



FAMILY COUNCIL MEETING MINUTES

Location: Virtual – MS Teams Date: 05/18/24 Time: 10am-2:30pm

Teleconference details: MS Teams – Meeting ID: 226 273 500 97

MEETING ATTENDEES

<u>James R. Key, Deputy Assistant Secretary</u>	<u>Sara Leon</u>	<u>Greg Mansfield</u>
Department/facility co-chair	Family co-chair	Vice-chair(SFC only)

<u>Charissa Reno, Executive Secretary</u>	<u>Vacant</u>
Department/council secretary	Family secretary, if applicable

Members present: AHCC- Ellen Hargrove; CCCC-Diane Sifres; CRCC – Scarlett Williams; MCC- Josephine Johnson for absent Rep Danielle White; SCCC-Daphne Nolte, and WCC- Kristel Monte for absent Rep Felix D’Allesandro; Not present: CBCC, MCCCW, OCC, WCCW, WSP.

Non-council member attendees: _____

Commonly Used Acronyms

SFC – Statewide Family Council LFC – Local Family Council FC – Family Council DOC – Department of Corrections OCO – Office of Correctional Ombuds

Prison Facilities:

<i>AHCC – Airway Heights Corrections Center</i>	<i>MCC - Monroe Correctional Complex</i>	<i>WCCW - Washington Corrections Center for Women</i>
<i>CBCC - Clallam Bay Corrections Center</i>	<i>MCCCW - Mission Creek Corrections Center for Women</i>	<i>WCC - Washington Corrections Center</i>
<i>CCCC - Cedar Creek Corrections Center</i>	<i>OCC - Olympic Corrections Center</i>	<i>WSP - Washington State Penitentiary</i>
<i>CRCC - Coyote Ridge Corrections Center</i>	<i>SCCC - Stafford Creek Corrections Center</i>	

AGENDA

Topic	Discussion/Key Points
Welcome	Introduction of James Key as the SFC Department Co-Chair. Welcome to the Family Councils, DOC staff, the OCO, and everyone who joined today.
Agenda Review, Action Item Review, Election Announcement <i>Charissa Reno, DOC Co-Secretary</i>	<ul style="list-style-type: none"> Agenda reviewed (<i>Attachment #1</i>) Action Item Update: <ul style="list-style-type: none"> <u>03/16/2024 – Senate Bill 5953 Financial Aid Grants for Incarcerated Individuals – An update was provided by Kristen Morgan (Attachment #2). Action Item Closed.</u> <u>03/16/2024 – DOC 530.100 Volunteer Policy. Why is this now a restricted policy? 04/23/2024 – Correction to request: Why is this policy not listed on the tablets when it is available on the public website?</u> Response: This policy will not be listed on the tablets as there are no directives for incarcerated individuals. However, it is listed on the public website for anyone interested in becoming a volunteer. Action Item closed.
Facility Updates	<ul style="list-style-type: none"> AHCC – Had their first hybrid LFC meeting, focusing on visitation, books from Dolly Parton in visiting room, keeping track of money lost in the vending machine and money spent on moldy/inedible food. CBCC – NOT PRESENT CCCC – Facility is doing a lot better and incentive meals are being dispersed to not having any drug OD. First tour for family members and must be in the family council in June and updated EFV. Not large attendance in meeting but utilizing both virtual and in person. CRCC – Tour in June for family council, brought up small scissors again and reviewing option with union supply that match criteria. Outdoor misting station discussions, for the heat. MCC – Meeting last month, doing hybrid meetings at performance center. TRU is in person only. Changing meetings to three on Saturdays and three on Fridays. Some of the new tv remote buttons are breaking and the buttons are not working. Do need new remotes to be programmed and it will be \$60-80 to be fixed. The incarcerated are asking for new commissary items asking for cheese puffs and fig nutans. Requesting that CI general manager should attend the tier rep meetings. Old

