
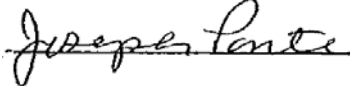


POLICY TITLE: RESIDENT FINANCIAL RECORDS POLICY NUMBER: 22.4 CHAPTER 22: RESIDENT RECORDS		PAGE <u>1</u> OF <u>3</u>
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: February 1, 2002	LATEST REVISION: November 9, 2011

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A., Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections to establish and maintain all resident financial records in accordance with legal requirements, general accounting principles, professional standards, and operational goals and objectives. Resident accounts shall be managed in accordance with Departmental policy 2.12.

IV. CONTENTS

Procedure A: Resident Financial Records, General Guidelines
Procedure B: Government Benefits for Residents

V. ATTACHMENTS

[Attachment A: Collection Priority List](#)

VI. PROCEDURES

PROCEDURE A: Resident Financial Records, General Guidelines

1. The Deputy Superintendent of Support Services, or other designated staff, shall be responsible for the day-to-day handling and maintaining of resident financial records, including maintaining the account for each resident, ensuring there is an itemized accounting of each resident's funds.

2. The resident shall be issued a receipt for each financial transaction affecting the balance of her/his account.
3. Resident financial records shall be stored and maintained in secure lockable file cabinets within the designated storage area.
4. When notified by the Director of Classification & Collateral Services of a transfer or release by the facility or, in the case of a detained resident, of a termination of the detention by the court or the Juvenile Community Corrections Officer, the Deputy Superintendent of Support Services, or other designated staff, shall verify, update and reconcile the resident's account. For a resident being transferred, resident financial records and funds shall be transferred at the time of the resident's transfer or, at a minimum, forwarded within three (3) working days of the transfer. For other residents, the resident shall be given or forwarded a check for the remaining funds in the account at the time of the resident's leaving the facility or as soon thereafter as possible.
5. Financial records shall be reconciled upon a resident's death. The Superintendent, or designee, shall ensure all remaining funds in the resident's account are forwarded to the appropriate party in accordance with State law.
6. When funds are received for a former resident, the Deputy Superintendent of Support Services, or designee, shall forward the monies to the other facility, to the former resident's last known address, or to other appropriate party in accordance with State law.
7. At a minimum, facility financial records pertaining to resident accounts shall be audited on an annual basis.
8. Collection from resident accounts to pay debts shall be prioritized in accordance with Attachment A.

PROCEDURE B: Government Benefits for Residents

1. The Director of Classification & Collateral Services, or other designated staff, shall ensure the Social Security Administration is notified of any resident receiving Social Security benefits.
2. The Director of Classification & Collateral Services, or other designated staff, shall ensure the Department of Human Services receives notification of all residents committed for an indeterminate period (e.g. "up to age 18") within the previous month.

VI. PROFESSIONAL STANDARDS

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ACA:

4-JCF-6B-12

Accepted accounting procedures govern the operation of any group fund established for juveniles. Any interest earned on monies other than operating funds, accrues to the benefit of the juveniles.

4-JCF-6B-13

When a juvenile's account balance meets the local financial institution's minimum account requirements, the money is transferred to a personal account and the juvenile accrues interest earned.

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