

ADM-15.12, "E.H. Cooper Trust Fund,"

SCDC POLICY/PROCEDURE

Change 2 to ADM-15.12: 17.2

CHANGE 1 to ADM-15.12: 3.2

NUMBER: ADM-15.12

TITLE: E.H. COOPER TRUST FUND

ISSUE DATE: March 1, 2006

RESPONSIBLE AUTHORITY: DIVISION OF BUDGET AND RESOURCE MANAGEMENT

OPERATIONS MANUAL:ADMINISTRATION

SUPERSEDES: ADM-15.12 (December 1, 2002)

RELEVANT SCDC FORMS/SUPPLIES: 10-7, 10-14, 15-1, 15-14, 15-15, 15-20, 18-15, 19-11

ACA/CAC STANDARDS: 4-ACRS-7D-17, 4-ACRS-7D-22, 4-4041, 4-4033, 4-4044, 4-4045, 4-4046, 4-4047

STATE/FEDERAL STATUTES: S.C. State Unclaimed Property Laws; S.C. Code Ann. §24-3-220

NOTE: INMATES WILL BE RESPONSIBLE FOR NOTIFYING THEIR FAMILIES, FRIENDS, AND CORRESPONDENTS OF THIS POLICY/PROCEDURE.

NOTE: For security reasons, additional procedures and instructions are included separately in ADM-15.12B, which is a restricted policy/procedure.

PURPOSE: To establish guidelines for the deposit, withdrawal, and administration of inmates' personal funds held in the Agency's trust fund entitled E.H. Cooper Trust Fund (also referred to as Cooper Trust Fund or EHC).

POLICY STATEMENT: Inmates will be afforded the opportunity to deposit personal funds in, and to make withdrawals from, the E.H. Cooper Trust Fund. Designated SCDC personnel will deposit, withdraw, and safeguard these monies in strict compliance with applicable Agency policies/procedures; with state statutes, regulations, and guidelines; and according to generally accepted accounting principles. (4-ACRS-7D-17, 4-ACRS-7D-22, 4-4031, 4-4045)

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SPECIFIC PROCEDURES:

1. RESPONSIBLE AUTHORITY:

1.1 The Chief, Financial Accounting Branch, will administer the E.H. Cooper Trust Fund, herein referred to as the Cooper Trust Fund.

1.2 The Warden of each institution will be responsible for designating at least two (2) employees to be responsible for making Cooper Trust Fund data entries.

2. CASH DEPOSITS: (NOTE: Refer to SCDC Policy/Procedure ADM-15.12B for additional deposit instructions and information.)

2.1 Cash deposits will be made for new admissions, re-admissions, or inmates re-entering SCDC from other correctional jurisdictions, provided these funds are not considered contraband in accordance with SCDC Policy/Procedure OP-22.35, "Contraband Control." The following will apply:

2.1.1 Only U.S. coins and currency will be acceptable for cash deposit.

2.1.2 For allowable cash deposits, the inmate will be issued an SCDC Form 15-15, "E.H. Cooper Trust Fund Receipt."

2.2 No cash or other funds will be accepted by any SCDC employee from a visitor for deposit.

2.3 No cash received through the mail for an inmate will be accepted for deposit to an inmate's account. Cash received through the mail will be processed in accordance with SCDC Policy/Procedure PS-10.08, "Inmate Correspondence Privileges."

2.4 Coin: No damaged (unusable) or contaminated coin will be accepted by the banking system for deposit; therefore, the SCDC will refuse to accept any of these coins for deposit.

2.5 Currency: Contaminated paper currency must be sealed in a clear plastic bag with an enclosed deposit slip for the amount of these items only. The serial number of each bill must be listed on the deposit slip. The bank will process currency subject to verification of the Federal Reserve depository. Damaged bills which are unusable will not be accepted by the SCDC for deposit. Any currency returned by the bank will result in a debit of the applicable account.

3. MONEY ORDER DEPOSITS:

3.1 Accepted Types: U.S. Postal Service, Western Union, and Canadian Postal Service (ONLY if issued in U.S. currency) money orders will be accepted for deposit to the Cooper Trust Fund. If any other type of money order is received for an inmate, the money order will be returned to sender in accordance with SCDC Policy/Procedure PS-10.08, "Inmate Correspondence Privileges."

