State of Iowa Department of Corrections

Policy and Procedures

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Applicability: CBC
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Chapter 12: COMMUNITY-BASED CORRECTIONS
Sub Chapter: RESIDENTIAL SERVICES
Related DOC Policies: AD-FM-06, CBC-04, CBC-11
Administrative Code Reference: 201-43, 44, 47, 701-26
Subject: CLIENT FINANCES AND APPROPRIATIONS OF FUNDS
PREA Standards: N/A
Responsibility: Sally Kreamer
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Authority:

1. PURPOSE

To establish guidelines and procedures to address client finances and the order in which funds are appropriated while in a residential facility or transitional house.

2. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) that clients shall surrender their earnings per Iowa Code, budget their money, accumulate substantial savings and demonstrate fiscal responsibility. Additionally, it is the policy of IDOC to ensure that court ordered restitution is addressed pursuant to **Iowa Code Chapter 910** as outlined in **CBC-11** *Restitution and Community Service Work*.

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3. PROCEDURES

A. Surrender of Earnings

1. Clients must surrender all monies received to the district for the purpose of budgeting, and only retain amounts approved through facility budgeting procedures.

2. All earnings shall be placed in the client's ICON Banking account.

    a. When a residential client is employed in the community, they shall surrender to the District their total earnings less payroll deductions while in the program.

    b. Procedures specify how the amount of the fee to the client shall be determined, and when and how it shall be collected and recorded. If the program is provided by a contractor, the contractor shall provide the contracting agency, at least monthly, with an accounting of the fees received, including the amount paid and the payer.

B. Client Budgets and Order of Fund Appropriation

Iowa Code Section 904.905, establishes the following expenditures in this order of priority:

Clients shall complete **CBC-RS-01 F-1** *Budget Form*, to allocate their funds as **prioritized below:**

1. Child Support

An amount the client may be legally obligated to pay for the support of the client's dependents. The amount shall be paid to the dependents through the department of human services located in the county or city in which the dependents reside. A payment shall be made to child support per established payment plan if the payment is not already garnished from their earnings.

2. Court-Ordered Restitution

Court-ordered restitution shall be addressed pursuant to **Iowa Code Chapter 910** and **CBC-11** *Restitution and Community Service Work*. The client shall pay toward court-ordered restitution for all current cases for which the client is under correctional supervision according to established payment plans and any amounts sent to collections.

3. Residential Facility Financial Obligations

Clients pay for program services rendered, that includes room and board at a reasonable rate as determined by the District. Provisions are made for those clients who are unable to pay program costs.

a. Rent is assessed daily and budgeted accordingly.

b. Other facility fees are assessed according to local procedures, including but not limited to: linen fee, padlock fee, laundry fee. These fees shall be paid in full as soon as practical.

4. Other Fees (as applicable)

Payments toward other fee types, including but not limited to:

a. Back fees (fees associated with "closed" cases) - **All court-ordered restitution on active cases shall be paid in full before funds are allocated to back fees.**

b. Back rent - **All court-ordered restitution on active cases shall be paid in full before funds are allocated to back rent.**

c. Damage to property incurred by the client, if any.

d. Electronic Monitoring (GPS/SCRAM) fees, if any.

e. Medical / Physical-related fees, if any.

f. Supervision Enrollment Fee may be placed in a "Hold" status in ICON Banking to be applied when the client leaves the facility onto Parole status or applied to a current Probation case, as applicable.

g. Treatment-related fees, as applicable, to include Iowa Domestic Abuse Program (IDAP)-related fees, Sex Offender Treatment

Program (SOTP)-related fees, assessments, evaluations, program materials, etc.

h. Urinalysis testing or confirmation testing fees.

i. Other fees, as applicable.

5. Bills due outside the facility

Payments may be made toward bills if funds allow. Clients must provide documentation of the bill and where payment is to be made.

6. Personal Spending Money

a. If funds allow after meeting the above financial obligations, an agreed upon amount may be approved for the client. The client shall outline exactly what the funds are to be used for and the amount requested.

b. It is the responsibility of the client's Probation/Parole Officer to review the budget to ensure the proper allocation and disbursement of funds based on the client's ICON Banking account. Client expenditures shall require prior staff approval and only be authorized for reasonable expenditures.

c. Client expenditures shall require prior staff approval and only be authorized for reasonable expenditures.

C. Client Debt

1. Clients are not allowed to accrue any debts while in a program, except in emergency circumstances and with staff approval.

2. Clients shall be responsible for repayment of any debts for necessary expenses in accordance with **Section 904.905, Code of Iowa**.

D. ICON Banking

Clients are to utilize ICON Banking/budget form to manage their funds and may not open personal accounts (e.g., credit union, bank, savings and loan, or checking) without staff approval.

E. Client Rent

Clients are subject to pay rent to the residential facility for all the actual days that they are under supervision at the residential facility with the following exceptions:

1. Days in jail;

2. On the date of parole or discharge, if departed the residential facility 6:00 a.m. or shortly thereafter;

3. If the Residential Manager/designee elects to waive or reduce rent requirements.

F. Closing of ICON Banking Accounts

1. Upon satisfactory completion of the program, the ICON Banking Account is closed with remaining funds being paid to the client.

2. Escapee Accounts

   When a client goes on escape or is removed from the program, staff shall freeze the account after receiving and disbursing funds from the final paycheck by priority of Child Support, Restitution, DOC Fees, client. The account shall be closed after residential placement is ended.

G. State of Iowa Setoff Program

The State of Iowa Setoff Program requirements are outlined in **Iowa Code section 421.65** as enacted by 2020 Iowa Acts, House File 2565, and Iowa Administrative Code rule 701-Chapter 26.