



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 208.01

Page 1 of 20

Effective Date: April 15, 2016

Distribution: A

Supersedes: 208.01 (3/15/14)
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Approved by: Derrick D. Schofield

Subject: INMATE TRUST FUND ACCOUNTS

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-604, TCA 4-3-606, TCA 40-24-107, TCA 40-25-130, TCA 40-25-143, TCA 40-28-201, TCA 41-21-216, TCA 41-21-512, TCA 41-6-105, TCA 41-6-106, and TCA 41-21-901 through 911.
- II. PURPOSE: To maintain a cashless inmate economy through the use of an inmate trust fund.
- III. APPLICATION: To all institutional employees, inmates, and privately managed institutions.
- IV. DEFINITIONS:
 - A. Central Trust Fund Administration (CTFA): Staff located in the Tennessee Department of Correction (TDOC) Central Office who are responsible for the administration of the trust fund account.
 - B. Government Check: Any check or warrant from a city, municipality, county, state, or federal government.
 - C. Inmate Trust Fund: The account established for an inmate into which he/she can deposit and withdraw his/her personal funds.
 - D. Manager: For purposes of this policy, Warden, Director, or Superintendent of the Tennessee Correction Academy (TCA).
 - E. Third Party Vendor: Company contracted to provide inmate fund receipt and release card services for the TDOC.
 - F. Trust Fund Custodian: An employee designated by the manager to maintain the trust fund account.
- V. POLICY: The TDOC shall maintain all inmate monies in a trust fund account.
- VI. PROCEDURES:
 - A. Receipts processed at the institution shall be handled as follows:
 1. The use or possession of cash, credit, debit, or rebate cards, or tokens of any kind by inmates is prohibited, except for those inmates specified in Section VI.(D)(5) of this policy. Each inmate shall surrender all monies in his/her possession to the manager or designee, except monies allowed by policy.
 2. When a government, private business check, or money order is received for an inmate, the mailroom staff will write a receipt in accordance with Policy #202.04. Personal checks or third party checks will not be accepted.

Subject: INMATE TRUST FUND ACCOUNTS

3. No money intended for an inmate's trust fund shall be accepted at the institution except for the following reasons:
 - a. Money orders for payment of fees
 - b. Checks from private businesses (subject to verification)
 - c. Checks from government entities (subject to verification)
 - d. Funds in possession of inmate at admission (subject to related policies)
 - e. If JPay systems are inaccessible for more than three business days, money orders will be accepted at the institution until such time as the JPay system becomes accessible.

A copy of the receipt will be given to the inmate at the time of receipt unless the check is to be verified under Section (4) below. For all checks to be verified under Section (4), the receipt will be held by the Trust Fund staff until the check is verified. A copy of the receipt will be sent to the business office along with the check, warrant or money order. A copy of the receipt will remain in the receipt book in the mailroom. The trust fund staff will assure that all receipts are completed in their entirety. Before the receipt book is filed for audit purposes, the trust fund staff will review and sign off on the receipt book.

4. All government and private business check(s) will be held until the issuing agency/business verifies that the payment is legitimate and due to the inmate. All government checks should be scanned and sent via e-mail to the CTFA for verification utilizing Private & Government Trust Fund Check Verification, CR-4000.
5. If it is not possible to scan and e-mail the check(s), they may be sent via facsimile. If checks are sent via facsimile, an e-mail should be sent informing the CTFA staff that a check is being faxed for verification.
6. The institution should wait at least 30 days before contacting the CTFA to check on the status of checks. CTFA will make a follow up contact to attempt to verify the check. If no response is received within seven days of follow-up contact, CTFA will instruct the institution trust fund staff to deposit the check or money order,
7. For VA checks, if the CTFA is able to obtain a verification of a recurring check for a specified period of time, CTFA will notify the Institutional Trust Fund office and subsequent VA checks within the verified period may be deposited without additional verification.
8. Private business checks (insurance checks, annuity checks, dividend checks etc.) less than \$5,000 should be verified by the institution. Verification should be done by contacting the issuing company and obtaining written or verbal confirmation that the check is legitimate and due to the inmate.