3.2 Money orders will only be accepted for deposit when mailed to the below post office box address: The ONLY exception to this process is noted below in section 3.2.1. (Note: Money orders mailed to an institution will be returned to the sender with the postage cost charged to the inmate, pursuant to SCDC Policy/Procedure PS-10.08.)(Changes in RED, amended by Change 1, dated July 13, 2017.)

~~SCDC COOPER TRUST FUND
POST OFFICE BOX 102111
COLUMBIA, SC 29221-5011~~

JPay

P. O. Box 260177

Pembroke, Fl. 33026

3.2.1 Money orders that are to pay for an inmate to either visit select family members in the hospital prior to the family member's imminent death or to attend the viewing or funeral service will be made-out to SCDC and include the inmate's name, SCDC number, and a description of the visit/service. The person paying for this service via an approved money order must hand-carry the money order to the Business Manager,

Chaplain, or his/her designee at the institution where the inmate is housed. Refer to SCDC Policy PS-10.05, "Inmate Religion," for further information.

3.3 Completion of Money Order : To ensure accurate processing of a money order, the sender must follow all instructions, below:

3.3.1 The sender must make the money order payable to "Cooper Trust Fund for Inmate # _____."

3.3.2 The sender must forward a properly completed SCDC Form 15-14, "Cooper Trust Fund," with the money order.

3.3.3 No other items (such as letters, birthday cards, etc.) may be included with the money order. If other items are included, the entire contents will be returned to sender at the inmate's expense.

3.3.4 Notice of Return: Inmates whose mail has been returned to the sender by the Financial Accounting Branch will receive a "Notice of Returned Items-Central Cooper Receipting Returns Report." This report will include all returns by the Financial Accounting Branch. The institutional Cooper Trust Fund designee will print the reports for weekly distribution to inmates having returned mail from the Financial Accounting Branch in lieu of SCDC Form 10-7, "Notice of Rejected Incoming/Outgoing Correspondence," and SCDC Form 10-14, "Agreement to Debit E.H. Cooper Account." However, if the cost of mailing the returned item(s) exceeds the minimum first-class postage fee, the Financial Accounting Branch will send the inmate an SCDC Form 10-14 noting the extra cost. Reports will be produced weekly (on Wednesday) for the previous week. Institutions must print the reports and distribute them prior to the following Wednesday.

3.4 Posting the Money Order: An inmate will receive notification of each money order credited to the Cooper Trust Fund account.

(Note: Reports will be produced daily, Monday - Friday, excluding weekends and holidays. Institutional Cooper Trust Fund designee(s) must print this report daily since files will be overwritten with each daily run.

4. CHECKS ACCEPTED FOR DEPOSIT: Unless specifically provided for in these procedures, no checks to include personal checks will be accepted for deposit to an inmate's Cooper Trust Fund account.

4.1 Government Checks: Checks issued by other correctional jurisdictions, counties, states, or federal agencies to inmates will be accepted by the institution for deposit. The institutional Cooper Trust Fund designee at the inmate's institution will issue a SCDC Form 15-15, "E.H. Cooper Fund," as a receipt to the inmate. A check issued to an inmate (instead of being issued to the Cooper Trust Fund for the inmate) must be endorsed by the inmate for deposit to the SCDC Cooper Trust Fund. The inmate must endorse/sign the check exactly as his/her name is printed on the front of the check.

4.2 Other Checks: On a limited basis, other checks will be accepted, subject to the approval of the Financial Accounting Branch, with the provision that a two (2) week freeze (account hold for amount of deposit) will apply from the date of bank deposit. Check types usually accepted include insurance claim settlements issued by insurance companies, legal settlements issued by attorneys, bank cashier checks, and vendor

refunds for purchases paid by Cooper Trust Fund check. The SCDC may limit, restrict, or refuse acceptance of these checks for deposit to the Cooper Trust Fund account.

