REQUEST FOR ADVANCE AND PROMISSORY NOTE

Name ___________________________ DOC number ______ Date ______

I hereby request the Department to grant an advance without interest in the amount of $__________ from the Community Services Revolving Fund (CSRF). The following financial information is supplied for establishing my eligibility for the advance:

A. Outstanding CSRF debts $ _____
B. Amount of request $ _____
C. Total debts to CSRF $ _____

I understand that if the advance is approved, the proceeds will be deposited into my trust account and disbursed per RCW 72.65.090. If the Department grants my request, I promise to pay the amount of the advance secured by this note. I grant the right to the Department to make payments on this note from my trust account.

I certify that the above information is true and complete and submitted for the purpose of obtaining an advance from the CSRF.

Signature ___________________________ Date ______

CASE MANAGER RECOMMENDATION

This individual will be housed at a Reentry Center until _________________.

I have reviewed this application and recommend this request be:  [ ] Approved  [ ] Denied

Reason for denial: ___________________________ ___________________________

Name ___________________________ Signature ___________ Date ______

DECISION

[ ] Approved  [ ] Denied

Name ___________________________ Signature ___________ Date ______

Approval is required by the Reentry Center Administrator if line “C” is more than $300.00.

[ ] Approved  [ ] Denied

Reentry Center Administrator Signature ___________________________ Date ______

BUSINESS OFFICE USE ONLY

Date issued: ___________ Check number: ___________ Amount: $________

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: WHITE - Business Office  CANARY - Resident file  PINK - Incarcerated individual

DOC 06-073 (Rev. 02/10/22)  Page 1 of 1  DOC 200.000
Scan Code TA03