

INTERNAL DOCUMENT

The purpose of this document is to provide instruction to staff on the process used by the Vermont Department of Corrections (DOC) to collect monies owed to the DOC. Specifically, this document shall:

1. Identify what fees and monies the DOC is responsible for collecting from offenders;
2. Detail how the Central Business Office tracks monies paid and monies still owed; and
3. Provide instruction to staff on the method of collection used by the DOC.

PROCEDURAL GUIDELINES

1. The DOC shall be responsible for collecting Supervision Fees from offenders under supervision of DOC on:
 - a. Probation;
 - b. Furlough;
 - c. Pre-approved furlough;
 - d. Supervised community sentence;
 - e. Parole; or
 - f. Home Confinement Furlough.

Note: An offender may accrue additional debt to the DOC if the offender is found to be responsible for the destruction of DOC property. The cost to repair or replace DOC property shall be determined by the Restitution Unit and added onto the offender's total debt to the DOC.

2. The Central Business Office shall manage a database (VISION) of all individuals owing money to the DOC.
 - a. The Central Business Office shall maintain up to date records of the monies owed to the DOC, as well as all monies paid.

ADVISING OFFENDERS OF THEIR MONETARY OBLIGATIONS

1. During intake, the Field CSS assigned to an offender shall determine supervision fees using the questions provided on the DOC's Payment Contract/Waiver Application.
 - a. The Payment Contract/Waiver Application shall be completed in the Offender Management System (OMS) either during the booking process or by selecting the form from the 'Questions' tab within the offender's OMS record.
 - b. Upon completion of the form, the Field CSS shall:
 - i. Open the Supervision Fees Payment Contract, if there is not an exemption, and the offender and Field CSS shall sign the report; or
 - ii. Open the Supervision Fees Payment Waiver, if there is an exemption, and the offender and Field CSS shall sign the report.
 - c. The report shall be stored within the attachments section of the offender's OMS record. This report shall be categorized with document name as "Payment Contract/Waiver Application" and document category as "Financial Information". If

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- electronic signatures are obtained, the report will automatically be stored by the OMS.
2. The Field CSS shall advise the offender of his or her financial obligation, as well as the process for making payments to the DOC.
 - a. This shall be recorded in the Fee, Fine, and Restitution contact notes category in OMS.
 3. The Field CSS shall advise any offender required to pay supervision fees that the fee shall be charged on the first calendar day of the month. If an offender is sentenced after the first day in a month, supervision fees shall begin the following month.
 - a. An offender who is housed in a residential treatment center, or returned to a correctional facility, for thirty consecutive days or more shall have their supervision fees halted until they are released back onto community supervision.
 - b. The DOC's Payment Coupon shall be made available to offenders and others wishing to make a payment to the DOC.
 - i. Payment coupons may be obtained at any of the Field offices.
 - ii. Payment coupons may also be found on [DOC's website](#).
 - c. A completed Payment Coupon must be submitted along with the payment; an incomplete coupon shall result in delayed processing of the payment.
 - d. Payments shall be made using either a **bank check** or **money order**; cash or personal checks shall not be accepted by DOC.
 - i. All forms of payment shall be made payable to **Department of Corrections**.
 - e. Payments shall be mailed to the PO Box indicated on the Payment Coupons.
 4. Debts owed to the DOC shall only be discharged upon the following circumstances: satisfaction of debt, expungement of record, or death of the debtor.
 - a. Any outstanding debt equal to the minimum stated in [32 VSA § 5933\(a\)](#) (\$50) shall remain in DOC's accounting system.
 - b. The Central Business Office staff shall make a referral to the State Income Tax Setoff Program, administered by the State of Vermont Tax Department.
 - c. If recovery of debt has been unsuccessful, DOC may choose to contract with a private collection agency to recover a debt owed.