4.3 Payee Identification: Checks must identify the inmate by SCDC inmate name and SCDC number or by social security number. If no identification information is provided by the sender/issuer of the check which matches SCDC records, the item will be returned to the sender. The SCDC will NOT accept the item for deposit. The payor (issuer) of a check may issue a check payable to the inmate. The following will apply:

4.3.1 The check must be sent to the inmate at his/her institutional address so that the inmate may endorse the check for deposit to the SCDC Cooper Trust Fund.

4.3.2 The inmate must sign (endorse) the check exactly as printed on the front of the check.

4.3.3 The institutional Cooper Trust Fund designee will issue the inmate an SCDC Form 15-15, "E.H. Cooper Trust Fund."

4.4 Checks issued payable to the SCDC Cooper Trust Fund for an inmate may be sent to the institution for deposit or directly to the Financial Accounting Branch. The check or supporting information must identify the inmate by inmate name and SCDC number (or social security number). These checks do not require the inmate's signature for endorsement. The employee responsible for Cooper Trust Fund at the inmate's institution will issue an SCDC Form 15-15, "E.H. Cooper Trust Fund," to the inmate for checks received by the institution. For checks received by the Financial Accounting Branch, the inmate will ONLY receive the "Notice Report, E.H. Cooper Deposit and Money Order," printed by the institution.

5. ELECTRONIC CASH AND CREDIT CARD TRANSFERS: Inmates may receive deposits to their Cooper Trust Accounts by the following additional sources:

5.1 Money may be sent from nearly 45, 000 Western Union Agent locations nationwide via the Quick Collect Method. This service is available online at www.westernunion.com or Credit/Debit Card money transfers may be used by phone (1-800-634-3422). Completion of the blue Quick Collect Form will include the following information from the sender:

- Pay to: South Carolina Department of Corrections
- Code City/State: SCDOC/SC
- Account number: SCDC Inmate number, last name, first name

5.2 JPAY: Money may be sent via the Internet at www.jpays.com or credit/debit cards are accepted by telephone at 1-800-574-JPAY (574-5729).

6. VOID DEPOSIT: If the check received for deposit is denied and/or returned to SCDC, the inmate's Cooper Trust Fund account will be immediately debited for the amount of receipt.

7. WITHDRAWALS:

7.1 An inmate may utilize the Cooper Trust Fund to purchase goods and services from the SCDC, as permitted or restricted by the SCDC, through the use of his/her inmate identification card. A deduction for the total will be posted to the inmate's account at the time of purchase.

7.2 Processing Fee: Inmates requesting issuance of checks from their accounts must pay a processing fee for each check. The SCDC will supply the envelope and postage to mail the check. This fee will be automatically deducted from an inmate's Cooper Trust Fund account at the time of the check request. An inmate must have funds available for the requested check amount and the full processing fee in order to have a check request completed. The fee, set by the Agency Director, will be posted in each institution, and may be modified at any time. The fee is non-refundable and will not be waived except for entry errors. No fee will be charged for the following check types which are not mailed:

7.2.1 A check payable to an inmate prior to his/her release which is returned to the institution for delivery to the inmate prior to release (i.e., RL transaction type); and

7.2.2 A check issued to the SCDC for reimbursements, etc. (i.e., RI transaction type).

7.3 Requests for Checks: An inmate may request a check payable to an individual or vendor (business) by completing SCDC Form 15-1, "Cooper Trust Fund Withdrawal," except as limited or prohibited by this or other applicable SCDC policies/procedures. An inmate must complete all information requested on SCDC Form 15-1, to include the inmate's full name and SCDC number, amount of check request, payee's name, and mailing address. The payee will be designated as either an individual or vendor.

7.4 Checks to Vendors: If the payee is a vendor, an invoice, payment form, order form, or remittance advice bearing the vendors name and address and showing the item for which payment is made must be attached to SCDC Form 15-1. The inmate must mark the "yes" block. Financial Accounting personnel will process the check request and mail the attachment with the check to the vendor.

7.4.1 Institutional mailroom personnel or the Cooper designee will staple the attachment to the BACK of the original (white copy) of SCDC Form 15-1.

7.4.2 The inmate will be responsible for including the correct billing account number, payment number, case number, item order number, or other information needed by the vendor to process the check payment.

7.4.3 If an inmate is ordering goods to be mailed to him/her at SCDC, then s/he must provide the mailing address of his/her current institutional location. Any orders sent by a vendor to SCDC Headquarters will be returned by Financial Accounting to the vendor at the inmate's expense.

