

REGIONAL TRANSITION FUND PROGRAM

Transition funds may be provided to offenders to support successful offender transition from confinement to the community. The funds are intended to promote stability by targeting the offender's basic living needs.

The following resources may be provided through the transition fund program. Exceptions require Field Administrator/Appointing Authority approval:

1. Transportation,
2. Health care services or supplies,
3. Employment assistance,
4. Food, clothing, household goods, hygiene items,
5. Temporary community based mental health treatment,
6. Treatment and treatment evaluations, and
7. State identification or driver's license costs.

Requirements

1. To be eligible, offenders must be:
 - a. Scheduled to release to supervision in the community, or
 - b. Currently on supervision in the community.
2. Offenders requesting assistance must first exhaust available personal/community resources.
3. Offenders must, to the best of their ability, be in compliance with their Custody Facility Plan or Offender Supervision Plan.

Process

1. The requesting employee will complete and submit DOC 06-028 Transition Resources Request to the Community Corrections Supervisor (CCS).
 - a. Incomplete requests will be returned.
2. The CCS will review and approve/deny the request.
 - a. If approved, s/he will forward the request to the local Resource Coordinator.
 - b. If denied, s/he will respond to the requesting employee with the reason for denial.
3. The Resource Coordinator/Field Administrator/designee will review and approve/deny the request.
 - a. If approved, s/he will:
 - 1) Provide the requesting employee with an [SF A-19-1A Invoice Voucher](#) to secure supplies or services or authorization to release/use supplies, pre-paid cards, or certificates as appropriate.
 - 2) Forward the request to the Business Office.

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- b. If denied, s/he will respond to the requesting employee with the reasons for denial.
4. If approved, the requesting employee will:
 - a. Facilitate delivery of the SF A-19-1A Invoice Voucher to the vendor,
 - b. Verify the service has been provided,
 - c. Obtain a signature on SF A-19-1A Invoice Voucher or obtain an invoice from the vendor, and
 - d. Return the completed SF A-19-1A Invoice Voucher or vendor invoice to the Resource Coordinator/designee.

Operation

1. Offenders must sign for any supplies received.
2. Offenders will never directly receive or handle funds, checks, or pre-paid cards.
3. To receive payment, vendors must provide an invoice or a signed SF A-19-1A Invoice Voucher for any goods or services rendered.
4. The Resource Coordinator will conduct at least 2 unannounced counts each year to reconcile all items of value (i.e., certificates used for services or goods, pre-paid cards, transportation tickets, passes, vouchers).
 - a. Discrepancies will be reported to the Appointing Authority and Comptroller immediately by email and a report will be completed in the Incident Management Reporting System (IMRS).

Documentation

1. The Resource Coordinator will ensure records are maintained for all requests per the Records Retention Schedule.
2. The Headquarters Accounts Payable Unit will maintain electronic records of all transactions per the Records Retention Schedule.