

## SUBACCOUNTS

**Determining Indigency** - The balance of the spendable subaccount and the commissary subaccount added together, across all Trust Accounting System caseloads, will be used to determine an individual's indigent status.

**Deposits to subaccounts** - Deposits are subject to mandatory deductions identified in Attachment 1.

**Subject to collection** - The spendable, savings, postage, education, medical, and commissary subaccounts are subject to collection by the Department of Social and Health Services (DSHS) Division of Child Support, the county clerk, and/or a restitution recipient.

An individual's trust account is comprised of the following subaccounts:

Spendable subaccount - the amount of funds available for use by the individual

- Individuals cannot request a transfer of funds to/from other subaccounts to the spendable balance.

Commissary subaccount - can only be used to purchase items from the commissary

- If the funds in the commissary subaccount do not cover the purchase, the balance will be taken from the spendable subaccount.
- The amount received on a monthly basis is subject to deductions and may not exceed the monthly allowance for commissary purchases as allowed by the Department and posted in the Trust Accounting System (TAS).

Postage subaccount - can only be used to pay for postage and/or shipping needs

- If the postage subaccount funds do not cover the request, the balance will be taken from the commissary subaccount and/or the spendable subaccount.
- The postage subaccount may be used to ship personal property per DOC 440.000 Personal Property for Incarcerated Individuals.
  - The postage subaccount may not be used to pay for the shipping and handling portion of the original purchase costs.

Education subaccount - can only be used to pay for approved educational/vocational programs and/or associated costs (e.g., tuition, fees, books)

- Funds may be posted to the education subaccount without the individual being enrolled in an approved program.
- Disbursements from an individual's education subaccount require Superintendent/Reentry Center Manager (RCM).
  - Individuals in Prisons will submit DOC 06-076 Education Subaccount Withdrawal Request to the assigned case manager, who will forward the form to the Correctional Program Manager (CPM).
    - In conjunction with the Education Department, the CPM will review and verify the individual's participation in an approved program, then forward the form to the Superintendent/designee for final approval.

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- Individuals in Reentry Centers will submit DOC 06-074 Check Request to the assigned case manager/RCM/designee.
  - The RCM/designee will verify the individual's participation in an approved program and have final approval.

Medical subaccount - can only be used to pay for health services copayments, purchase eyeglasses, and over the counter medications.

- Copayments will be withdrawn from the medical subaccount when sufficient funds are available. When sufficient funds are not available, copayment debt will be established as follows:
  - For indigent individuals, the medical subaccount will be reduced to zero and a copayment debt will be established for the difference, up to the amount of the charge.
  - For individuals who are not indigent, the medical subaccount will be reduced to zero and the difference will be taken from the commissary subaccount and/or the spendable subaccount. If the commissary/spendable subaccount lacks sufficient funds, a copayment debt will be established for the difference, up to the amount of the charge.

Community Services Revolving Fund (CSRF) subaccount - Funds loaned from the CSRF at the request of the RCM to assist an individual housed at a Reentry Center in seeking employment or purchasing work-related clothes or equipment.

- The maximum allowable loan request is \$300.00.
  - Requests for individuals whose total outstanding CSRF loans exceed \$300.00 require approval from the Reentry Center Administrator.
- The individual must sign DOC 06-073 Request for Advance and Promissory Note before the loan is completed.
- The individual will request funds using DOC 06-074 Check Request.

Savings subaccount - Savings are mandatory and will accumulate per RCW 72.09.111 and RCW 72.09.480 to assist individuals with transition to the community.

- An individual may be exempt from the requirement to have a savings subaccount and the associated savings deduction per RCW 72.09.480(10) when approved on DOC 06-070 Mandatory Savings Account Exemption.
  - The individual must be diagnosed with a terminal illness verified by Health Services and/or the Earned Release Date (ERD) is determined to be beyond life expectancy per Attachment 2.
- Individuals sentenced to Life Without Parole (LWOP) will be exempt from deductions to a savings subaccount.
  - Pre-existing savings in a savings subaccount will be transferred to the individual's spendable subaccount if additional sentencing results in LWOP.

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- Business Services will be notified at [hqlfo-cosunit@doc1.wa.gov](mailto:hqlfo-cosunit@doc1.wa.gov) when an individual's LWOP sentence is vacated or reduced to reinstate the savings allocation when appropriate.
- Deposits may not be made by anyone to an individual's savings subaccount.

Reentry Center savings subaccount - Individuals in a Reentry Center receiving a paycheck will have a portion of their paychecks deducted to an individual's Reentry Center savings subaccount.

- If the individual is returned to Prison, the Reentry Center savings will be applied to debt.
- Voluntary deposits to the Reentry Center savings subaccount are not allowed.

Release funds subaccount - Individuals transferring to partial confinement to assist individuals with transition to the community.

- Release funds are exempt from deductions.

**Access to savings subaccounts** - The savings subaccounts will only be available to an individual:

- During confinement to pay for accredited postsecondary educational expenses.
- Before release from confinement to pay for one of the following reentry expenses, unless approved by the Secretary/designee:
  - Approved educational/vocational courses and programs
  - Vocational tools and equipment
  - A class fee/tuition for an upcoming class that must be paid before release
  - Necessary medical equipment to replace Department-owned equipment that will not leave the facility upon release (e.g., medical supplies, wheelchairs, canes, walkers, oxygen)
  - Additional funds for transportation beyond the state-provided bus ticket (e.g., plane or train tickets)
  - Funds to secure housing (e.g., first month's rent, deposit)
  - Payment for warrants or traffic offenses that must be cleared upon release
  - Funds for court-ordered classes required before reuniting with children
  - Union dues
  - Recertification or licensing fees
  - Approved outside medical services
  - Funds in lieu of a Community Services Revolving Fund loan
  - Funds to pay existing Legal Financial Obligations
  - Eyeglasses (e.g., prescription, over the counter reading)
- If the Secretary/designee determines an emergency exists for the individual, including:
  - Medical needs or death of an immediate family member
  - Providing essential support during or relating to a natural disaster affecting an immediate family member
  - Escorted funeral/deathbed trip