Note: It is the inmate's responsibility to ensure that the items which s/he is ordering are not contraband or unauthorized property.

7.5 Checks to Financial Institutions: If the payee is a financial institution, appropriate bank documentation must be on file with the Financial Accounting Branch Cooper Trust fund office. Checks will only be issued where the inmate's name is the same as the account holder. Initially, the inmate must request that the financial institution mail documentation to him/her at the institution. The institutional Cooper designee will forward this documentation to the Financial Accounting Branch with the inmate's first check request. For subsequent withdrawals, the inmate must attach a sheet of paper showing the account name and the account number. The Financial Accounting Branch will maintain a file of all inmates' bank documentation and will compare this documentation to any requests for checks to be sent to a financial institution. The name of the financial institution should be entered in the "Vendor/Business" Payee Information area of SCDC Form 15-1.

7.6 Checks to Religious or Charitable Organizations: If the payee is a religious or charitable organization, the payee must be recognized by the United States Internal Revenue Service as a charitable or religious organization meeting the requirements of Section 501(c)(3) of the Tax Code. (The name of the religious or charitable organization should be entered in the "Vendor/Business" Payee Information area of the SCDC Form 15-1.) Attachments are optional. Mark "yes" or "no" as appropriate.

7.7 Checks to Individuals: If the payee is an individual, the individual must be an immediate family member currently on the inmates approved visiting list. Exceptions to the above must be approved in writing by the Warden and then only upon compelling circumstances. Checks may only be mailed to the address listed for the family member as it is shown on the inmate's approved visiting list. The Cooper designee will verify the address listed on the SCDC Form 15-1 by checking the approved visiting list. Requests that are not properly addressed will not be processed.

7.8 Checks Required by State or Federal Orders: Payments as directed by state or federal court orders will be honored.

7.9 The use of a form, sheet, or enclosure attachment is ONLY permitted when mailing with a check to a business/vendor. Absolutely NO letters, cards, etc., will be accepted for mailing with checks to individuals. Inmates must mail any personal letters separately.

7.10 The SCDC has the right to require the inmate to verify the identity of any payee. If the inmate is unable or refuses to comply, the check request will be denied.

8. VERIFICATION OF SCDC FORM 15-1, "COOPER TRUST FUND WITHDRAWALS:

8.1 An employee(s) designated by the Warden will witness the completion and signing of SCDC Form 15-1 by the inmate. The employee will verify the identity of the inmate completing the form as the account holder, by comparing the inmate's SCDC photograph on his/her identification card to the inmate physically completing the form. Additionally, the employee will perform or witness the fingerprinting of the inmate as required for completion of the form.

8.2 The employee will acknowledge completion of the identification process by signing SCDC Form 15-1 where indicated.

8.3 The institution's Cooper Trust Fund designee will review all information on SCDC Form 15-1, ensuring that the information is printed clearly and legible. If SCDC Form 15-1 cannot be read clearly, the form will not be accepted, and a new form must be prepared by the inmate.

8.4 SCDC Form 15-1 will be separated. The last copy will be given to the inmate. The second (yellow) copy will be retained by the institutional Cooper Trust Fund designee for four (4) years for management review documentation. The original will be forwarded to the Financial Accounting Branch.

8.5 The institution's Cooper Trust designee will enter the check request into the Cooper Trust Fund system. The employee keying the transaction will be responsible for ensuring that ALL information is properly entered and reviewed prior to completion of the check request entry.

8.6 Once entered, the Cooper Trust Fund designee will batch the "Cooper Trust Fund Withdrawals" by date keyed. Within the date's batch, they will be sorted in inmate number order. The Cooper Trust Fund designee should separately batch the forms by date of entry and forward to the Financial Accounting Branch, Cooper Trust Fund. Forms must be delivered by use of the accounting blue bag and bus/mail transportation system OR be hand carried to the Financial Accounting Branch, Cooper Trust Fund.

9. CHECK ISSUE SCHEDULE:

9.1 An inmate should generally allow one (1) - two (2) weeks from the date that the completed SCDC Form 15-1, "Cooper Trust Fund Withdrawal," is turned in to the institution's Cooper Trust Fund designee until the date the check will be issued.

9.2 Upon receipt by Financial Accounting of properly completed and entered single check (checks mailed to individuals and vendors) withdrawal forms, requests will be verified by inmate name, SCDC number, payee, entry type, and amount. Upon verification, the requests will process with the next weekly check run.

9.3 Checks payable to an inmate pending release (RL type) or payable to SCDC for return to institution (RI type) will be issued within two (2) working days of receipt of properly completed withdrawal forms. The institution must allow additional time for the form to travel to the Financial Accounting Branch and return to the institution.

10. CHECK VOIDED:

10.1 If a check is returned to the Financial Accounting Branch to be voided, a credit will be posted to the inmate's account and the check will be physically voided. No fee will apply.

10.2 Stale Dated Checks: Outstanding checks will no longer be honored by the bank when they are deemed old (stale dated). The stale dating of checks does not apply to any check that has been paid or previously

voided. The process required by the bank and SCDC normally requires 8-12 months to complete from the check issue date. Once a check becomes stale dated, SCDC will credit the inmate's Cooper Trust Fund account for the amount of the check.

11. STOP PAYMENT:

11.1 When an inmate has completed and signed SCDC Form 15-1, the inmate may NOT withdraw the request nor request stop payment of a check.

12. INMATE TO INMATE TRANSACTIONS/WITHDRAWALS:

12.1 All inmate to inmate transactions must be approved by the respective Warden. (4-4047)

12.2 The inmate-sender must complete SCDC Form 15-1, "Cooper Trust Fund Withdrawal," and include the following:

- Payee Name: Name of inmate receiving the check;
- Payee Address (line 1): Receiving inmate SCDC identification number and institution name;
- Payee Address (line 2): Mailing address of receiving institution;
- City, State, & Zip: Mailing address of receiving institution.

12.3 The Warden of the sender's institution must indicate his/her approval on SCDC Form 15-1.

12.4 Approved forms will be sent to Financial Accounting for processing. Transfers will be completed according to the check issue schedule, as outlined in Section Nine (9).

12.5 See SCDC Policy/Procedure PS-10.06, "Inmate Hobbycraft Program," for information on inmate-to-employee and/or others sales of hobbycraft items.

13. CLOSEOUT OF INMATE ACCOUNTS:

13.1 Checks Requested for Delivery by an institution to inmate Prior to Release:

13.1.1 Inmates scheduled for release may request a check for the balance of his/her account or a LESSER amount prior to release by using SCDC Form 15-1, "Cooper Trust Fund Withdrawal." These checks will be issued and returned to the institutional Cooper Trust Fund designee. The institutional Cooper Trust Fund designee must maintain these checks in a secure location until the time of the inmate's release.

13.1.2 The institutional Cooper Trust Fund designee should enter these withdrawals using the release type (RL) of check request transaction. The inmate's name will be automatically stored in the payee field.

13.1.3 These transactions should be combined in one batch with other SK and RI types keyed that day. Sort the day's batch in inmate number order and forward to Financial Accounting.

13.1.4 NO release checks will be automatically cut by Financial Accounting Branch personnel for any institution. INMATES ARE RESPONSIBLE FOR REQUESTING THEIR FUNDS AT LEAST TWO (2) WEEKS PRIOR TO RELEASE. Institutions should work with inmates scheduled for max-out and other release programs in processing their checks in a timely manner.

13.2 Inmate Requests to Mail Release Checks to Outside Address After Release:

13.2.1 An inmate must complete SCDC Form 15-1, "Cooper Trust Fund Withdrawal," providing his/her name, SCDC number, and a forwarding (outside) address where the check is to be mailed after release. (Inmates eligible for hourly construction inmate pay, hourly industries inmate pay, or industries private sector pay generally receive pay after their release; therefore, they should complete SCDC Form 15-1 with the forwarding address.)

13.2.2 The institutional Cooper Trust Fund designee will key the transaction using the single check (SK) transaction type and forward the completed SCDC Form 15-1 to Financial Accounting for processing.