Effective Date: April 15, 2016	Index # 208.01	Page 3 of 20
Subject: INMATE TRUST FUND ACCOUNTS		

9. A log should be kept of all of the checks which have been verified. This log should include the Inmate's Name, TOMIS ID, Issuer's Name, Check Number, Amount, Date Received, Date verified, and the name and contact information of the person who verified the check.
10. All business checks \$5,000 and over should be verified by the CTFA following the government check procedures.

B. Receipts collected by an approved third party vendor shall be handled as follows:

1. Inmate receipts may be accepted by the approved vendor in any one of the following methods:
 - a. Money orders mailed to a P.O. Box provided by the vendors.
 - b. Credit and debit card payments made on-line via the vendor's secure website.
 - c. Credit and debit card payments made via the vendor's toll-free customer service line.
 - d. Credit and debit card payments made via the vendor's mobile application.
 - e. Payments made at select retail outlets who subcontract with the vendor to accept payments.
2. The vendor shall have the responsibility to assure that the payment references a valid TOMIS ID.
3. In the event that no matching TOMIS ID is found, the vendor shall produce an error message and attempt to resolve the error.
4. If the error cannot be resolved, the vendor shall deny the payment and, if possible, notify the sender.
5. If the payment is acceptable, the vendor shall transmit a daily ACH transaction to the account and in the manner set forth by the Treasurer of the State of Tennessee.
6. The vendor shall also transmit a daily file to Information Systems (IS), in a format approved by the department. The file shall contain details of all transactions processed by the vendor for TDOC.
7. TDOC IS shall upload the inmate transactions from the vendor into TOMIS.
8. An exception report will be produced when the quantities and amounts transmitted by the vendor do not agree to the quantities and amounts received by TDOC. All exceptions will be resolved within 24 hours of receipt.

Subject: INMATE TRUST FUND ACCOUNTS

9. Each institution shall reconcile the detailed transaction report provided by the vendor (JPay) to the Bank Deposit transaction report (MKN) from Document Direct daily.
10. On a monthly basis, the CTFA shall reconcile the aggregate of all transactions recorded by Treasury via the ACH process and all transactions recorded in TOMIS for vendor activity. Any variances and exceptions shall be researched and corrected.

C. Deposits shall be made as follows:

1. The business office receives the money order from the mailroom and scans it into iNovah. As the document is being scanned, the printer will restrictively endorse the money order. Staff enters the money order into TOMIS, and a deposit is prepared.
2. Bank deposits will be made according to Finance and Administration Policy 25 except for checks, warrants, or money orders received for inmates. Inmate receipts will be deposited within five business day.
3. The prepared deposit will be sent to the bank along with the money orders. A certificate of deposit will be scanned when it is returned from the bank via iNovah and the deposit will then be submitted.
4. Private institutions should mail or scan and e-mail the Certificates of Deposit (CDs) to the CTFA for entry into iNovah. CDs should be sent for all days when inmate funds are deposited. All CDs for the month must be received by the CTFA no later than the last working day of the month. Any CDs sent on the last two working days of the month should be scanned and e-mailed to the CTFA. The CTFA must have all private institution CDs entered in iNovah by the second working day of the following month.

D. Withdrawals from the trust fund shall be made as follows:

1. Withdrawals may be made from an inmate's account without consent if the withdrawal is allowed by policy, statute (including but not limited to levied Criminal Injuries Compensation Fees and Litigation taxes when a certification has been received from the court and court costs imposed against the inmate and paid by the state), or court order. The CTFA will enter those court costs paid by the State on TOMIS (screen LCDU, code STA). Notification of such withdrawals shall be made to the inmate.
2. Withdrawals other than those mandated by statute or policy shall be requested in writing by the inmate.
 - a. These requests shall be made by using the Personal Withdrawal Request, CR-2727; CR-3344; or an acceptable alternative developed by the institution. (TDOC facilities shall refer to Policy #209.02 for further instructions). All withdrawal requests must be signed by the inmate with proper signatory approvals. Unsigned withdrawal requests, excepting fee for services requests as described in Policy #208.05 will not be processed.

