

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 1 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) will exercise strict control over pay received by Transitional Center (TC or “Center”) residents for work performed for an employer as part of the TC program. TCs will maintain resident accounts, vending accounts, provide indigent loans to residents, and collect fees and reimbursement for expenses from residents in accordance with this SOP.

II. Authority:

- A. O.C.G.A. § 42-5-2 and § 42-5-59-(b)(3);
- B. GDC Board Rules: 125-4-6-.06, 125-3-6-.02, 125-3-6-.04-(4)(d), 125-2-1-.01(d) and 125-3-3-.05;
- D. GDC Standard Operating Procedures (SOPs): 203.03 Incident Reporting, 203.04 Notification Clearance of Escapes, 206.01 Offender Personal Property Standards, 206.02 Management of Offender Property or Contraband, 209.01 Offender Discipline, 209.02 Prosecution in Local Court, 215.04 Transitional Center Security Procedures and Responsibilities, 224.02 Use of Firearms Against Aircraft, 225.01 Escape Plans, 227.06 Offender Receipt of Mail, 406.12 Revenue Document Preparation, 406.19 Offender Financial Transactions and Business Activities, 407.02 Offender Store Account Guidelines, and 407.06 Fiscal Guidelines for Centers; and
- E. ACA Standards: 4-4463, 4-4046, 4-ACRS-2A-17, 4-ACRS-7D-31, 4-ACRS-7D-33, and 4-ACRS-7D-32.

III. Definitions:

- A. **Net Income/Pay** - Gross pay, less federal tax, state tax, FICA, and any other Non-voluntary Payroll Deduction.
- B. **Net-Net Income** - Net income, less the room and board fees described herein. Used as the base figure for deducting medical expenses.
- C. **Non-voluntary Payroll Deduction** - Deductions such as state and federal taxes, which usually are deducted by the employer before payment of the employee.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 2 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

NOTE: Work-release residents may not have their employer deduct money for voluntary savings or voluntary retirement plans.

- D. **Voluntary Deduction** - Deductions not usually collected while an offender remains incarcerated (such as child-support payments or fines), which the TC may collect from a specific work-release resident, by agreement with the controlling agency.

- C. **Sixty Percent of Net-Net Income Formula** - Use this formula to deduct medical and dental expenses which are charged to residents in accordance with this SOP. Deduct sixty (60%) percent of the Net-Net Income from each paycheck, until the medical expenses have been paid. In cases where the deduction results in inability to accumulate necessary savings, the Superintendent may suspend part or the entire sixty (60%) percent obligation, after consulting with the Director of GDC Health Services and the TC Coordinator.

- D. **Maintenance (Permanent) Resident** - Offender assigned to a TC to assist in the daily operation of the facility or other state agency maintenance. This offender is not on pre-release status, nor does he participate in work release (or earn wages). This offender later may be considered for work release, based on the same criteria as any other prison offender.

- E. **Work-Release Resident** - Offender assigned to a TC to participate in Center programs and community employment (work release) before release from GDC. The assignment may occur based on selection by GDC criteria or based on referral by the Board of Pardons and Paroles. This offender does not earn wages until completing orientation and obtaining employment. Upon obtaining employment, the Work-Release resident assumes financial responsibility for certain expenses associated with his or her incarceration, to the extent described in this SOP. One of the resident's responsibilities is to save sufficient funds to establish housing upon release.

IV. Statement of Policy and Applicable Procedures:

- A. **Bank Accounts.** All Transitional Centers shall establish separate bank accounts for resident accounts and for vending/recreation funds. All bank statements for each account shall be reconciled upon receipt and the staff member handling the account shall not perform the reconciliation.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 3 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

EXAMPLE: The Business Manager or designee, will reconcile the Paraprofessional or Accounting Clerk’s accounts and the Paraprofessional/Accounting Clerk shall reconcile the Business Manager’s accounts.

Bank statements will be maintained in accordance with this SOP.

- B. Resident Accounts. Resident accounts will be maintained to reflect all deposits and withdrawals of funds turned in by residents of the Center. Such funds will be utilized to pay expenses incurred by the resident, court-ordered fees, family support, savings and personal allowances.

- C. Vending Accounts. A separate vending account will be maintained by each TC.
 - 1. Vending account funds derived from designated vending activities will be retained by the TC, to be used for the benefit of that TC’s residents.
 - 2. No fiduciary relationship is created with the establishment of this account.
 - 3. The vending account is not intended as a trust.
 - 4. All proceeds in the account remain exclusively the property of GDC.
 - 5. Maintenance of vending account records and control of funds in the vending account will be in accordance with GDC Fiscal Audit SOPs.
 - 6. Vending account funds shall be used primarily to purchase non-essential items for the benefit of all residents, and purchases made from the account must be of direct benefit to residents. Exceptions to this requirement may be authorized only by the TC Coordinator.
 - 7. No purchases may be made from the vending account for items or services which, by law, should be made from the TC’s appropriated budget or are provided free of charge by GDC.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 4 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

8. Only authorized purchases may be made from the vending account. Spending limits and approval for purchases using vending account funds will be in accordance with GDC SOP 407.02 Offender Store Account Guidelines.