13.2.3 If the check cannot be requested until after the inmate is released (out of the institutional count), the institutional Cooper Trust Fund designee must forward the completed SCDC Form 15-1 to Financial Accounting for entry.

13.2.4 Accounting personnel will mail the check to the inmate at the address provided on SCDC Form 15-1.

13.2.5 Inmates released from SCDC custody who did not request their funds prior to release must mail a written request to the Financial Accounting Branch to receive his/her funds. Requests should be mailed to the following address:

SC Department of Corrections
Financial Accounting - Cooper Trust
PO Box 21787
Columbia, SC 29221-1787

13.2.6 Adequate verification of identity will be required. At a minimum, the inmate must include: his/her name, inmate number, social security number, date of birth, and his/her signature. The inmate must also include the address where the check is to be mailed. NO WALK-IN PICKUPS OF CHECKS WILL BE PERMITTED. All checks will be issued with the next scheduled check run.

13.3 EMPLOYEES ARE PROHIBITED FROM CASHING CHECKS ISSUED TO INMATES.

14. CHECKS PAYABLE TO SCDC(RI TRANSACTION TYPE): An inmate may request a check to reimburse the SCDC (e.g., payment of elective outside medical transportation costs, etc.). The inmate must complete SCDC Form 15-1, "Cooper Trust Fund Withdrawal." The following will apply:

- The Payee name should be "SCDC."

- Payee Address (inmate should leave this section blank.).
- The institutional Cooper Trust Fund designee at the inmate's institution may use the address line to notify the SCDC of the accounting codes and other necessary information for posting of payment. Other memos or notes may be attached as necessary to explain the transaction.
- The computer system will not capture address data for this type of entry (address field blanks); therefore, address information does not need to be keyed.

14.1 The institutional Cooper Trust Fund designee at the inmate's institution will enter the check request using the return to institution (RI) transaction type.

14.2 The Financial Accounting Branch will issue a check and receipt if sufficient information for posting is provided. Otherwise, the check will be returned to the institutional Cooper Trust Fund designee at the inmate's institution for re-processing.

15. INTEREST: In accordance with Internal Revenue Service requirements, interest payments will only be made to those inmates providing a valid social security number which has been recorded in the automated inmate record at the time of interest posting. Funds of the Cooper Trust Fund will be invested and managed by the State of South Carolina on behalf of the SCDC. Interest will be paid to all inmates having a monthly average balance of more than \$10.00 for the monthly earning period. The interest rate will be comparable to rates paid for similar accounts and services at local financial institutions. Interest will no longer accrue for inmates who escape, complete their sentence, are released to community supervision, or are deceased. Interest earned notices will be issued to account holders in accordance with Internal Revenue Service (IRS) requirements. Information will also be reported to the IRS as required by the IRS. (4-4044, 4-4046)

16. IDENTIFICATION (ID) CARD USE AS COOPER TRUST FUND DEBIT INSTRUMENT: SCDC inmate ID cards enables an inmate having sufficient funds in the Cooper Trust Fund to purchase goods and services from SCDC by use of his/her ID card as a debit card. A debit (deduction) will be posted to the inmate's Cooper Trust Fund account at the time of purchase. Inmates and SCDC staff are responsible for knowledge of related information contained in SCDC Policy/Procedure OP-21.06, "Inmate Identification Card."

16.1 The inmate is responsible for security of his/her ID card at all times.

16.2 The inmate is responsible for all purchases and charges made to his/her account by use of the ID card.

16.3 The cardholder is responsible for reporting any known or suspected problems with his/her account.

16.4 If an SCDC employee removes the ID card from an inmate's possession, this action will be documented in accordance with SCDC Policy/Procedure OP-21.06, "Inmate Identification Card."

16.5 Lost/Stolen ID Card: Inmates are responsible for reporting any loss, theft, abuse, or damage (ID no longer usable) to the designated institution staff immediately. Refer to SCDC Policy/Procedure OP-21.06, "Inmate Identification Card" for additional information.

17. ACCOUNT INFORMATION :

17.1 Sales Receipt: For each canteen purchase, a sales receipt will be issued to the purchaser (inmate, employee contractor who works in SCDC facilities on a regular basis, or temporary employee). The purchaser should retain this receipt. The canteen receipt will show the weekly spending limit available to the inmate for the remainder of the week. This amount will be the lesser of the available cash balance in the account OR the inmate's spending limit minus all cashless purchases (canteen, special fund, copy, and postage transactions) made during the weekly period.

