



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

118.00

PAGES:

2

CHAPTER:

**Administration and
Management**

REFERENCE AND RELATED STANDARDS:

**WV Code Chapter § 49-2-903; ACA 3-JTS-1B-17 thru 21;
WV Treasurer's Office Outside Bank Account Policy and
Procedures**

SUBJECT: Resident Benefit Fund

DATE: January 1, 2016

PURPOSE

This policy establishes a Benefit Fund to enhance the programs and services that directly affect the residents of each facility.

CANCELLATION

This policy has been revised and supersedes Policy 118.00 dated July 1, 2014.

APPLICABILITY

This policy applies to all Division of Juvenile Services residential facilities.

PROCEDURES

1. Bank Accounts: Any bank account opened for the purpose of maintaining a Benefit Fund will be established in the State Treasury as a special revenue account by the Director of Budget and Finance or designee.
2. Collection of Funds – Monies to be deposited into a resident benefit fund consist of:
 - a. All profit from the exchange or commissary operation;
 - b. All net proceeds from vending machines in visitation areas;
 - c. All proceeds from contracted resident telephone commissions;
 - d. Any funds that may be donated to a facility by the general public or a service organization on behalf of all the residents; and
 - e. Any funds confiscated considered contraband.
3. The resident benefit fund may only be used for the following purposes at residential facilities:

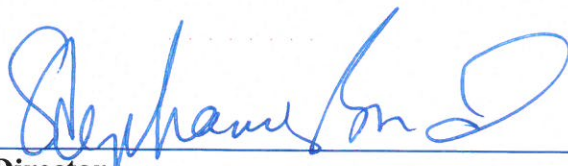
Chapter	Subject	Policy #	Page
Administration and Management	Resident Benefit Funds	118.00	2 of 2

- a. Open-house visitation functions or other non-routine campus-wide activities which will enhance programming goals of the facility;
 - b. Holiday functions which may include decorations, food and gifts for residents or family of residents;
 - c. Rental of videos;
 - d. Supplemental supplies and equipment which will enrich the facilities' program activities;
 - e. Hardship needs for residents if approved by the Division of Juvenile Services Director;
 - f. Any special activities or rewards for residents; and
 - g. Initial commissary purchases to be reimbursed from the Resident Trustee Account.
4. Each Facility Superintendent/Director or designee will ensure that the Resident Benefit Fund Report (Attachment 1) is completed at the end of each month and forwarded to the Director of Budget and Finance no later than the tenth day of the following month.
 5. All expenditures must follow the Division of Juvenile Services Policy 121.00-Purchasing and West Virginia State Purchasing Guidelines.
 6. It is not the intent of the Resident Benefit Fund to subsidize state-mandated services, commodities or facility staff. Any use of this fund that benefits any facility staff is prohibited.
 7. Each facility will adopt this policy in its entirety and no operational procedure will be required.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



 Director

1/1/16

 Date

RESIDENT BENEFIT FUND REPORT

FACILITY: _____

Month, Year: _____

PREVIOUS BALANCE (Prior Month): _____

DESCRIPTION

AMOUNT

RECEIPTS		
COMMISSIONS		
REIMBURSEMENTS		
TOTAL RECEIPTS		\$0.00

EXPENDITURES	VENDOR AMOUNT DESCRIPTION		
TOTAL EXPENDITURES	\$	-	

TOTAL ACTIVITY FOR THE REPORTING PERIOD \$0.00
 NEW BALANCE FOR PERIOD ENDING \$ -

 SIGNATURE OF FACILITY SUPERINTENDENT/DIRECTOR OR DESIGNEE

 DATE