Subject: INMATE TRUST FUND ACCOUNTS

- b. The personal withdrawal request shall be forwarded to the trust fund custodian after being signed (not stamped) by a witness and the Warden or designee. After processing, the original of the request form shall be returned to the inmate. A copy of the request will be maintained in the trust fund office, whether the request is approved or denied.
 - c. Processed commissary pick lists shall be maintained in the trust fund office, business office, or warehouse. The fiscal director shall determine the most suitable location.
 - d. Personal withdrawals may only be made payable to inmates' immediate family members or for other legitimate verifiable reasons. (See Policy #507.01 for definitions of immediate family) The verification of legitimacy shall be supplied by the inmate and approved by the Warden or designee. Transfer of funds to an incarcerated (TDOC) member of the inmate's immediate family may be approved by the Warden of the institution in which the receiving family member is incarcerated.
 - e. The status of a specific check should not be requested until the check is 30 days old. Exceptions may be granted in unusual circumstances.
 - f. An inmate may request that a stop payment be placed on a check that has been issued from his/her trust fund account. Justification must be sent to the CTFA from the trust fund custodian as to why the stop payment is needed. If approved, the inmate will be charged \$15.00 for this service. A withdrawal will be processed from the inmate's trust fund account and placed in a trust fund organization account called "stop payment". Once a month, these funds will be transferred to the State of Tennessee General Fund by the CTFA.
3. The following priorities for withdrawals shall apply to inmates participating in a work release program:
 - a. Specific court orders and deductions allowed by statute applicable to a specific inmate
 - b. Room and board, electronic monitoring, and other costs - TDOC facilities will refer to Policy #208.02 for further guidance
 - c. Necessary travel expenses to and from work and associated incidental expenses
 - d. Weekly draws attributable to work related expenses
 - e. Support of dependents, if any, in amounts fixed by the designated institutional work program coordinator

Subject: INMATE TRUST FUND ACCOUNTS

- f. Payment in full or ratably of obligations acknowledged in writing by inmate
 - (1) Monthly contributions to the CICF should be made according to Policy #513.01. The money shall be credited to the CICF organization account within the trust fund. Privately managed facilities will comply in accordance with CCA policy and contractual requirements.
 - (2) Supervision and Rehabilitation Fees should be deducted according to Policy #513.01. The money shall be credited to the Supervision and Rehabilitation organizational account within the trust fund. Privately managed facilities will comply in accordance with CCA policy and contractual requirements.
 - g. Other amounts owed the TDOC
 - h. Other requested personal withdrawals
4. CTFA shall follow these procedures for fees collected by the institutions with work release programs:
- a. On the first workday of each month, the funds shall be deducted from the Supervision and Rehabilitation and CICF organization accounts of the inmate trust fund.
 - b. A reallocation journal voucher shall be prepared to transfer the funds from the inmate trust fund to the department revenue accounts of the appropriate allotment codes and to the Department of Treasury for the Criminal Injuries Compensation Fund as follows:
 - (1) Department 313030362 Criminal Injuries Compensation Fund
 - (2) Department 3291300100 Supervision and Rehabilitation Fund (TPFW)
 - (2) Department 3294700100 Supervision and Rehabilitation Fund (MCCX)
 - (3) Department 3291600100 Supervision and Rehabilitation Fund (MLCC)
5. Inmates assigned to a work/educational release program may possess cash; all other inmates except authorized by VI.(D)(6) are restricted from possessing cash. This shall be in accordance with institutional policy and obtained in the following manner:
- a. The maximum amount of semimonthly draw is limited to \$50
 - b. The inmate may not have more than \$60 in his/her possession at any time

