STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS	APPLICABILITY **PRISON/REENTRY** FACILITY/SPANISH MANUAL		
	REVISION DATE 2/18/26	**PAGE NUMBER** 1 of 4	**NUMBER** **DOC 200.200**
POLICY	**TITLE** **INCARCERATED INDIVIDUAL BETTERMENT FUND**		

REVIEW/REVISION HISTORY:

Effective: 11/7/85 DOC 210.050
Revised: 2/24/92
Revised: 7/1/92
Revised: 3/15/96 DOC 200.200
Revised: 8/7/96
Revised: 8/6/99
Revised: 1/5/05
Revised: 6/13/05
Revised: 11/19/06
Revised: 1/10/08
Reviewed: 1/7/09
Revised: 9/8/10
Revised: 8/19/11
Revised: 9/16/13
Revised: 7/1/16
Revised: 6/2/20
Revised: 2/8/22
Revised: 2/18/26

SUMMARY OF REVISION/REVIEW:

Major changes to align with the State Administrative and Accounting Manual and RCW 72.09.095. Read carefully!

APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

1/14/26
Date Signed

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 43.88.195; RCW 72.09.095; RCW 72.09.470; RCW 74.18.230; WAC 67-35-160; WAC 137-36-040; DOC 200.050 Purchasing; DOC 200.190 Vending Machines; DOC 210.060 Donations; DOC 530.150 Family-Centered Services; Office of Financial Management State Administrative and Accounting Manual

POLICY:

I. The Department has established an Incarcerated Individual Betterment Fund per RCW 43.88.195. Assets of the betterment fund will be used solely for incarcerated individual betterment activities that enhance the security and orderly operation of a facility by reducing idleness, encouraging positive development of family and community ties, and authorized expenses for incarcerated individuals.

DIRECTIVE:

I. General Requirements

A. The betterment fund will be maintained per the Office of Financial Management State Administrative and Accounting Manual (SAAM).

B. Revenue and expenditures will be documented and measured for tracking financial status and determining budgets.

1. A list of authorized and unauthorized expenditures will be approved by the Comptroller/designee and maintained on the Business Services SharePoint site. Purchases will comply with DOC 200.050 Purchasing.

II. Budget

A. The Secretary will review and approve the final budget for the betterment fund each fiscal year, including modification requests. Recommendations will be provided by the Betterment Fund Committee for the fiscal year budget.

1. Two Statewide Family Council members with relevant experience (e.g., budget, finance, accounting) will be invited to attend and provide input during the review process for the agency budget.

2. A committee will provide family-friendly budget recommendations per DOC 530.150 Family-Centered Services.

B. Unspent funds from the previous fiscal year budget will be returned to the betterment fund balance for future allocation.

C. Superintendents and the Reentry Center Administrator may approve budget requests made by incarcerated individuals.

1. Requests will only be authorized if funds are available. Management decisions regarding the betterment fund are final.

III. Source of Revenue/Funds

A. Authorized revenue for the betterment fund are:

1. Commissions received as the result of the Incarcerated Individual Technology Services Contract,
2. Contracted visit room vending machine commissions,
3. Donations per DOC 210.060 Donations,
4. Recycling,
5. Contraband funds per WAC 137-36-040, and
6. Surplus property proceeds when the original funding was provided from the betterment fund.

B. Funds will not be authorized as betterment fund revenue from:

1. Recoveries of expenditures (e.g., recreation fees, refunds of returned purchases),

2. Revenue generating activity items that are accounted for in an enterprise fund (e.g., car washes, hobby craft sales), or

3. Revenue generated from vending machines not accessible to incarcerated individuals (e.g., in administrative offices) per DOC 200.190 Vending Machines.

C. Funds received from other sources may be authorized by the Betterment Fund Administrator.

IV. Crime Victims Compensation Fund

A. 25 percent of all revenue received will be transferred to the Crime Victims' Compensation Fund per RCW 72.09.095.

V. Reporting

A. The betterment fund financial report will be updated and submitted quarterly for posting on the Department's website, including:

1. The fiscal year budget approved by the Secretary, and

2. Quarterly reports for budget vs actual reports, including facility reports.

B. The betterment fund financial status will be publicly reviewed quarterly during Betterment Fund Committee meetings.

VI. Audit Requirements

A. Betterment fund subaccounts are subject to internal audit. The Audit Director will determine the nature, timing, and scope of these audits per SAAM 20.40 and internal procedures.

B. The betterment fund is subject to audit by the Washington State Auditor's Office.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None