D. Indigent Loans. Residents can receive an indigent loan provided they have usable funds of less than ten (\$10.00) dollars in their account and the need is for an approved purpose.

1. Loans are to be made for limited, specific purchases such as:
 - a. Laundry expenses or supplies;
 - b. Stamps (see mail procedures);
 - c. Hygiene items not supplied by the TC;
 - d. Funds for essential telephone calls;
 - e. Transportation to and from work; and
 - f. Critical needs verified by the Counselor.
2. Loans may be in the form of funds, checks or actual items purchased from account monies and given to a resident.
3. The resident must understand that the items or funds will be repaid either in full or through a payment schedule beginning with the next paycheck.
4. The exact value of items loaned must be established.
5. The resident will be advised of the value and shall repay only that cost.
6. The total loan obligation may not exceed one hundred fifty (\$150.00) dollars at any one time, provided that the Superintendent may, in special circumstances, authorize indigent loans for higher amounts, with the total obligation not to exceed three hundred (\$300.00) dollars.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 5 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

7. The Resident Request for Indigent Loan Form (Attachment 1) will be used for all loan requests.
 8. Loan requests will be approved or disapproved by the Superintendent or their designee.
 9. The Business Manager or designee will determine indigence based on a review of the resident's account.
- E. Room and Board. The TC will ensure that Work-Release Residents pay for the cost of room and board and develop efficient money management skills. To support this goal, the TC will assess charges against the Work-Release Resident's account as described below:
1. Work-Release Residents will pay a weekly room and board charge in the amount established by the Department, provided that each Work-Release Resident will be exempt from payment of room and board until he/she has completed the 30-day orientation period and will thereafter pay room and board.
 2. If a Work-Release Resident obtains employment prior to the end of the orientation, that resident will be charged room and board effective the first day of employment.
 3. Any Voluntary Deductions will be taken after the room and board deduction.
 4. Residents will not be required to pay room and board charges while they are required to pay rent for an outside living space as part of a pending parole plan. In this case, no room and board waiver is necessary.
- F. Room and Board Waiver.
1. Room and board charges may be waived under unusual circumstances including, but not limited to:
 - a. Extended illness of the resident that temporarily prevents employment; and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 6 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

- b. Difficulty obtaining employment that is not the fault of the resident.
 - 2. Requests for waiver will be first be submitted by the TC Employment Manager/Resident’s Counselor to the Superintendent. If the Superintendent concurs in the request, it will be submitted to the TC Coordinator, using Attachment 2, for final approval. The TC Coordinator will notify the Superintendent of his or her decision without delay.
 - 3. The use of the room and board waiver for any resident will be monitored by both the Superintendent and the Business Manager of the TC and, in the event that the resident is earning sufficient funds, the Superintendent should stop the waiver.
- G. Allowance for Necessities. The Work-Release resident will be issued a weekly allowance from his/her account to pay for transportation and incidental costs of employment. The amount issued will be determined by the Superintendent, or his or her designee, and will be based on the availability of public transportation and in-house food service. Exceptions must be documented in writing by the Superintendent.
- H. Medical Bills. Residents will reimburse GDC for medical and dental expenses when required by this SOP and TC Staff will follow this SOP and any billing or payment protocols established by GDC’s Health Services Unit in order to accomplish repayment.
- I. Medical and Dental expenses of Work-Release Residents (Earning):
- 1. Work-Release Residents shall be responsible for their medical and dental expenses, using the 60 Percent of Net-Net Income Formula, provided that collection of these funds from residents shall be balanced against competing TC mission objectives.
 - 2. In the event that illness or injury results directly from an authorized TC activity, the Work-Release Resident shall not be responsible for the expenses. The Superintendent will make the final determination of whether the illness resulted from an authorized TC activity.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 7 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

3. Deduction for medical expenses should be taken from the resident’s account until the entire amount of the bill is paid or until the resident leaves the TC program, with the following exceptions:

- a. In individual cases where the deduction results in unsatisfactory ability to accumulate savings, the Superintendent may suspend part or the entire sixty percent obligation, in consultation with the Director of GDC Health Services;
- b. Work-Related. Work-Release Residents injured in the course of free-world employment should file claims through the employer’s worker’s compensation policy or other insurance policies provided by the employer. Work-Release Residents are responsible for injuries occurring during transit to and from free-world employment; and
- c. TC Activities. The Work-Release resident will not bear primary responsibility for medical expenses incurred as the result of work detail assignments in and around the center, recreation activities, and assigned maintenance projects, including transportation-related accidents associated with these activities, and other required daily functions. In these cases, the Work-Release Resident’s responsibility is the same as a state prison offender’s responsibility would be under similar circumstances. If a question arises regarding whether a recreation activity, which resulted in an injury, was authorized, the Superintendent will make the final determination.

J. Medical Expenses of Non-Earning Work-Release Residents and Maintenance Residents. Work-Release Residents who have not received their first paycheck, and Maintenance Residents, are responsible for medical co-payments only, in the same fashion as offenders at a state prison.