	<p>JPay tablets and many families have not received those old tablets. Who do we contact to get them?</p> <ul style="list-style-type: none"> ○ Tom - Sent a note to Securus and Keith DeFlicht on the status. <i>Update: Families would contact Securus Customer Service for information. Please look on the website for additional information.</i> https://doc.wa.gov/corrections/incarceration/technology-provider.htm#help <ul style="list-style-type: none"> ● MCCCW – NOT PRESENT ● OCC – NOT PRESENT ● SCCC – There is a group training health of wellness created at SCCC by residents, physical wellness and teaching how to read nutrition labels, blood pressure checks and cholesterol check - 160 participants. Booklets sent to incarcerated individuals for them to make healthy selections. April started a mental wellness workshop and 130 participants in groups of 20. Safe enough to discuss personal issues and trauma and recovery. Celebrate in June Mental wellness 150 participants. Ms. Lynch will go around one unit at a time looking for outstanding issues with health response with a nurse and health navigator. High awareness that Securus is on the verge of bankruptcy, what will happen to their services and data if this happens? <ul style="list-style-type: none"> ○ Sean Murphy -We are planning on working with the vendor on issues as they arise, and we have not received any information that indicates any inability to perform their duties in the contract as providing. <p>Traumatic brain injury program ending in June. Residents have already been notified that the program is ending, such a well-received program and what it is. Real issue for the population and would be wonderful to support the program in the future.</p> <ul style="list-style-type: none"> ○ Trisha – pilot work seeing how to continue the program. Will provide information when it is received. Along with a note that we are actively working to find permanent funding for the program. <ul style="list-style-type: none"> ● WCCW – NOT PRESENT ● WCC – Families are still struggling with administering of yard times and the times changing. Own units to yard and not mixing units for yard. Some jobs are not getting yard time. EFV rules seem to be getting stricter and some are unhappy with the changes. <ul style="list-style-type: none"> ○ James – Is the LFC aware of this? SFC Rep – Yes. ○ Chuck – I will connect with the facility about any changes and update the group. <i>Update: EFV processing in an out is being held to the standards outlined in policy and the resource guide. This was not previously being completed consistently. While some of the newer visitors are seeing this as a change in protocols, we are simply adjusting back to the previous standards for compliance.</i> ● WSP- NOT PRESENT
<p>Secretary Time Sean Murphy for Cheryl Strange, Secretary</p>	<p>Agency is busy after session, ramp up for next session. Preparing Concept Papers, this is an internal document prepared for what the department is needing at the next budget decision making. There are currently 141 concept papers throughout the department.</p> <p><u>What is being asked for:</u></p> <ul style="list-style-type: none"> ● Looking to expand iCoach and how that system works. ● Health services programs. ● Men’s Prisons division – request for supplement staff to be able to do things we have not been able to do before. Short on staffing. \$19 mil mark that we don’t receive funding for staffing. ● More support for transportation staff. ● Looking at contraband and Fentanyl assistance. ● Continued funding to help with solitary confinement transformation. ● Ask for operating cost to move SAGE at CRCC and is better purposed at AHCC. ● Trauma informed care and transgender care and study to change BFOQ positions. Requirement around women officer and we do not have those people applying for those jobs, so not enough staff to run those programs. ● Asking for centralized screening for more to get GRE and reentry centers. ● Asking for degree paths for BA degrees and drivers’ programs. MOUD in house in our reentry centers and substance use treatment and program for denture technicians. <p>Really nice remodel of visitation implementation at SCCC, CBCC and WCCW. Partnering with Childrens museum, grant funded.</p> <p>License plate factory at WSP, moving the program to the other part of facility and permitting needed to happen and it took a while. Up and running on May 17, 2024.</p> <p>Classification Model and working with vendor on redesign and making sure we are classifying people at the right level.</p>

Violence reduction effort continued. Look for both ways to reward and continue to reduce violence efforts and reduce restrictive housing.

New residents at Wenatchee Reentry Center.

Work going on with cultural events to start up again at a variety of facilities. Smaller events would lead up to larger events. Takes a ton of planning and resources to get them going. There have been some challenges and request to create cultural events policy. We are looking to coordinate with stakeholders in the population and will develop the policy.

Balance requests across the board in relation to the vendor for TVs.

On Monday May 20, 2024, an email will go out to the population about greeting cards. DOC will be making copies of the cards and forwarding on to the individuals. The greeting cards are being soaked in drugs/ contraband. We need to make the population safe, and this is the reason for the decision. Many other states have also done this and have moved to electronic mail only. We need to make the population safe.

Family Member - My understanding that the test has not been accurate on the paper from the greeting cards and if a person creates a gift card on regular paper, will they also be termed a greeting card?

Sean Murphy - Regular paper will not be a problem it will be the thick greeting cards that will be copied. No problem with testing.

Chuck Anderson - several factor with testing, test kits have over a 90% accuracy rate. If we have a positive test we send off and confirm those positives with an outside lab. We have a lot of people sending in contraband. We have a larger problem with contraband being increased.

Family Member - Update on what is happening with gaming policy published Feb 2023. Any info?

Jason Bennett - no updates but will follow up for clarity – please reach out to the SCCC office on Monday.

Chuck Anderson – I will follow up with Don on if this is a statewide issue.

Family Member - Have you discussed providing color copy machines?

Sean Murphy - They will not be color, if we need to switch out, we need to do a concept paper.

Family Member - Is there a way to make sure that every facility has access to TVW?

Sean Murphy - Right now what we know is that 3 facilities have access now. It has been considered as part of the contract negotiations. This may be able to be an app on the tablets, working with Securus. Weighing in on what we can provide. Movies and Comedies were the highest level requested.

Family Member - Is the department prepared to provide trauma care when they did long term isolation?

Sean Murphy- We contracted with a vendor that does trauma care at WCCW. A group out of CA. Both staff and incarcerated had several ACES and challenges that led to trauma. We know the effects of solitary can be detrimental and making efforts to work through that. CRCC also participated with Trauma walks. One of the concept papers is asking for funding for trauma support.

Family Member - After 6 months what does that look like?

Melissa Andrewjeski - Peer mentorship and sponsor that can help that individual. Then will have a new trauma week and working through the trauma. Both staff and the incarcerated have trauma they are working with together. Hoping to expand in the fall for the Men's division.

Sean Murphy- looking to add person centered services and a family centered lense.

Todd Dowler - Contracted with Moss and Associates for consulting, asked them to evaluate our curriculum and ask stakeholders and look at our program. This is also in a concept paper.

Family Member - If leadership at DOC is receiving the training in forward thinking? This conversation on cable providers, especially for African American population and cultural channels. Optics on greeting cards looks like families would have to push to Securus. We do not want to pour money into something that does not being anything to population.

Sean Murphy - Very important for us to consider the copy rooms in mailrooms for color printers. We can get greeting cards but restricting the paper. Hopefully will find a solution to not increase costs to families. Everyone is participating in continued training and leadership is bringing it to the table and we understand the value of it. Significant work on anti-racism campaign. We have an advisory council with some that have lived experience to help educate us on diversity. Three subject areas, classification, infractions, and staff understanding. Part of the adjustments to system might be training, and rethink of how we do business overall. DOC hosting a DEI training this summer. Working through funding for training as well.

	<p>Family Member - Big shout out to sustainable practice lab at WSP. Seeing all the jobs and trades that the population is exposed to and making things and saving money while giving to the community. Is there a plan to have it at other facilities?</p> <p>Sean Murphy - One of the challenges we have is programs based and where to house them. We do not have any other plans to expand at this time but will reach out to the SPP to see what we can come up with.</p> <p>Family Member - Are we looking into different providers for sports channels?</p> <p>Sean Murphy - We take those things seriously and sports is a staple. We will look into that. WA DOC does want a real humane experience for the population. There has been an individual that has been difficult and negative, but after working with him for a while that individual as been able to see his humanity and value in life and is doing so much better now. Opening pods to have meaningful contact and working with WA Way and AMEND and establishing resource teams and address those that have been in solitary the most and longest. Active engagement.</p> <p>Family Member - In the concept papers would the department support removing messaging fees.</p> <p>Sean Murphy - that is not part of the concept papers at this point. This is a legislative action and would need to be put forward to the legislature.</p>
<p>Senate Bill 5953 – Financial Aid Grants for Incarcerated Individual Students Kristen Morgan, Administrator for Educational Services</p>	<p><i>See Attachment #2</i> for presentation.</p> <p>Family Member - What is correspondence, will it be prioritized for those getting out sooner than others? Will there be workshops on how to apply for financial aid?</p> <p>Kristen Morgan - Correspondence education is offered through mail but WA state school do not do those, per senate bill those will not be available for aid but can still utilize them. We are going to utilize DOC policy 500 priority for this. Students who are eligible do range in the length of stay and we will utilize wait list and referral priority, but we will still see different lengths of stay. The bill does include that students will receive education on filling out FAFSA forms and financial aid and we will support them to fill out the forms. And will help to submit those for approval as well. Risk and need assessments along with ERD dates will be considered with the wait list. We will have a revision of policy to include feedback of the population.</p> <p>Family Member - Each prison will be approved as alternate site?</p> <p>Kristen Morgan - our campuses in the community has multiple sites as an extension campus, so the facilities will be an extension of their campuses. They will also make site visits.</p> <p>Family Member - Why isn't ACCI accepted, offered as solution for schooling?</p> <p>Kristen Morgan - Will connect with Sarah Sytsma – provide follow up. <i>Update: The American Community Corrections Institute (ACCI) is an international provider of cognitive life skills courses and programs. These programs are not accredited by the Northwest Commission on Colleges and Universities, and therefore do not count as credit toward certificate or degree programs and are not transferrable to colleges within WA State. While DOC supports individuals' engagement in these self-led classes, they do not meet the criteria to fulfill court-ordered treatment or Cognitive Behavioral Intervention programming requirements.</i></p> <p>Family Member - Will they be in person classes?</p> <p>Kristen - They will be in person and colleges will be present to provide the classes.</p> <p>Family Member - How many students?</p> <p>Kristen Morgan – minimum of students would be 12 to make the classes sustainable. We will have information sessions.</p> <p>Family Member - What about the people that have a little bit of education, but has not a lot of time left? How to prioritize other than conviction if they already have college classes?</p> <p>Kristen Morgan - Our colleges do look at the length of time between credits, they need to share the information on the college credits they have.</p>
<p>Commissary Pricing Lindsey Konrad, Assistant Director of Correctional Industries</p>	<p><i>See Attachment #3</i> for presentation.</p> <p>Family Member - What is the overhead like is that taken from profit?</p> <p>Lindsey Konrad - Try to operate both at net zero. We have staffing costs and operating yearly costs. Plan for the costs.</p> <p>Family Member - When is the next CI advisory meeting?</p> <p>Lindsey Konrad - June 6th 9am.</p> <p>Family Member - Union Supply/ food supply list, we cannot print the list now. How can we get a copy of the current availability?</p>

