

SUBACCOUNTS

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

- I. Spendable subaccount
- II. Savings subaccount
- III. Reentry Center savings subaccount
- IV. Postage subaccount
- V. Education subaccount
- VI. Medical subaccount
- VII. Community Services Revolving Fund (CSRF) subaccount

I. SPENDABLE SUBACCOUNT

- A. The spendable subaccount is the amount of funds available for use by an individual.
- B. Individuals are not allowed to request transfers for funds from other subaccounts to the spendable balance or vice versa.
- C. The balance of the spendable subaccount across all Trust Accounting System (TAS) caseloads will be used to determine an individual's indigent status.
- D. The spendable subaccount is subject to collection by the Department of Social and Health Services (DSHS) Division of Child Support, the county clerk, and/or a restitution recipient.

II. SAVINGS SUBACCOUNT

- A. The savings subaccount will accumulate the savings required per RCW 72.09.111 and RCW 72.09.480 to assist individuals with transition to the community.
- B. The savings subaccount will only be available to an individual:
 - 1. During confinement to pay for accredited postsecondary educational expenses.
 - 2. Before release from confinement in order to pay for approved reentry activities per Attachment 1.
 - 3. If the Secretary/designee determines an emergency exists for the individual per Attachment 1.
- C. To request access to mandatory savings, an individual must submit a completed DOC 06-071 Mandatory Savings Account Access to the assigned case manager.
- D. Individuals sentenced to Life Without Parole (LWOP) will be exempt from deductions to a savings subaccount.
 - 1. Pre-existing savings in a savings subaccount will be released to the individual if additional sentencing results in LWOP.

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2. Business Services will be notified at hqlfo-cosunit@doc1.wa.gov when an individual's LWOP sentence is vacated or reduced and the savings allocation will be reinstated when appropriate.
- E. Voluntary deposits to the savings subaccount are not allowed.
- F. The savings subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

III. REENTRY CENTER SAVINGS SUBACCOUNT

- A. To request access to Reentry Center savings, an individual must submit a completed DOC 06-071 Mandatory Savings Account Access to the assigned case manager.
- B. If the individual is returned to Prison, the Reentry Center savings will be applied to Reentry Center debt per Attachment 3.
- C. Voluntary deposits to the Reentry Center savings subaccount are not allowed.
- D. The Reentry Center savings subaccount is not subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

IV. POSTAGE SUBACCOUNT

- A. Funds received from outside sources and designated for the postage subaccount are exempt from the deductions outlined in RCW 72.09.480(2).
 1. Funds will only be returned to the original sender. To return funds, the individual will submit a kite and/or withdrawal request to the assigned case manager within 14 days of the receipt of funds. The case manager will forward the request to the Business Office for approval.
- B. Postage requests will be processed through the postage subaccount. If the postage subaccount funds do not cover the request, the balance will be taken from the spendable subaccount. The individual cannot use funds designated for the postage subaccount for any purpose other than postage and shipping.
- C. The postage subaccount may be used to ship personal property (e.g., musical instruments, typewriters, radios, hobby craft items) between facilities or to a destination outside of a Department facility.
- D. The postage subaccount may not be used to pay for the shipping and handling portion of the original purchase costs.
- E. The postage subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.
- F. Upon release from Department jurisdiction, any balance in the individual's postage subaccount will be subject to deductions per RCW 72.09.480(2).

V. EDUCATION SUBACCOUNT

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- A. Funds received from outside sources and designated for the education subaccount are exempt from the deductions outlined in RCW 72.09.480(2). For individuals housed in a Reentry Center, outside sources include, but are not limited to, proceeds from grants and/or student loans.
 - 1. Funds will only be returned to the original sender. To return funds, the individual will submit a kite and/or withdrawal request to the assigned case manager within 14 days of the receipt of funds. The case manager will forward the request to the Business Office for approval.
- B. The education subaccount may be used for payment of education, vocational programs, or postsecondary education degree programs per RCW 72.09.460 and RCW 72.09.465 including tuition, fees, books, or any ancillary costs determined necessary for participation.
- C. Funds may be posted to the education subaccount without the individual being enrolled in an approved program.
- D. Disbursements from an individual's education subaccount require Superintendent/Community Corrections Supervisor (CCS)/designee approval.
 - 1. To request funds in Prison, the individual 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.
 - 2. To request funds in a Reentry Center, the individual will submit DOC 06-074 Check Request to the assigned case manager/CCS/designee. The CCS/designee will verify the individual's participation in an approved program and have final approval.
- E. The education subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

VI. MEDICAL SUBACCOUNT

- A. Funds received from outside sources and designated for the medical subaccount are exempt from the deductions outlined in RCW 72.09.480(2).
 - 1. Funds will only be returned to the original sender. To return funds, the individual will submit a kite and/or withdrawal request to the assigned case manager within 14 days of the receipt of funds. The case manager will forward the request to the Business Office for approval.
- B. The medical subaccount may only be used to cover copayments, purchase eyeglasses, and Over The Counter medications.
 - 1. 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:

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- a. 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.
- b. For non-indigent individuals, the medical subaccount will be reduced to zero and the difference will be taken from the spendable subaccount. If the spendable subaccount lacks sufficient funds, a copayment debt will be established for the difference, up to the amount of the charge.
- C. The medical subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.
- D. Upon release from Department jurisdiction, any balance in the individual's medical subaccount will be subject to deductions per RCW 72.09.480(2).

VII. COMMUNITY SERVICES REVOLVING FUND (CSRF) SUBACCOUNT

- A. Funds received are loaned from the CSRF at the request of the CCS to assist the individual in seeking employment or purchasing work-related clothes or equipment.
 - 1. 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.
 - 2. The individual must sign DOC 06-073 Request for Advance and Promissory Note before the loan is completed. Requests for funds will be documented on DOC 06-074 Check Request.
- B. Deposits made to the CSRF subaccount are not subject to deductions.
- C. Unemployed community custody individuals housed in a Reentry Center are eligible for a CSRF loan. The case manager must include in the request the length of time the individual is staying at the Reentry Center.
 - 1. The amount of the loan depends on the length of the individual's sentenced time:

a.	0 - 30 days, or one month	\$ 20.00
b.	31 - 60 days, or 2 months	\$ 50.00
c.	61 - 90 days, or 3 months	\$ 80.00
d.	91 - 120 days, or 4 months	\$100.00
e.	121 - 150 days, or 5 months	\$120.00
f.	151 - 180 days, or 6 months	\$150.00
- D. The CSRF subaccount is not subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.