Subject: INMATE TRUST FUND ACCOUNTS

6. Minimum trusty inmates authorized to operate motor vehicles off state property as their job assignment may possess and use cash in accordance with the provisions of VI.(D)(5) above and may use cash in accordance with Policy #503.11.
- E. On a monthly basis, the CTFA shall perform the following tasks to reconcile the Trust Fund account:
1. Reconcile the issues and cancels transmitted to Treasury to the issues and cancel JVs entered into Edison. Make any corrections as needed.
 2. Ensure that all regular trust fund JVs and Inter-unit JVs have been posted correctly.
 3. Prepare a monthly reconciliation between the trust fund balance per the MKJ report and the Edison account balance in the trust fund account.
- F. A trust fund account balance report shall be generated daily and reviewed for negative balances. Appropriate corrective action shall be taken for inmates with negative account balances. The report and documentation of corrective action taken shall be retained for audit purposes.
- G. All checks that have been outstanding for six months shall be added back into an inmate's account by the institution. The CTFA will provide relevant data.
- H. If an inmate is transferred to another state facility, the sending facility shall provide a set of complete documents supporting the balance of any outstanding obligations of the inmate to the receiving facility. The receiving facility will be responsible for the administration of the account.
- I. In the event of an inmate's death, the Warden's designee of the facility where the inmate was housed (regardless of where the inmate was assigned will contact the family and forward the Trust Fund Estate Settlement Form, CR-3618.
1. Upon receipt of the completed form and after the subsequent payroll has processed, the trust fund custodian will send a scanned copy of the form via e-mail to the CTFA. If scanning is not possible, a facsimile may be used.
 2. A check will be generated to the "Estate Of" with the address provided above.
 3. The CTFA will retain a copy of the check and forward the original check, along with the other institutional trust fund checks, to the institution. The institution will mail the estate check in the same manner as all other trust fund checks.
 4. If the form is not returned within 30 days, the trust fund custodian will notify CTFA by electronic mail and provide the last known address listed on TOMIS for family contacts and/or emergencies.
 5. CFTA will document that the Trust Fund Estate Settlement, CR-3618, had not been received back and will instruct the Trust Fund Custodian to move the funds to the Unclaimed Organization account.

Subject: INMATE TRUST FUND ACCOUNTS

- J. Upon release, the trust fund custodian shall notify the appropriate court(s) of the amount of CICF, STA, Litigation Taxes, and Sex Offender Tax that was originally owed, the amount collected, and the balance of the amount still owed.
- K. After an inmate is released, the fiscal director or designee shall use the approved vendor system to load the balance of the inmate's trust fund account plus any release money due to the inmate (See Policy #511.03) to a release card after deducting any and all outstanding obligations.
1. Within 24 hours of discovery of needed corrections or additional funds received after an inmate release card has been processed, the institution trust fund staff shall utilize the vendor system to adjust or reload the release card. The institution staff will enter the release card modification entry in TOMIS. RDB should be used for any additions, while ADJ code shall be used for any reductions.
 2. All release card modifications will be reconciled on the following business day to assure JPay transactions and ETOMIS transactions are in balance. This reconciliation shall be completed using JPay Daily Reconciliation, CR-4003. A copy of this reconciliation shall be submitted to CTFA upon completion.
 3. Release cards are subject to a minimum balance of \$5.00 and a maximum balance of \$5,000.
 - a. A release card may be issued for less than \$5.00 if an inmate is expected to receive additional funds (such as for inmate pay) after which the card total will be equal to or greater than \$5.00.
 - b. If an inmate has a balance greater than \$1,000, a release card shall be loaded for \$1,000, and the following information shall be provided to JPay for verification:
 - (1) Offender Name
 - (2) Offender ID Number
 - (3) Release Package Identification (RPID)
 - (4) Date of Birth (DOB)
 - (5) Social Security Number
 - (6) Total amount to be loaded on the Release Card

Subject: INMATE TRUST FUND ACCOUNTS

This information may be provided by telephone or facsimile but not by e-mail. Institutional staff shall not load more than \$1,000 to the release card until the information has been verified by JPay (running name and social security number comparisons using a public database). Once the verification process is complete, JPay will notify the institution if the amount can or cannot be verified. If verified, the release card may be loaded up to \$5,000 total; however, only \$2,500 may be loaded with a 24 hour period. The verification must be kept on file. At no point shall an inmate receive multiple release cards. In the event the inmate has a balance over \$5,000, the remaining balance shall be issued on a Release Warrant (RLW).

4. If an inmate has less than \$5.00 at the time of release and is not expected to receive additional funds after release, the inmate may donate the funds in his or her account to a qualified 501(c)(3) organization with approval from the Warden and fiscal director. The personal withdrawal request shall be made payable to the Inmate Charitable Donations Organization Account and specify the 501(c)(3) organization. If the inmate does not wish to donate his or her funds, a release check will be issued and mailed to the forwarding address provided by the inmate.
 5. When an inmate is released on a commitment detainer, a trust fund check may be issued for the balance of an inmate's account and mailed to the last known address of the offender. A check shall not be issued when an inmate is released on any other type of detainer.
 6. When monies are received for and/or remain in the account of an inmate after release, if possible, funds will be added to the inmate release card issued to the inmate within 24 hours. Otherwise, a check will be written for the amount and mailed to the last known address of the inmate.
 7. Trust/Fund Checks returned "undeliverable" shall be cancelled and the funds placed in the unclaimed organization account. The CTFA will transfer the funds at the appropriate time to the Department of Treasury, Unclaimed Property Division.
 8. JPay Release Card Control Log, CR-4002, should be maintained for all inmate release cards received from the third party vendor. Upon receipt of a new batch of cards, the card numbers should be logged. Upon issuance of a release card to an inmate, the log should be updated to include the date of issuance, the inmate name and ID number, and the amount of the funds added to the card. A copy of this log should be forwarded to the CTFA on a monthly basis no later than the tenth working day of the following month. The submitted log shall include amounts and quantities for all voided, modified, or reloaded cards.
 9. On a daily basis, the vendor shall send an ACH Debit transaction for the total of all release card transactions.
- L. When a check that is issued to an inmate after his/her release remains outstanding for a period of six months, the inmate's funds shall be transferred to the unclaimed organization account. The CTFA will transfer the funds at the appropriate time to the Department of Treasury, Unclaimed Property Division.

Subject: INMATE TRUST FUND ACCOUNTS

- M. When an inmate remains on "escape" status and monies remain in the trust fund account for a period of six months, the inmate's monies shall be transferred to the unclaimed organization account. The CTFA will transfer the funds at the appropriate time to the Department of Treasury, Unclaimed Property Division.
- N. To retrieve the funds transferred to the Unclaimed Property ORG account in Sections VI.(I) and (K) above, the following procedures shall be followed:
1. Requests to withdraw (return) inmate funds transferred in VI.(I) shall be submitted in writing to the fiscal director of the institution where the inmate is housed or from which he/she was paroled. These requests will be forwarded to the CTFA.
 2. TOMIS entries shall be made to Debit the Unclaimed Organization account and Credit the Inmate's Trust Fund account.
 3. To claim inmate funds transferred to the Department of Treasury, Unclaimed Property Division, the inmate will be required to file a claim with that division.
- O. Trust Fund organization accounts will be established for purposes specified in other sections of this policy and for specific special use purposes. The following guidelines shall be followed in establishing and managing trust fund organization accounts:
1. New trust fund organization accounts must be set up in TOMIS by Central Trust Fund Administration (CTFA) staff.
 2. Requests for new trust fund organization accounts shall be sent by the Trust Fund Custodian via e-mail to the Bi-Central Trust Fund using Trust Fund Organization Account Add-Change-Inactive, CR-3998. The institutional fiscal director shall be copied on the e-mail,
 - a. Requests for all new trust fund organization accounts shall include the name of the proposed trust fund organization account, the intended purpose of the trust fund account, and source and use of funds.
 - b. Requests for new trust fund organization accounts established for inmate organizations shall be signed by the fiscal director, verifying the inmate organization meets all the requirements of Policy #503.01.
 - c. Requests for new trust fund organization accounts that will maintain a reserve balance shall include the intended reserve balance as well as a specific plan for how any excess funds will be handled.
 - d. The use of generic trust fund organization accounts with descriptions like Holding Account or General Account are not permitted.
 3. A trust fund organization account will be established for visitation photographs.
 - a. Any costs for processing of visitation photographs shall be paid from this trust fund organization account based on the same criteria as the Department of General Services' purchasing regulations.

Subject: INMATE TRUST FUND ACCOUNTS

6. Within ten working days after the end of the quarter, the fiscal director or designee shall sign a written status report including beginning balance, deposits, withdrawals, and ending balance of the interest account using Inmate Trust Fund Interest Account Quarterly Status Report, CR-4004. For all privately held institutions, the TDOC Contract Monitor shall assure that this report is completed quarterly. A detailed listing of the goods or services purchased shall be included. This report shall be approved by the Warden or designee and retained for audit and historical reference. The CTFA shall be notified quarterly via e-mail that this report has been completed.
 7. The Department of General Services, Division of Personal Property Utilization's rules and regulations and Policy #206.01 shall be adhered to when purchasing equipment. Privately managed facilities will comply in accordance with CCA policy and contractual requirements.
- Q. Inmates shall be allowed to open and maintain savings accounts or legitimate investments, with the earnings accruing directly to the inmate. The inmate must obtain the prior approval of the Warden or designee before a savings account is opened or an investment transaction initiated. Documentation of the Warden or designee approval shall be maintained for audit purposes.
1. Inmates maintaining such savings/investment accounts shall be required to provide a copy of the account transactions and balance to their counselors on a quarterly basis. This information will be documented on TOMIS conversation LCDG, Contact Note, using code QRFA, and shall include quarterly beginning and ending balances, as well as total deposits and withdrawals from each account during the quarter. Inmates refusing to provide a quarterly copy of account transactions and balances shall be subject to discipline under applicable provisions of Policy #502.05
 2. On a quarterly basis, by the 21st working day following the end of the quarter, the Warden or designee shall submit a listing of any inmate with a savings or investment account with a balance of \$2,000 or greater including supporting documentation or a memo stating that no inmate had a savings or investment account with a balance of \$2,000 or greater to the Director of Budget and Fiscal Services for review as to the inmate's potential to contribute towards the cost of his/her care in accordance with TCA 41-21-901 through 911. This information shall be submitted using Inmate Savings-Investment Account Memo, CR-4005. This listing will include notations of any inmates who refused to provide the required quarterly documents and the disciplinary action taken. For privately managed institutions, the TDOC Contract Monitor will have responsibility for assuring that this information is reported in a timely basis.
- R. Inmates shall not have checking account privileges.
- S. CTFA staff shall conduct a quarterly review of each inmate's trust fund account.
1. When the review indicates the possibility that sufficient assets may exist to allow the state to recover at least 10% of the estimated cost of the inmate's care for a two year period, the Director of Budget and Fiscal Services shall forward an Inmate Financial Status Report, CR-3561, to the fiscal officer of the appropriate institution with directions as to completion. If CR-3561 has been completed within the past year, an additional form will not be required.

Subject: INMATE TRUST FUND ACCOUNTS

2. Upon receipt of the completed Inmate Financial Status Report, CR-3561, the Director of Budget and Fiscal Services shall prepare a memorandum detailing the results of the trust fund account review and forward it, along with CR-3561, to the Chief Financial Officer for investigation. An inmate shall not be reported more than once per year unless their total assets have increased by 10% or more since the date of the last report.
 3. When the Chief Financial Officer investigation indicates that the inmate appears to possess sufficient assets to recover at least 10% of his/her estimated cost of care for two years (or total sentence, whichever is less), the Chief Financial Officer shall forward Inmate Financial Status Report, CR-3561, and the results of the investigation to the General Counsel.
 4. The General Counsel shall provide the information concerning an inmate's assets and potential ability to reimburse the state for at least a portion of his/her care to the State Attorney General's office for action.
- T. On an annual basis during the first quarter of each fiscal year, the Director of Budget and Fiscal Services shall prepare a report to the Commissioner detailing the amount of money collected during the previous fiscal year under the provisions of TCA 41-21-901 through 911.
- U. Upon receipt of information regarding an inmate's potential assets from diagnostic center staff (See Policy #401.02), the Director of Budget and Fiscal Services shall initiate the actions outlined in Section VI.(S) of this policy.
- V. Inmates who have not had a trust fund balance of \$6.00 or more at any time during the pay period will receive a hygiene kit. INFOPAC report BI01MKO, Offenders Eligible to Receive Hygiene Kits, will be available on the 17th day of each month. Inmates listed on this report are to receive their hygiene kit within five working days. Each Warden shall designate staff to distribute the hygiene kits.
- W. When an inmate is within 90 days of expiring his/her sentence and have not had a trust fund balance of six dollars or more in the last three pay periods, the inmate may be eligible to receive assistance from the institution in the form of a state ID or birth certificate upon his/her release. The inmate's counselor shall make a written request for this benefit to the Warden.
- X. On a daily basis the fiscal director shall ensure the reconciliation of the trust fund daily transaction is completed. The last page of the Trust Fund checklist must be signed and dated by the fiscal director or designee indicating that the report has been reconciled, balanced, and funds were transferred to the appropriate organization accounts. The designee must be an independent employee from the trust fund operation to maintain segregation of duties.
- Y. When a Trust Fund obligation is to be requested for \$500 or greater, the withdrawal request shall be signed by the inmate, witnessed, and approved by the Warden or designee and the fiscal director prior to Trust Fund staff making the entry. A copy of the withdrawal request shall be sent to Central Trust Fund Administration. Central Trust Fund Administration shall not release any check for \$500 or greater without the withdrawal request being signed by the fiscal director.

