial obligations exist, the remaining balance shall be returned to the inmate's spending account at the end of thirty (30) days.
- III. If the funds retained in the medical holding account are not used, the funds shall be disbursed to the inmate when he/she is discharged or paroled.
- IV. All funds retained in the medical holding account shall be managed in accordance with appropriate internal controls and are subject to audit at any time.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner

9-25-20
Date