	<p>Lindsey Konrad - Not aware it would not print, we may have decreased the number of hard copies available, and this is on the tablet. Will follow up about the printing on the website. <i>Update: •A decision was made to move from a catalog specific order form to a generic order form following the publication of the Food and Property Catalogs on the individuals' tablets. Prior to the tablets, hard copy catalogs were shared within a living unit and the order forms listed all the items sold. This allowed individuals to view the catalogs quickly and then refer to the order forms, however there was a lot of wasted order forms because new ones were printed for each catalog release. In an effort to reduce waste and because the forms were no longer necessary due to easily accessible catalogs on the tablets, the change was made to move to a generic order form. Hardcopy catalogs are still printed and distributed for those who prefer to review the selection that way and generic order forms are readily available at all facilities for individuals who wish to mail them out to their family/friends.</i></p> <p>Family Member - Why is there is different in price from state to our DOC facilities? Lindsey Konrad – CA is larger and has a larger population to serve so costs may be lower.</p> <p>Family Member - Why is there a security cost? Lindsey Konrad - There is a higher cost in getting the items, not related specifically to security but the way in which we get the items costs more than getting it from a grocery store.</p> <p>Family Member - How often is it offered for I/I to get commissary a month and it is consistent? Lindsey Konrad – There is a minimum of 26 times a year that an individual can get commissary per legislature. 2022 all facilities were within the 26-time minimum. It may be weekly at smaller facilities and around 13 days for a larger facility to receive a package.</p>
<p>Classification Process – Why don't house individuals to where they request to be housed and why are they not around their support network during this crucial time? Gary Bohon, Classification and Case Management Administrator</p>	<p>Presentation:</p> <p>The highest concentration of Washington's population is centered on the I-5 corridor. Consequently, those counties send the majority of incarcerated individuals to the Department.</p> <p>If we limit our discussion to the male facilities (since the only female facilities we have are in western Washington), we simply do not have enough beds in western Washington to accommodate everyone who wishes to be housed there. According to the numbers on our public website:</p> <ul style="list-style-type: none"> • Western Washington male facilities have a total capacity of 7,214. • Eastern Washington male facilities have a total capacity of 7,165. <p>In addition to the request of the incarcerated and their loved ones, other considerations include:</p> <ul style="list-style-type: none"> • Custody level • Safety and security issues, to include separations and facility prohibitions. • Medical and Mental Health needs, to include pill line requirements and availability of specialized care. • Programming needs, to include programs to address risk/needs, crime-related, disruptive behaviors, and court-ordered treatment requirements. • Security Threat Group affiliation • Time left to serve. • Input from Special Investigative Services (Intelligence and Investigations) • Needs of the Department • Available bedspace <p>Some of these additional considerations take precedence over the request of the incarcerated.</p> <p>DOC does its best to house individuals as close to their loved ones as possible, but it simply is not realistic to expect everyone to be housed where they would most wish to be housed.</p> <p>Family Member - Where in this process in moving the people around and how to prioritize keeping them close to family especially close to release? Gary Bohon– Staff are responsible for classification throughout state and transportation. We look at the custody and facility plan. Listed in facility plan and also a place in OMNI that the preferred facility is. We look at all other criteria listed previously and then where do we have a vacant bed. It can be a puzzle at times. Example would be pill line, not all facilities have pill line. The approval process for reentry centers is different than prison facilities.</p> <p>Family Member - What exact factor outweigh someone saying there is a detriment to this transport? Gary Bohon – Every case is different. Sometimes there would not be answers availability and it would be safety and security not only for the I/I but for others as well.</p> <p>Family Member - Where do we go for answers? James Key – You can send a correspondence into our correspondence unit. It involves a couple areas of command.</p>

	<p>Family Member - If you have longer to serve are you most likely to move facilities? Gary Bohon – in general? Family Member - Yes. Gary Bohon – For someone not changing custody level we will look at recommendation from facility in conjunction with request from the I/I. If the facility does not recommend a transfer, it will not go to the classification unit.</p> <p>Family Member - Do the I/I have opportunity to not be transferred and remain at the same custody? Gary Bohon – our classification model is built that the I/I should progress in less restrictive custody to be able to reenter society. The department is held accountable for having I/I in the right custody level beds. If a custody doesn't match the bed, DOC has to answer to that.</p> <p>Family Member - How does DOC create a department for classification when the superintendent per law that they are the person that makes the choice for each I/I, how do you have authority to make those determinations? Gary Bohon – I do not know what law you are referring to, but you can email me.</p> <p>Family Member - How do you not know that law? You make big decisions on these individuals? James Key – I am not familiar with the law you are talking about either. Please email Gary and he can respond accordingly.</p>
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Roundtable open discussion