VII. ACA STANDARDS: 4-4027, 4-4031, 4-4034, 4-4044, 4-4045, 4-4046, and 4-4047.

VIII. EXPIRATION DATE: April 15, 2019.



TENNESSEE DEPARTMENT OF CORRECTION
TRUST FUND ACCOUNT
PERSONAL WITHDRAWAL REQUEST

INSTITUTION

\$ _____

DATE: _____

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

_____ DOLLARS

THIS CHECK IS TO BE MAILED TO:

_____ NAME
STREET ADDRESS
CITY, STATE, ZIP

THE PURPOSE OF THIS WITHDRAWAL IS:

INMATE SIGNATURE

INMATE #

Building: _____

Room #: _____

WITNESSED: _____

APPROVED: YES NO

REASON FOR DENIAL: _____

WARDEN / DIRECTOR DESIGNEE

DATE

CR-2727 (Rev. 6-02)

White-Inmate

Canary-Trust Fund Office



TENNESSEE DEPARTMENT OF CORRECTION
TRUST FUND ACCOUNT
PERSONAL WITHDRAWAL REQUEST

INSTITUTION

\$ _____

DATE: _____

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

_____ DOLLARS

THIS CHECK IS TO BE MAILED TO:

_____ NAME
STREET ADDRESS
CITY, STATE, ZIP

THE PURPOSE OF THIS WITHDRAWAL IS:

INMATE SIGNATURE

INMATE #

Building: _____

Room #: _____

WITNESSED: _____

APPROVED: YES NO

REASON FOR DENIAL: _____

WARDEN / DIRECTOR DESIGNEE

DATE

CR-2727 (Rev. 6-02)

White-Inmate

Canary-Trust Fund Office



TENNESSEE DEPARTMENT OF CORRECTION
INMATE FINANCIAL STATUS REPORT

INMATE NAME: _____ **INMATE NUMBER:** _____

SOCIAL SECURITY NUMBER: _____

INMATE ADDRESS (legal residence) _____

LAST EMPLOYER: _____

ADDRESS: _____

The *Inmate Financial Responsibility Act of 1998* (TCA Section 41-21-901 et. seq.) mandates that the Department of Correction wherein you are sentenced may obtain information from you regarding your assets. "Assets" include property, tangible or intangible, real or personal, belonging to you or due to you including income or payments from social security, worker's compensation, pension benefits, previously earned salary or wages, bonuses, annuities, retirement benefits, insurance benefits, or from any other source whatsoever, but does not include a homestead owned by you, money received by you from the State of Tennessee as settlement of a claim against the Department of correction, a money judgment received by you from the State of Tennessee as the result of a civil action in which the Department of Correction was named defendant and found to be liable or money saved by you from wages and bonuses paid to you while confined in a state correctional facility. The State of Tennessee may use this information to seek reimbursement for the rest of your care. You may be required to update this information during your incarceration. Failure to provide complete financial information may be considered by the Board of Paroles for purposes of a parole determination.