K. Medical Expenses arising from Negligence and Misconduct.

- 1. All Work-Release Residents and Maintenance Residents are responsible for medical expenses stemming from their acts of negligence or misconduct, as established by a disciplinary conviction for some part of the same set of acts and events which led to the medical expenses; and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 8 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

2. Reimbursement for expenses from such acts shall be taken from the resident's account, and/or incoming pay according to the Sixty Percent of Net-Net Income Formula, without regard to the impact on savings to the ten (\$10.00) dollar minimum required reserved fund balance as described in SOP 406.19.
- L. Expenses of Work-Release Resident Departing from TC Program. When a Work-Release Resident leaves the TC program, responsibility for payment of remaining medical debts is distributed in the manner described below:
1. Discharge (Max-out) and Parole. When a Work-Release Resident leaves the TC program either by discharge or parole, he or she is relieved of all remaining medical debts incurred at the TC.
 2. Removal from Program. A work-Release resident who is transferred back to prison carries medical debts stemming from his or her negligence and misconduct, but not other medical debts.
 3. Escape. When a Work-Release resident either escapes or enters unauthorized absence status, as defined by GDC SOP 215.05, the TC will freeze their account, collect a two hundred (\$200.00) dollar escape fee, and collect monies for any remaining debts including medical expenses, until the account is exhausted or all debts are paid.
- M. Resident Fee Agreement and Assessment.
1. As a condition of participation, all offenders desiring to participate in a TC program must sign Attachment 3, Paycheck Procedure, Search Fee, and Positive Alcohol/Drug Test Fee Agreement, upon arriving at the TC.
 2. Residents will have the fee payment conditions read to them and a staff member will thoroughly explain the consequences of escape.
 3. The original fee agreement will be placed in the resident's institutional file.
 4. The search fee and positive drug test fee are each two hundred (\$200.00) dollars and the positive alcohol test fee is one hundred (\$100.00). These fees will be assessed against the resident's trust account if the resident enters either

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 9 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

unauthorized absence or escape status or has a positive outcome on an alcohol or drug test.

5. Fees are not disciplinary sanctions but are a separate and distinct condition of participation in the TC program. However, in order to afford due process to the resident, the above fees will not be deducted from assets until the disciplinary report has been processed in accordance with GDC SOP 209.01.
6. The TC Business Manager will remit the fees in accordance with this SOP.
7. In the event that a resident who is assessed an escape or unauthorized absence fee is permitted to remain at the TC, the Superintendent may authorize the resident to withdraw money from his/her account to maintain transportation for employment and purchase necessary hygiene items.
8. Indigent Offenders will be given the opportunity to accumulate the search or positive alcohol/drug test fee in their trust accounts by participating in the program if all other requirements are met.
9. In cases of unauthorized absence or escape, or a positive alcohol or drug test, TC Business Managers are authorized to freeze resident accounts that do not contain the full fee amount.
10. A recaptured escapee that is sent to prison will have his or her account remain frozen until the full one hundred (\$100.00) dollar or two hundred (\$200.00) dollar fee has been accumulated. The TC Manager will identify the escapee's account as frozen before sending it to the receiving prison.
11. The amount of existing funds frozen in the account will remain inaccessible to the offender until the full one hundred (\$100.00) dollar or two hundred (\$200.00) dollar fee is accumulated and paid, or until the offender is discharged.
12. If the offender discharges before accumulating the full one hundred (\$100.00) dollars or two hundred (\$200.00) dollars, the Department will confiscate whatever amount exists in the account, as partial payment for the search fee or positive alcohol/drug test fee.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 10 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

13. Should an offender accumulate the full fee amount in his account after being reassigned from the TC, the Business Manager of the prison to which the offender is currently assigned will ensure that the one hundred (\$100.00) or two hundred (\$200.00) fee, or amount still owed, is sent to the TC which assessed the fee.

14. Offenders whose accounts are frozen pursuant to this SOP are eligible to claim indigent status for postage purposes in accordance with SOP 406.19.

N. Bank Statements:

1. TCs will maintain monthly records of all transactions.
2. Similar records should be maintained together and held for auditors. For example, all bank statements should be grouped together and all deposit slips grouped together.
3. These records should be maintained for five years and then destroyed.

O. Revenue Remittance:

1. Monthly collections of room and board by the TC will be remitted to the Accounting Office using a single check made payable to GDC and submitted not later than the 5th of the following month.
2. The check will be accompanied by a revenue remittance letter and a document identifying each resident included in the remittance.
3. The Direct Journal Form (Attachment 3 to SOP 406.12) Revenue Document Preparation, shall accompany each check.
4. Separate revenue documents are required for each remittance.

V. Attachments:

- Attachment 1: Center Indigent Loan Application
- Attachment 2: Room and Board Waiver Request

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Transitional Center Financial Operations and Fees		
Policy Number: 215.21	Effective Date: 1/23/2020	Page Number: 11 of 11
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

Attachment 3: Paycheck Procedure, Search Fee, and Positive Alcohol/Drug Test Fee Agreement

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be retained locally for three (3) years and after a fiscal audit is completed. Attachments 2 and 3 shall be placed in the resident's institutional file. The file will then be maintained in accordance with the official records retention schedule for that file.