An offender’s trust account is comprised of the following subaccounts:

I. Spendable subaccount
II. Savings subaccount
III. Work Release savings subaccount
IV. Postage subaccount
V. Education subaccount
VI. Medical subaccount
VII. Community Services Revolving Fund (CSRF) subaccount

I. SPENDABLE SUBACCOUNT

A. The spendable subaccount is the amount of funds available for use by an offender.

B. Offenders are not allowed to request transfers for funds from other subaccounts to the spendable balance or vice versa.

C. The balance of the spendable subaccount across all Trust Accounting System (TAS) caseloads will be used to determine an offender’s indigent status.

D. The spendable subaccount is subject to collection by the Department of Social and Health Services (DSHS) Division of Child Support, the county clerk, and/or a restitution recipient.

II. SAVINGS SUBACCOUNT

A. The savings subaccount will accumulate the savings required per RCW 72.09.111 and RCW 72.09.480 to assist offenders with transition to the community.

B. The savings subaccount will only be available to an offender:

1. During confinement to pay for accredited postsecondary educational expenses.

2. Before release from confinement in order to pay for approved reentry activities per Attachment 1.

3. If the Secretary/designee determines an emergency exists for the offender per Attachment 1.

C. To request access to mandatory savings, an offender must submit a completed DOC 06-071 Mandatory Savings Account Access to his/her Classification Counselor (CC)/Community Corrections Officer (CCO).

D. Offenders sentenced to Life Without Parole (LWOP) will be exempt from deductions to a savings subaccount.

1. Pre-existing savings in a savings subaccount will be released to the offender if additional sentencing results in LWOP.
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2. The savings allocation will be reinstated if an offender’s LWOP sentence is vacated or reduced.

E. Voluntary deposits to the savings subaccount are not allowed.

F. The savings subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

III. WORK RELEASE SAVINGS SUBACCOUNT

A. To request access to Work Release savings, an offender must submit a completed DOC 06-071 Mandatory Savings Account Access to his/her CCO.

B. If the offender is returned to Prison, the Work Release savings will be applied to Work Release debt per Attachment 3.

C. Voluntary deposits to the Work Release savings subaccount are not allowed.

D. The Work Release savings subaccount is not subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

IV. POSTAGE SUBACCOUNT

A. Funds received from outside sources and designated for the postage subaccount are exempt from the deductions outlined in RCW 72.09.480(2).

1. Funds will only be returned to the original sender. To return funds, the offender will submit a kite and/or withdrawal request to his/her CC/CCO within 14 days of the receipt of funds. The CC/CCO will forward the request to the Business Office for approval.

B. Postage requests will be processed through the postage subaccount. If the postage subaccount funds do not cover the request, the balance will be taken from the spendable subaccount. The offender cannot use funds designated for the postage subaccount for any purpose other than postage and shipping.

C. The postage subaccount may be used to ship personal property (e.g., musical instruments, typewriters, radios, hobby craft items) between facilities or to a destination outside of a Department facility.

D. The postage subaccount may not be used to pay for the shipping and handling portion of the original purchase costs.

E. The postage subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

F. Upon release from Department jurisdiction, any balance in the offender’s postage subaccount will be subject to deductions per RCW 72.09.480(2).

V. EDUCATION SUBACCOUNT

A. Funds received from outside sources and designated for the education subaccount are exempt from the deductions outlined in RCW 72.09.480(2). For
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Work Release offenders, outside sources include, but are not limited to, proceeds from grants and/or student loans.

1. Funds will only be returned to the original sender. To return funds, the offender will submit a kite and/or withdrawal request to his/her CC/CCO within 14 days of the receipt of funds. The CC/CCO will forward the request to the Business Office for approval.

B. The education subaccount may be used for payment of education, vocational programs, or postsecondary education degree programs per RCW 72.09.460 and RCW 72.09.465, including tuition, fees, books, or any ancillary costs determined necessary for participation.

C. Funds may be posted to the education subaccount without the offender being enrolled in an approved program.

D. Disbursements from an offender’s education subaccount require Superintendent/Community Corrections Supervisor (CCS)/designee approval.

1. To request funds in Prison, the offender will submit DOC 06-076 Education Subaccount Withdrawal Request to his/her CC, who will forward the form to the Correctional Program Manager (CPM). In conjunction with the Education Department, the CPM will review and verify the offender’s participation in an approved program, then forward the form to the Superintendent/designee for final approval.

2. To request funds in Work Release, the offender will submit DOC 06-074 Offender Banking System Check Request to his/her CCO/CCS/designee. The CCS/designee will verify the offender’s participation in an approved program and have final approval.

E. The education subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

VI. MEDICAL SUBACCOUNT

A. Funds received from outside sources and designated for the medical subaccount are exempt from the deductions outlined in RCW 72.09.480(2).

1. Funds will only be returned to the original sender. To return funds, the offender will submit a kite and/or withdrawal request to his/her CC/CCO within 14 days of the receipt of funds. The CC/CCO will forward the request to the Business Office for approval.

B. The medical subaccount may only be used to cover offender copayments, purchase eyeglasses, and over-the-counter medications.

1. Copayments will be withdrawn from the medical subaccount when sufficient funds are available. When sufficient funds are not available, copayment debt will be established as follows:
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a. For indigent offenders, the medical subaccount will be reduced to zero and a copayment debt will be established for the difference, up to the amount of the charge.

b. For non-indigent offenders, the medical subaccount will be reduced to zero and the difference will be taken from the spendable subaccount. If the spendable subaccount lacks sufficient funds, a copayment debt will be established for the difference, up to the amount of the charge.

C. The medical subaccount is subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.

D. Upon release from Department jurisdiction, any balance in the offender’s medical subaccount will be subject to deductions per RCW 72.09.480(2).

VII. COMMUNITY SERVICES REVOLVING FUND (CSRF) SUBACCOUNT

A. Funds received are loaned from the CSRF at the request of the CCS to assist the offender in seeking employment or purchasing work-related clothes or equipment.

1. The maximum allowable loan request is $300.00. Requests for offenders whose total outstanding CSRF loans exceed $300.00 require approval from the Work Release Administrator.

2. The offender must sign DOC 06-073 Offender Banking System Request for Advance and Promissory Note before the loan is completed. Requests for funds will be documented on DOC 06-074 Offender Banking System Check Request.

B. Deposits made to the CSRF subaccount are not subject to deductions.

C. Unemployed community custody offenders housed in Work Release are eligible for a CSRF loan. The CCO must include in the request the length of time the offender is staying at the Work Release.

1. The amount of the loan depends on the length of the offender's sentenced time:

   a. 0 - 30 days, or one month $ 20.00
   b. 31 - 60 days, or 2 months $ 50.00
   c. 61 - 90 days, or 3 months $ 80.00
   d. 91 - 120 days, or 4 months $100.00
   e. 121 - 150 days, or 5 months $120.00
   f. 151 - 180 days, or 6 months $150.00

D. The CSRF subaccount is not subject to collection by the DSHS Division of Child Support, the county clerk, and/or a restitution recipient.