I have the following assets:	Dollar Amount	Location (Specify)
Worker's Compensation/Payments	_____	_____
Retirement Benefits	_____	_____
Other Pension Benefits (Specify)	_____	_____
Previously Earned Salary or Wages	_____	_____
Previously Earned Bonuses	_____	_____
Annuities	_____	_____
Bank Accounts	_____	_____
Stocks or Bonds	_____	_____
Real Property Other than Homestead	_____	_____
Other: _____	_____	_____
_____	_____	_____

I swear or affirm under oath, that to the best of my knowledge, the information provided herein is complete and accurate.

 Inmate Signature

 Date

 Staff Witness

 Date

TO BE COMPLETED IF INMATE REFUSES TO EXECUTE THIS FORM

Staff Comments: _____

 Staff Signature

 Date



TENNESSEE DEPARTMENT OF CORRECTION
TRUST FUND ESTATE SETTLEMENT

To Whom It May Concern:

I, _____ do hereby state that I am the Executor
Print Name

of The Estate of _____ TDOC # _____

and wish for his/her Trust Fund Account be sent to me at the following address:

Signature of Executor or Estate

Address:

Subscribed and sworn to in my presence, this _____ day of _____

Date: _____

Signature of Notary



TENNESSEE DEPARTMENT OF CORRECTION

Trust Fund Organization Account
Add/Change/Inactive Form

Date of Request: _____

Institution: _____

Name of Requester: _____

ADD NEW ORG

Suggested Name for ORG: _____

Purpose of ORG (How account will be used): _____

ORG will be Cleared: (Choose one)

- 1. Monthly (or other Frequency)
2. When Balance Exceeds
3. Upon Completion of Program
4. Never (Funds will be used for Operation of Inmate Organization)
5. Other (Specify)

Is this account for an Inmate Club or Organization? Yes No If "Yes", please provide the name of the Staff Sponsor

Name of Staff Sponsor: _____ RACF ID: _____

ORG NAME CHANGE

Existing ORG#: _____

Reason for change: _____

INACTIVE ORG #

Reason for inactivity: _____

Fiscal Director Approval _____

Date _____



	Card #	Card Exp. Date	Inmate Name	Inmate #	DOB	Activation Amount	Date Issued	Reloaded Amount	Date Reloaded	Reloaded Amount	Date Reloaded	Voided Amount	Date Voided
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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33													
34													
35													
36													
37													
38													
39													
40													

Total Number of Cards:	0	Total Activation Amount:	0.00
		Total Reloaded Amount:	0.00
		Total Voided Amount:	0.00



TENNESSEE DEPARTMENT OF CORRECTION
INMATE TRUST FUND INTEREST ACCOUNT QUARTERLY STATUS REPORT

Beginning Balance \$0.00

Deposits

--

\$0.00

Total \$0.00

Withdrawals

--

\$0.00

Total \$0.00

Ending Balance \$0.00

Prepared By _____ Date _____

Approved By _____ Date _____



TENNESSEE DEPARTMENT OF CORRECTION
JPAY DAILY RECONCILIATION

Date: _____

JPay Report Total _____ =====	MKN Report Total _____ =====
Reconciliation Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Reconciliation Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
Adjusted JPAY totals \$ - =====	Adjusted MKN Totals \$ - =====
	\$ - ===== Balance

Reconciled By: _____
 (Signature & Date)

Reviewed by _____
 (Signature & Date)



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

TELEPHONE () , TENNESSEE - FAX () -

MEMORANDUM

TO: _____

FROM: _____

DATE: _____

SUBJECT: Inmate Savings/Investment Accounts

Per TDOC Policy #208.01 Q.1, contact notes regarding savings accounts were entered on TOMIS for inmates with accounts.

Per section Q.2, we are submitting the following inmates' names for potential contribution towards their care in accordance with TCA 41-21-901 through 911. These inmates have a savings account balance greater than \$2,000. Copies of their account statements are attached.

<u>Inmate name/TDOC#</u>	<u>Account Balance</u>
_____	_____
_____	_____
_____	_____
_____	_____

The following inmates did not present a copy of their account statements as required per policy and were issued disciplinary action for violation of TDOC/Institutional policy.

<u>Inmate name/TDOC#</u>

Thank you.

Reviewer