Topic	Discussion/Key Points
Family Member	Highlight at WCC CO, that handles visiting. There was a religious event and people were able to visit then. Picture Card count, and she was good about explaining what was going on and watched the children and offered options for the children. Saw the care provided and it was a great example. Give credit to the CO. Buddhist event this past weekend. James Key – We appreciate learning of our staff going above and beyond in their roles, thank you for the information.
Family Member	Requesting that someone can look up funding? Dianne Doonan - working on IBF budget and Feliz has mentioned this before. Looking at program in general for people to participate and look at funding level. If you want to give more information to the reps, they can bring that forward.
Family Member	SCCC skill builder's unit. Had a talent show and give a shout out on staff that attended.
Family Member	Travel reimbursement – looking to see if the limit can be lowered? Sarah Leon - Dawn Taylor wanted you to reach out to her (Karen). Dianne Doonan – How to increase the usage of the program and this will be part of the discussion. Will be part of budget deliberations.
Family Member	Maybe something can be put up and checking in and approval of visits to get approval for the travel reimbursement. Sean Murphy – we will get something out and ask Lorne Spooner to get something out. Mileage is something that is consistently brought up and we will look at it. Transportation resources are under the family resources on the website. <i>Update: Recently, we have added the details regarding the Transportation Assistance Program to the front page of each facility's website as well as under Family Support. This change has led to increased usage; however, we are committed to making the program even more accessible. In July, we will be placing informational fliers in the facility access areas, highlighting the program and any criteria changes. Thank you for sharing your ideas and suggestions with us!</i>
Family Member	Why can't an appeal be sent in email but only regular mail? Gary Bohon - There is a policy that lists the acceptable means of the incarcerated individuals to communicate and using staff email is not listed as an approved means of communication.
Family Member	Relocation is important to people, recommendation to start a work group on the impacts to people.
Family Member	Any updates on whether the department plans to update risk needs assessments/ women's needs? Gary Bohon – we are now working with contractors on these needs. Moving toward gender specific models. Melissa Andrewjeski . – Risk needs tool is being updated now and making the tool gender responsive and specific. No implementation date as of now. The WA one is currently gender responsive but not gender specific but will be.
Family Member	Should I expect when I reach out, that we can dive into this topic on factor that outweigh the transport? Gary Bohon – The answer is yes, if I understand your question. There is a ROI online that you can process that form to get information.
Family Member	When people are released from prison, they get a flash drive about product purchased and pictures and things when they leave? Chuck Anderson – Have not heard about flash drives but will follow up with an email to Keith. <i>Update: Currently its only purchased music, Securus is working on a portal for released individuals to retrieve more content.</i>

Family Member	Is there an RCW for reentry? Danielle Armbruster – Yes. How is DOC qualifying individuals for reentry centers? Danielle Armbruster – We have a screening committee with GRE and reentry, depends on where they are going as well. There may be an additional screening based on facility as well. RCW 72.65.
Family Member	Is there anyone at HQ dealing with cable at facilities? James Key – we went over this topic this morning. We are trying to be consistent with wants and it will be in the notes.

Next meeting location: Virtual – MS Teams Date: 07/20/2024 Time: 10 am – 3 pm

Comments: _____

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: **ORIGINAL** - Family council co-chairs



Education in Corrections

Implementation of Substitute Senate Bill 5953

Federal and State Financial Aid for Incarcerated Individuals

Kristen Morgan | Education Services Administrator

Washington State Department of Corrections | Reentry Division

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Terms & Definitions

- Prison Education Program (PEP) –an eligible educational program offered by an institution at a Federal, State, or local penitentiary, prison, jail, or juvenile justice facility to students who are confined or incarcerated.
 - PEPs require pre-approval by the U.S. Department of Education before any federal financial aid can be administered.
- Washington College Grant - provides need-based financial aid to income-eligible resident students pursuing postsecondary education up to a bachelor's degree
 - To use the Washington College Grant a program must be an approved PEP

U.S. Department of Education Criteria

- The Department of Education has embedded multiple safeguards for incarcerated students who choose to enroll in financial aid-eligible programs, including:
 - a three-step approval process for each program pathway
 - 1) Oversight entity (DOC)
 - 2) Regional Accreditor (Northwest Commission on Colleges & Universities)
 - 3) U.S. Department of Education
 - requirements for career and academic advising by college staff
 - SSB 5953 requires financial aid advising as well
 - credit transferability and access to continued enrollment post-release
 - “Best Interest of Students” Determination after two years of operation
 - Regular accreditation site evaluations



