



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Offender Welfare Accounts

Section – Policy Number:

B: Financial Management - 3.1

Supersedes:

N/A

Effective Date:

12/23/2011

Date of Last Review/Revision:

None

Related Standards and References:

- [OAR 416-260-0015](#) (Offender Welfare Accounts)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-6B-12 (Juvenile Funds)
- [OYA policy](#): I-B-3.0 (Offender Trust Accounts)
- [OYA forms](#): YA 2212 (Documentation of New Offender Welfare Account)
YA 2218 (Trust Disbursement Request)

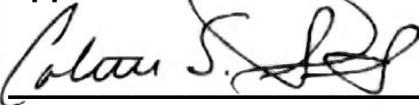
Related Procedures:

- None

Policy Owner:

Accounting Manager

Approved:



Colette S. Peters, Director

I. PURPOSE:

This policy directs staff on how OYA establishes and maintains Offender Welfare Accounts in OYA facilities.

II. POLICY DEFINITIONS:

Offender Welfare Account: A general account established by OYA dedicated to provide monies to benefit the close custody offender population and enhance offender activities and programs.

The following are the most common types of Offender Welfare Accounts:

- **Holding Account:** An account established to temporarily hold certain percentages of revenue received until disbursed to each OYA facility in amounts based on average daily populations.
- **Incentive Account:** An account established for each OYA facility to fund youth incentive activities, supplies, and services.
- **Miscellaneous Accounts:** An account established by Central Accounting to track and manage funds collected or awarded for a specific use.
- **Work Crew Maintenance Account:** An account established for each OYA facility to provide funding for one –time and ongoing costs to operate and maintain offender work crews.

III. POLICY:

OYA has established Offender Welfare Accounts for each OYA facility to provide funds to benefit its close custody offender population and enhance offender activities and programs. Revenues from offender work programs, donations made to OYA for the benefit of all facility offenders, and fundraisers benefiting facility offender programs are deposited into an Offender Welfare Account.

OYA may use monies in Offender Welfare Accounts to fund a variety of programs, services and activities benefiting facility offenders and enhancing offender activities and programs. Specific uses of the funds may include, but are not limited to, operations, support or enhancement of the following programs, services and activities:

- Recreational activities;
- Incentive awards;
- Holiday events, decorations, and gifts;
- Entertainment equipment and supplies;
- Repair of equipment purchased from an Offender Welfare Account; and
- Offender work program startup costs, equipment, attire, and safety supplies.

Offender Welfare Accounts may not manage individual offender trust funds. Governance of individual offender trust funds is delineated in OARs 416-260-0010 through 416-260-0070 (Trust Accounts) and OYA policy I-B-3.0 (Offender Trust Accounts).

IV. GENERAL STANDARDS:

A. Establishing an Offender Welfare Account

1. The Assistant Director, Facility Services must complete and sign a New Offender Welfare Account form (YA 2212) to initiate an account in JJIS.
2. The YA 2212 must be forwarded to Central Accounting for review and implementation.

B. Offender Welfare Account Use

1. Facility administration may use Incentive Account funds to pay for on- or off-campus recreational activities; supplies and services for offender activities and awards; holiday events, decorations, and gifts; entertainment equipment and supplies; and offender incentives.

All revenue received is for the benefit of the current facility offender general population.

2. Facility administration may use Work Crew Maintenance funds to establish a new work crew project, buy new or replace existing equipment, and buy offender work boots or safety supplies.

3. Staff must attach all receipts for Offender Welfare Account purchases to a Trust Disbursement Request (YA 2218) and forward these documents to Central Accounting for review and execution.
4. YA 2218s for Offender Welfare Account expenses -
 - a) May not be authorized and approved by the same individual; and
 - b) Must be approved and signed by the superintendant or designee, camp director, Accounting Manager, Facility Services Assistant Director, or OYA Director.
5. Staff must not use Offender Welfare Accounts to purchase canteen inventory.

C. Allocation Process

Central Accounting will allocate incoming funds to each facility's Offender Welfare Account according to the following guidelines:

1. Donations and Fundraising
 - a) A percentage of the money received will be placed in the Offender Welfare Account of the facility which obtained the donation or held the fundraiser;
 - b) Any remaining balance of the money received will be placed in the Holding Account.
2. Offender Work Crew Maintenance Account
 - a) Offender stipends or incentive pay will be paid to individual offenders and deposited into each offender's special sources trust account, as described in the specific work project agreement.
 - b) A percentage of the balance of funds will be placed in the specific facility's Work Crew Maintenance account.
 - c) The remaining balance will be placed in the Holding Account.
3. Incentive Accounts

The total amount of Incentive Account deposits will be placed in the Holding Account. The balance of the Holding Account will be distributed among individual facility incentive accounts throughout the fiscal period based on the most current facility average daily offender population.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO