



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
7/3/23

PAGE NUMBER
1 of 3

NUMBER
DOC 210.025

POLICY

TITLE
RELEASE MONEY/TRANSPORTATION FUNDS

REVIEW/REVISION HISTORY:

- Effective: 10/1/85
- Revised: 10/1/02
- Revised: 4/4/07
- Revised: 5/29/08
- Revised: 7/1/10
- Revised: 3/25/11
- Revised: 11/1/12
- Revised: 5/23/19
- Revised: 9/29/21
- Revised: 7/3/23

SUMMARY OF REVISION/REVIEW:

Updated terminology and removed prepaid phone calls throughout
I.A.3. - Added that the case manager/designee will submit a Release of Funds when requesting immediate release/resentencing resources
II.A. and III.C. - Adjusted language for clarification

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/5/23

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.02.100](#); [RCW 72.09.270](#)

POLICY:

- I. The Department has established guidelines for providing funds for necessary personal/living (i.e., release money) and transportation expenses to individuals releasing to the community.
 - A. Individuals releasing to the custody of another jurisdiction (e.g., misdemeanor/felony detainer, civil commitment) are not considered eligible.

DIRECTIVE:

- I. Requests
 - A. The case manager/designee will submit DOC 19-058 Release of Funds when requesting:
 1. Release money,
 2. Transportation funds, and/or
 3. Immediate release/resentencing resources.
 - B. Requests should be submitted to the Business Office at least 30 days before the Earned Release Date (ERD).
 - C. The case manager/designee will notify the Business Office if the ERD changes/is cancelled for any reason.
- II. Release Money
 - A. Individuals releasing to the community from a Prison or Reentry Center will be provided release money in the amount authorized per RCW 72.02.100.
 1. Community custody violators and individuals participating in Graduated Reentry or the Community Parenting Alternative will not be eligible for release money.
 2. Reentry Center individuals may be denied release money if review of their earnings in the Trust Accounting System (TAS) are sufficient. Funds earned while in Prison will not be considered when determining eligibility for release money.

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- B. An additional \$60 may be approved by the Superintendent/Reentry Center Manager for Pre-Sentencing Reform Act (PAR) individuals.

III. Transportation Funds

- A. The following are eligible for transportation funds:

1. Individuals eligible for release money,
2. Community Custody Violators identified as indigent in the TAS,
3. PAR individuals whose parole has been reinstated and identified as indigent in TAS, and
4. Individuals with special needs and pre-approved transportation arrangements approved by a Facility Risk Management Team.

- B. Transportation funds will be used to provide transportation per the individual's release plan.

- C. The case manager/designee may authorize transportation funds by the least expensive method of public transportation, not to exceed the amount authorized per RCW 72.02.100.

1. Additional funds will be deducted from the individual's trust account or provided by a third party.
 - a. Any funds unpaid will become debt.
 - b. Certified check/money orders will be payable to the Department of Corrections.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 19-058 Release of Funds