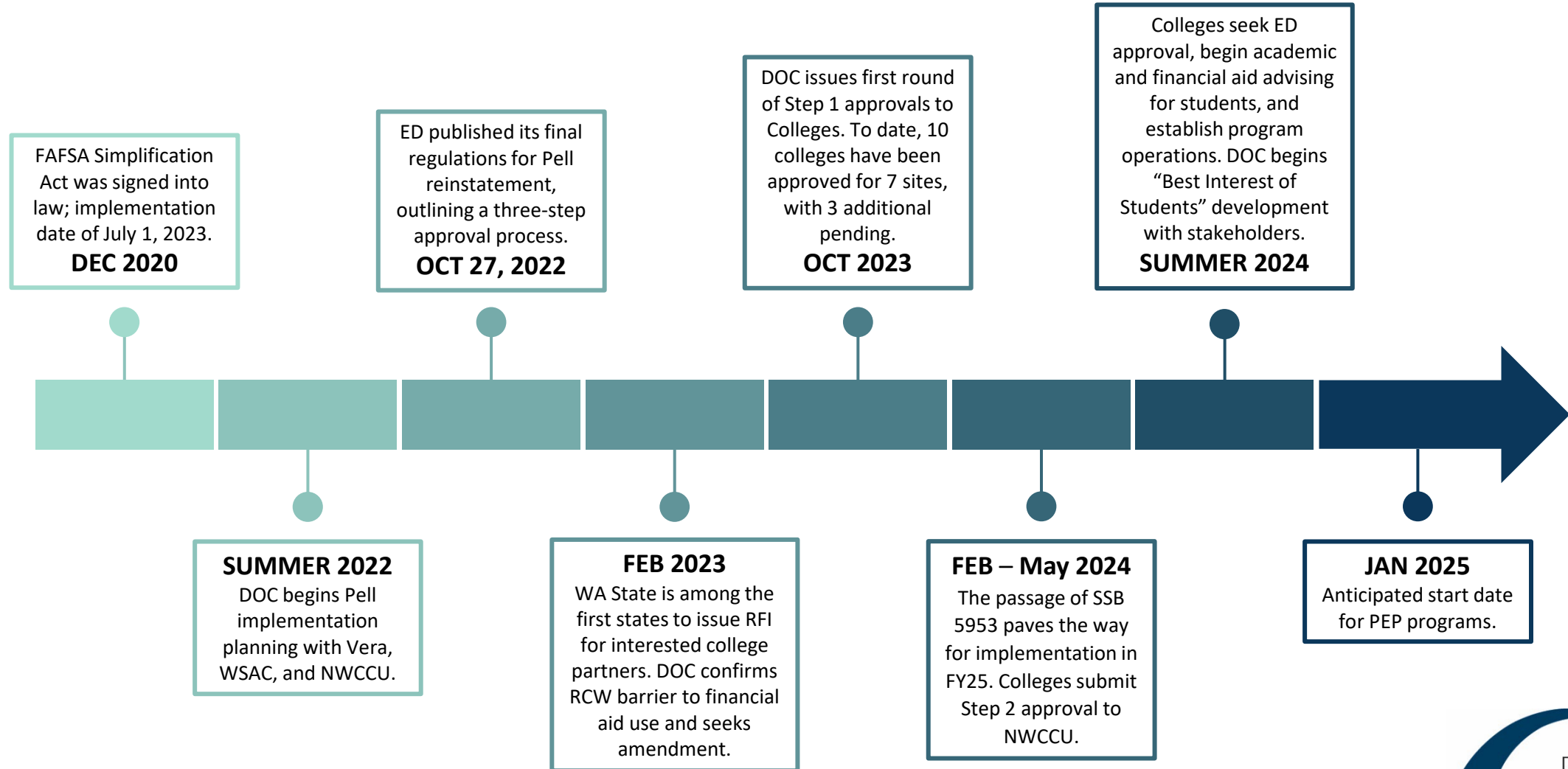
U.S. Department of
Education



NWCCU
NORTHWEST COMMISSION ON
COLLEGES AND UNIVERSITIES



PEP Program Implementation Timeline



Substitute Senate Bill 5953

- SSB 5953 created a financial-aid pathway to allow students who elect to pursue postsecondary education to utilize financial aid grants.
 - DOC may require the individual to apply for any federal and state financial aid grants available to the student.
 - The student may elect to use available financial aid grants, self-pay, or any other available third-party funding, or use a combination of these methods to cover the cost of attendance.
 - If the costs of attendance exceeds financial aid or the person is not eligible for financial aid grants, DOC will pay the cost of attendance not covered by third-party funding for students who are eligible under Policy 500.000.
- Correspondence education will not be eligible for federal or state aid.

