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|  <p>State of Connecticut<br/>Department of Correction</p> <p><b>ADMINISTRATIVE<br/>DIRECTIVE</b></p> | Directive Number<br>3.10  | Effective Date<br>10/17/14 | Page 1 of 4 |
|   | Supersedes<br>Fees, Reimbursements and Donations,<br>dated 9/1/2008 |                            |             |
| Approved By<br><br><br>Interim Commissioner Scott Semple   | Title<br><br>Fees, Reimbursements and Donations                     |                            |             |

1. Policy. The Department of Correction shall seek reimbursement to the state or the Department, as appropriate for expenditures or services incurred at state expense. The Department shall seek donations of goods to expand existing programs and services, fund new initiatives, and support charitable causes.
  
2. Authority and Reference.
  - A. United States Department of Health and Human Services, Federal Poverty Guidelines.
  - B. Connecticut General Statutes, Sections 1-212, 4-32, 4-33, 4-35, 4-56, 4-69, and 18-81.
  - C. State of Connecticut, Office of the State Comptroller, State Accounting Manual.
  - D. State of Connecticut, Office of the State Comptroller, Policy Services Division, Accounting Procedures Manual for Trustee Accounts.
  - E. State of Connecticut, Department of Information Technology, Policy Guidelines, January 2000.
  - F. Administrative Directives 1.13, Code of Ethics; 3.4 Inventory Control; 3.5, Correctional General Welfare Fund; and 3.6, Activity Funds.
  - G. Department of Correction, Fiscal Services Unit, Accounting Manual.
  - H. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1B-06.
  - I. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4033.
  - J. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-7D-11.
  - K. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standard 3-3039.
  - L. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-1B-05.
  
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Reimbursements. Cash or other assets received as a repayment for the cost of work or services performed.
  - B. Revenue. Additions to cash or other assets which neither increase a liability nor represent the recovery of an expenditure.
  
4. Reimbursement of Current Fiscal Year Expenditures. Reimbursements of expenditures made in the current fiscal year shall be recorded on the appropriation record as a reduction of total expenditures and an increase in funds available for Department use, in accordance with limitations set forth in the State Accounting Manual. The Fiscal Services Unit shall

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- expedite processing of reimbursement claims on behalf of the Department, to enable effective budget management.
5. Reimbursement of Prior Fiscal Year Expenditures. Reimbursements of prior fiscal year expenditures in the current year shall be considered revenue and such amounts shall not be available for Department use.
  6. Reimbursement from the Federal Government. The Department shall negotiate with federal agencies for which it provides detention services; to document and periodically update a uniform contracted per diem reimbursement rate for services provided to these agencies.
  7. Medical Services Reimbursement. The cost of medical services provided to federal and Interstate Compact inmates housed in Connecticut shall be charged to the sending jurisdiction as provided by contract or compact. Reimbursement shall be requested by submitting invoices and a summary of services rendered. Medical services provided to Connecticut inmates housed out of state shall be paid as outlined in the Interstate Compact Agreement and the Memorandum of Agreement with the Department's contracted health services provider.
    - A. Federal Inmates. Payment for extraordinary medical services provided to federal inmates shall be in accordance with the terms and conditions of the then current agreement. Reimbursement for the medical services paid for by the Department for federal inmates shall be required from any federal agency for which inmates are held.
    - B. Interstate Compact Inmates. Medical services for Interstate Compact inmates shall be paid as follows:
      1. Standard Medical Services. Standard medical services shall be paid by the receiving jurisdiction as outlined in the Interstate Compact Agreement.
      2. Extraordinary Medical Services. Extraordinary medical services shall require pre-approval from the sending jurisdiction as outlined in the Interstate Compact Agreement.
  8. Photocopying Expense. Fees for photocopying shall be received by the Department prior to documents being provided to the requestor, except for records requested under the Freedom of Information Act. For copies of records requested pursuant to the Freedom of Information Act, the Department may require prepayment if the fee is estimated to be ten (\$10) dollars or more. The Department shall promptly comply with requests for records under the Freedom of Information Act.
    - A. General Public. The fee for duplicating material for the general public shall be twenty-five cents for each page copied. The fee for copies of records requested under the Freedom of Information Act shall be waived if the member of the general public is indigent. A member of the general public shall be considered indigent if he or she does not meet the most recent Federal Poverty Guidelines.
    - B. Inmates. An inmate shall be charged twenty-five cents for each page copied. The fee shall be waived if an inmate is indigent. For copies of records pursuant to the Freedom of Information Act, an inmate shall be considered indigent if the monetary balance in his or her inmate trust account, or any other known account, has not equaled or exceeded five dollars (\$5.00) at any time (1) during the ninety (90) days preceding the receipt by the Department of the request for

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records and (2) during the days preceding the date on which the request for records is fulfilled (up to a maximum of ninety (90) days after the date of the request).

9. Transcription Expense. The cost for any transcript shall be the actual cost of the document, including the transcription service cost and a per page copying cost of twenty-five cents. The cost of a document transcribed to electronic media shall consist of the actual cost of the media used and any programming and/or formatting, if required. Computation of such costs shall be in accordance with the fee calculation guidelines established by the Department of Information Technology.
10. Computer Data Expense. The Director of Management of Information Services shall establish the fee for computer data. The fee shall reflect the actual cost to the Department for programming and formatting the data. A fee shall be charged for each standard data file provided in any electronic format.
11. Reimbursement of Telephone Services. The telephone services provided by the state shall be for conducting state business. Any personal use shall be minimal and limited to necessary calls. All personal charges incurred shall be reimbursed to the state.
  - A. Telephone Expenses. Each Unit Head shall be responsible for the appropriate use of telecommunications equipment assigned to the unit.
  - B. Cellular Phone Usage. Attachment A, Monthly Cellular Phone Report shall be provided for each cellular phone holder. Each cellular phone holder shall sign the report certifying that all charges are valid and were incurred in the course of conducting state business. Any exceptions (e.g., personal calls), shall be noted. The employee shall be responsible for reimbursing the state for the cost of such calls. The signed report shall be returned to the Fiscal Services Unit within one (1) month of the report date. Reimbursement of personal calls shall be made at this time.
12. Donations. All donations shall be handled in accordance with the policies and procedures established by the Office of the State Comptroller and Administrative Directives 1.13, Code of Ethics and 3.4, Inventory Control. All donations shall be documented and list, at a minimum, the source, amount and the purpose of the donation. Donations shall normally be credited to the Correctional General Welfare Fund or the Inmate Activity Fund as appropriate in accordance with Administrative Directives 3.5, Correctional General Welfare Fund and 3.6, Activity Funds.
 

Any deviation from the above shall be reviewed by the Director of Fiscal Services for appropriate disposition. Inmates shall be prohibited from soliciting donations of any kind.
13. Books. Facilities shall be encouraged to request the donation of new and used reading materials, statute books and other legal materials from private sources, law offices and other state agencies.
14. Collection of Fees and Monetary Donations. All fees and monetary donations received by the facility shall be secured daily in a previously designated location and reported by the next business day by the Unit Administrator

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or designee, to the Director of Fiscal Services for disposition in accordance with the State Accounting Manual.

15. Acknowledgment. Upon request, the unit shall issue a receipt of donation on the Department's official letterhead.
16. Forms and Attachments. The following attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
  - A. Attachment A, Monthly Cellular Phone Report; and,
  - B. Attachment B, Special Request Form.
17. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.