



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

March 24, 2020

TO: Work Release Residents and Staff

FROM: Susie Leavell, Senior Administrator
Reentry Division

SUBJECT: Room and Board Waiver

The Department of Corrections (DOC) recognizes the impact of the COVID-19 crisis as it pertains to the work release population. The Department has taken these very real financial issues into consideration and is aware that, through no fault of their own, meeting the room and board requirements of work release may not be possible for many residents at this time.

The Department will provide a *room and board waiver* to individuals who, due to the COVID-19 crisis:

- Have had their employment suspended;
- Faced a layoff;
- Have had their hours diminished; or
- Have not been allowed to work by DOC during this time--due to quarantine or other reasons.

The waiver will extend from the date of the suspension, layoff, or underemployment through April 30, 2020. We will review again the end of April to determine the continued need.

This waiver only applies to current residents. We will prioritize those with upcoming release dates to ensure the closeout reports are accurate.

Staff will verify through the sign-in/sign-out monitor book the start of the rental waiver as it may be different for everyone. The date that employment changed as a result of COVID-19 will be credited in the Inmate Banking System. Staff will work with residents to ensure accuracy, but the primary source of dates and tracking information will be the sign-in/sign-out monitor book.

cc: Executive Strategy Team
COVID-19 Mailbox
Inmate Banking System
Charlotte Headley