Eligible Students

- No restrictions for eligibility for length of sentence or type of crime
 - DOC and College partners will utilize priority enrollment guidance in DOC Policy 500.000
- Undergraduate students who have not earned a bachelor's, graduate or professional degree
 - Must have a high school diploma or General Education Development (GED®)
- Must be a U.S. Citizen or eligible non-citizen (Pell Grant only)
- Must meet satisfactory academic progress
- Cannot have a federal or state grant in default

DOC anticipates 85% of the population to be eligible for federal or state financial aid.

Prospective PEP Partners



Secured-Internet & OSN

- With the support of the legislature, DOC is implementing an Off State Network Project, to include a Secured-internet system for educational use in prison facilities statewide.
 - AHCC, CRCC, MCC, SCCC, WCC, WCCC, & WSP installed and are converting college networks to the OSN, including GED testing.
 - CBCC, MCCCW, and OCC will be operational by June 30, 2024.
 - SBCTC and College IT are working on migration to the network.
 - New four-year partners will also utilize the OSN and student laptops will connect to the OSN for educational purposes.

Resources

- U.S. Department of Education – [Frequently Asked Questions](#)
- Federal Student Aid – [Prison Education Programs](#)
- FAFSA for Incarcerated Students
 - [English Version](#)
 - [Spanish Version](#)
- WA State Department of Corrections 2023 Legislative Report – [Creating Postsecondary Education Pathways](#)
- The Vera Institute of Justice – [Accessing Pell Grant in Correctional Settings](#)
- Washington State Standard Article on [Washington State](#)

Questions

Incarcerated Individual Services

Commissary and Packages



Program Overview

- CI Incarcerated Services includes the following operations/shops:
 - Commissary
 - Monthly Property/Religious Items Packages
 - Bi-Monthly Food Packages
 - Bulk Commissary Sales
- Commissary operates at both AHCC and MCC
- Monthly/Religious Items Packages, Food Packages, and Bulk Commissary operate at MCC

