



POLICY TITLE: RESIDENT BENEFIT FUNDS		PAGE 1 OF 5
POLICY NUMBER: 2.10		
CHAPTER 2: FISCAL MANAGEMENT		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
	EFFECTIVE DATE: February 12, 2004	LATEST REVISION: January 28, 2025

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Adult and Juvenile Correctional Facilities

III. POLICY

It is the policy of the Department that when there are monies available from donations, canteen profits, and other approved sources, expenditures for the benefit of facility residents shall be made from a fund established for this purpose.

IV. DEFINITIONS

None

V. CONTENTS

Procedure A: Resident Benefit Fund, General
 Procedure B: Revenue
 Procedure C: Expenditures

VI. ATTACHMENTS

Attachment A: [Benefit Fund One-Time and Initial Expenditure Authorization Request](#)

VII. PROCEDURES

Procedure A: Resident Benefit Fund, General

1. The Commissioner, or designee, shall ensure that there is maintained in a commercial bank the Department's Resident Benefit Fund Account consisting of all of the monies contained in the individual facility resident benefit fund accounts.

2. Monies received from donations, canteen profits, and other approved sources shall be deposited into the Department's Resident Benefit Fund Account. Unless specifically allowed by statute, this shall not include monies received from other State or federal agencies, the State budget, federal funding, grants for specific programs, or lease of buildings. This shall not include monies that are required by statute to be used for other specified purposes (e.g., revenues from the industries program).
3. The Department's Corrections Service Center Director, or designee, shall ensure that each facility's share of the overall account balance is determined based on the source of the revenue (e.g., profits from the canteen at the Maine State Prison shall be attributed to the Prison's resident benefit fund account). To the extent a source is not facility specific, the Commissioner, or designee, shall determine how to allocate the monies.
4. The Commissioner, or designee, may direct that monies attributed as set out above to one facility's resident benefit fund be reallocated to another facility's resident benefit fund in order to more equitably provide for expenditures.
5. The fund shall be managed in accordance with general accounting principles and regulations and requirements of the Department of Administrative and Financial Services, Office of the State Controller, State Administrative and Accounting Manual (SAAM) and shall be managed to provide the greatest return on investment.
5-ACI-1B-20 & 4-JCF-6B-12
6. Monthly reconciliations, account management, fees and returns for all facility benefit funds shall be managed by the Corrections Service Center Director, or designee.
7. Fund activity shall be reported monthly to the Commissioner and the facility's Chief Administrative Officer in the Monthly Financial Reporting Package.
8. Inquiries, including from residents, or Freedom of Access Act requests regarding the benefit funds shall be referred to the Commissioner's Office.
9. The Corrections Service Center Director, or designee, in consultation with the facility Chief Administrative Officers, or designees, as necessary, shall ensure that, at the end of each fiscal year, an accounting of the facility resident benefit funds and other information required by 34-A M.R.S.A. Section 1403, subsection 10 (total income for the year, total expenditures for the year, anticipated expenditures for the next fiscal year and balance in the fund) is submitted to the Commissioner.

Procedure B: Revenue

1. Revenue for the facility resident benefit funds may be derived from:
 - a. canteen and canteen annex profits and bottle deposits;
 - b. donations from organizations or individuals, subject to the approval of the facility Chief Administrative Officer, or designee, except that donations shall never be accepted from a resident or family or friend of a resident or from Department staff, student interns, or volunteers;
 - c. fund-raising activities approved by the facility Chief Administrative Officer, or designee;

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- d. funds retained as a result of a resident waiving their right to have an amount under \$1.00 disbursed to them from their general account upon release from institutional confinement;
- e. cash received via mail for residents from senders without a return address or cash otherwise not approved to be in the possession of residents which cannot be returned to its source;
- f. any bank interest accrued as a result of the deposit of monies in the Department's Resident Benefit Fund Account remaining after defraying the expense of that account, with that interest being allocated to each facility based on their percentage of the overall balance in that account. **5-ACI-1B-20 & 4-JCF-6B-12**
- g. any bank interest accrued as a result of the deposit of monies in the Department's Resident Trust Account and Phone Account remaining after defraying the expense of those accounts, with that interest being allocated to each facility based on their percentage of the overall balance in those accounts;
- h. monies specifically allowed by statute to be deposited into the resident benefit fund; and
- i. other sources not prohibited by this policy and as otherwise approved by the Commissioner or the facility Chief Administrative Officer, or their designees.

Procedure C: Expenditures

1. The Commissioner or the facility Chief Administrative Officer, or their designees, as applicable, shall have the final authority over all expenditures from the facility resident benefit funds.
2. Fund monies shall not be expended for programs, services, activities, capital improvements, supplies, or equipment that are necessary to facility operations.
3. Fund monies shall not be expended to reimburse or provide assistance to Department staff, student interns, or volunteers (except as set out below for approved volunteers).
4. All purchasing, capital improvement, and service contract requirements of the State and the Department shall be followed, as applicable.
5. The MainePays Purchase Request application shall be used for purchases made using monies from a facility resident benefit fund.
6. Routine expenditures require the prior approval of the facility Chief Administrative Officer, or designee, and may include: **4-ACRS-7D-31**
 - a. recreational equipment and supplies;
 - b. entertainment, including cable or satellite TV fees and movie rental fees;
 - c. vocational training or education fees and supplies;
 - d. resident meals during transportation to funerals and death bed visits;
 - e. pay for residents providing essential labor, for example, kitchen workers;

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- f. pay for residents or others providing optional services for the direct benefit of other residents, for example, barber services, paralegal services, counsel substitute services, grievance assistance services, etc.;
 - g. approved self-help programs, for example, AA, NA, etc.;
 - h. personal care items for indigent residents;
 - i. purchase of holiday gift kits for residents or the families of indigent residents;
 - j. payment of free postage as set out in Department Policies (AF) 21.2, Adult Resident Mail and (JF) 16.1, Resident Mail – not including free privileged mail;
 - k. payment of free phone calls for indigent residents as set out in Department Policies (AF) 21.3, Adult Resident Telephone System and (JF) 16.2, Access to Telephones;
 - l. library materials – not including required law library materials;
 - m. assistance with transportation and lodging costs for approved volunteers traveling long distances (more than 150 miles one way);
 - n. assistance with transportation and lodging costs for families traveling long distances (more than 150 miles one way) to visit residents; and
 - o. commercial transportation and gate money upon release for eligible adult residents as set out in Department Policy (AF) 27.6, Money Upon Release (Gate Money) and Transportation Upon Release.
7. Non-routine expenditures require the prior approval of the Commissioner, or designee, and consist of:
- a. any expenditure that would exceed five thousand (5000) dollars or would exceed 10% of revenues attributable to the facility for the fiscal year, whichever is less; and
 - b. any new expenditure that might be appropriate to implement at more than one facility.
8. Facility staff shall submit requests to the Chief Administrative Officer, or designee, for prior approval for all expenditures from the facility resident benefit fund using the Benefit Fund One-Time and Initial Expenditure Authorization Request (Attachment A). This includes a request for approval for a one-time expenditure and a request for an initial approval for an ongoing expenditure. Once initially approved, continuation of an ongoing expenditure does not require any further approval.
9. In accordance with Department Policy 24.11 (AF), Resident Advisory Councils, the Chief Administrative Officer, or designee, shall seek input from the facility's Resident Advisory Council on requests for expenditures.
10. If prior approval is required from the Commissioner, or designee, the Chief Administrative Officer, or designee, shall, if they agree with the expenditure, forward it to the Commissioner, or designee, for a final decision.

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VIII. PROFESSIONAL STANDARDS

ACA

- 5-ACI-1B-20** **Written policy and procedure govern the operation of any fund established for inmates. Any interest earned on monies other than operating funds accrues to the benefit of the inmates.**
- 4-ACRS-7D-31** **There are provisions for emergency financial assistance and, when appropriate, a weekly allowance.**
- 4-JCF-6B-12** **Accepted accounting procedures govern the operation of any group fund established for juveniles. Any interest earned on monies other than operating funds, accrues to the benefit of the juveniles.**

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