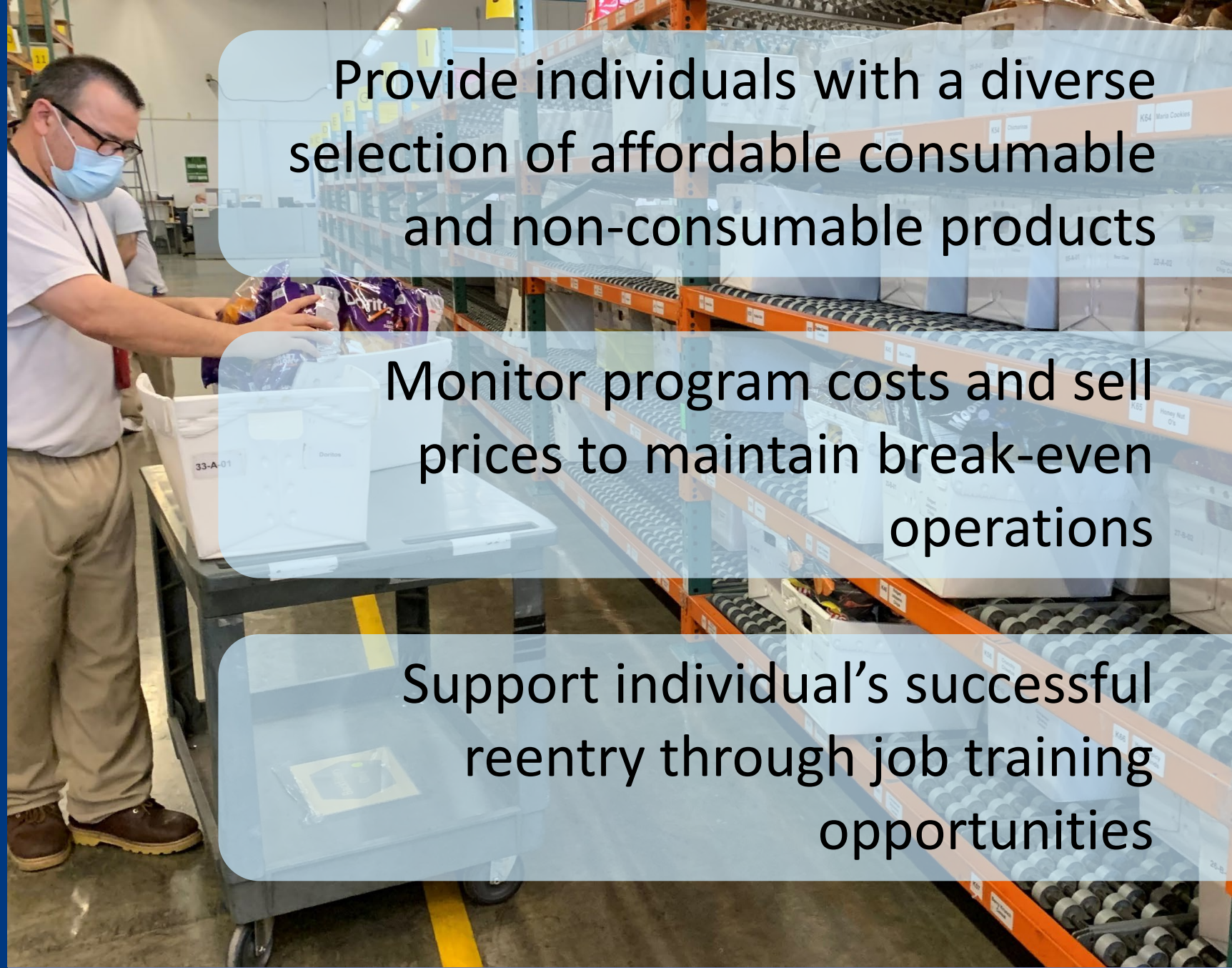
Objectives

CI Incarcerated Individual Services goal is to keep prices as low as possible while covering costs and maintaining a small amount of revenue to reinvest in the program.

Provide individuals with a diverse selection of affordable consumable and non-consumable products

Monitor program costs and sell prices to maintain break-even operations

Support individual's successful reentry through job training opportunities



Commissary

- ~425 products available
- 23 different vendors supply products to commissary
- 40 different facility/unit commissary lists (PDFs available at www.doc.wa.gov/corrections/incarceration/commissary.htm)
- Product categories: Over-the-counter medications, personal care, hygiene, stationary, beverages, and food



Package Programs

- Package programs operated in partnership with Union Supply Group (USG)/Aramark
- USG manages the e-commerce website, processes orders, owns the product inventory, and provides marketing materials (online and hardcopy catalogs)
- CI fulfills, ships, and distributes food packages based upon the facility commissary schedule
- Facility property rooms receive and distribute property/religious item packages

Package Programs

Product Selection



- Food Package Program offers ~130 food items
- New products are reviewed by CI and DOC's Statewide Property Committee prior to being added to the catalogs
- Property and religious items included on the DOC 440.000 Personal Property in Prisons—Maximum Allowable Personal Property Matrix and DOC 560.200 Religious Programs—Allowable Individual Religious Items are sold through the monthly package program

Haircare Products

- DOC EDIR assisted commissary in surveying individual's interest in new haircare products
- 54 responses were received and provided input on 105 products in 5 categories
- As a result of the survey, 6 new haircare products will be added in the coming months
- Prior to survey, commissary staff sourced 3 new shea butter haircare products and recently added the following: Deep Moisture Shampoo, Deep Conditioner, and Leave-In Conditioner



SFC Questions

Markup on Commissary?

- CI sets margins to ensure products are priced as low as possible and costs are covered
- ZERO margin on envelopes, reading glasses, OTC (debttable and non-debttable), debttable indigent items, and female hygiene items
- Healthy food options have lower margin than other foods
- Monthly price adjustments are published based upon decreases/increases in costs



SFC Questions

Why are package prices from Union Supply so high?

- CI reviews products/prices and works with USG to achieve the lowest price possible
 - 100 price increases proposed for food program last summer/fall. CI worked with USG and no price increases were implemented.
 - April 2024 food program had 20 of 130 products with small price increases from \$0.05-\$0.20. First price increase since April 2023.
- Prices will be higher than found in retail stores due to the security and processes to serve individuals within prisons



SFC Questions

When will typewriters with memory be available? And why not sell tablets and have individuals pay for printing?

- Typewriters are challenging to source nationally
- No-memory typewriters are in-stock
- A small number of memory typewriters arrived this week, but those will be out of stock soon and there isn't a timeline on when they will be readily available again
- Consideration of an alternative product remains under discussion with DOC's Statewide Property Committee



SFC Questions

How is info obtained from individuals for item preferences? And how do individuals request changes in flavors?

- Individuals or tier reps can provide input via kites, commissary kites will be forwarded to AHCC for review and package kites will be sent to MCC
- All commissary product suggestions are added to a database maintained at AHCC
- New products are added via an 'add one-delete one' process
- CI staff can attend tier rep meetings if requested, currently working to schedule a meeting with group at SCCC in June or July



SFC Questions

CONTINUED RESPONSE:

How is info obtained from individuals for item preferences? And how do individuals request changes in flavors?

- Feedback received last year was that more flavor rotations is preferable
- Commissary tries to have a steady mix of products and rotations
 - Example: Reese's was much more popular than the 3 other rotating candy bars, so those were discontinued and replaced with 3 other types of Reese's
 - Rotating flavors allows commissary to utilize the same number of pick line spaces without taking away other products
- Commissary manager visits all sites annually at minimum and while onsite will talk to individuals about the program and changes they would like to see



Questions?