17.2 Account Balance:

17.2.1 The inmate will be sent a "Notice of Receipt" upon receipt of a money order or other deposit item. In addition to information regarding the deposit, the inmate's current account balance after posting of a money order or other deposit will also be shown. This notice will be printed prior to any restitution deductions; therefore, the balance would not reflect the restitution deductions, if any. (Changes in BLUE below, amended by Change 2, dated February 14, 2018)

17.2.1.1 SCDC deducts no more than 60% of incoming deposits to cover restitution owed by the inmate. Restitution deductions can include, but not limited to general restitution (restitution incurred by an inmate for medical treatment, legal material, etc.), and/or extraordinary/reasonable costs deductions. NOTE: Refer to SCDC Policy ADM-15.01, "Repayment Of Costs By Inmates," for additional information regarding extraordinary/reasonable costs deductions. If an inmate is indigent (E. H. Cooper Trust Fund account balance and/or deposits for a thirty day period has not exceeded \$6.43), no deductions will be taken that would bring the final E. H. Cooper Trust Fund account balance below \$6.43.

17.2.2 No other information will be provided regarding account balances except as obtained by written request for the monthly account statement.

17.2.3 SCDC staff must not disclose information regarding an inmate's account balance or transactions to other inmates, family, or non-SCDC parties. Exceptions will only be made in cases where the inmate has provided the institutional designee or the Financial Accounting Branch with written permission to release information to a specified party. Information will also be provided as directed upon receipt of a court order or subpoena.

17.3 Account Statement:

17.3.1 Inmates may request a monthly statement listing all account transactions for the period upon submission of an SCDC Form 19-11, "Request to Staff Member," to the institution's Cooper Trust Fund designee.

17.3.2 The inmate must turn in the request by the fifth (5th) calendar day of each month to receive a statement for the prior month. If the request is not made by this deadline, no statement for the prior month will be issued.

17.3.3 The institutional Cooper Trust Fund designee will provide an account statement to the inmate by the 10th calendar day of the month.

17.4 Reporting of Mistake in Account: If an inmate thinks a mistake has been made with his/her account, an SCDC Form 19-11, "Inmate Request to Staff Member," must be completed and turned in to the institutional Cooper Trust Fund designee no later than 75 calendar days following the end of the month in which the mistake was made.

17.4.1 Example: Inmate thinks a mistake happened on May 10. Inmate must complete and turn in SCDC Form 19-11 by August 15. (End of month with error is May 31. Seventy-five (75) days after May 31 is August 15, making the deadline August 15.)

17.4.2 On this form, the inmate must list his/her name, SCDC number, date of suspected mistake, amount in question, and a description of the mistake/error/problem.

17.4.3 SCDC Investigation of Report of Account Mistake: The institutional Cooper Trust Fund designee will give the inmate the results of its review or correct the error within ten (10) working days. If the problem cannot be resolved within this period, the Financial Accounting Branch will notify the inmate in writing within ten (10) working days that the investigation is continuing. Within 90 calendar days, the Financial Accounting Branch will either correct the mistake or explain why the account is correct and record the necessary adjustments to the account.

17.5 Transaction Posting Errors: The Financial Accounting Branch may debit or credit an inmate's account to correct identified transaction posting errors. The inmate will be notified of these adjustments. Account balance computation errors will be corrected as noted.

18. EMPLOYEE ACCOUNTS:

18.1 Deposits: Upon issue of SCDC identification card, employees, to include temporary, and contract vendors who work in SCDC institutions may establish a Cooper Trust Fund account for the purpose of using the SCDC Canteen.

18.1.1 Cash, U.S. Postal Service, and Western Union Money Orders, or personal checks will be accepted for deposit. NO third-party checks will be accepted.

18.1.2 Deposits will be in the amount of at least \$5.00 per deposit, but will not exceed \$50.00. The account balance may not exceed \$55.00 at any time.

18.1.3 The institutional Cooper Trust Fund designee will accept the funds and issue SCDC Form 15-15, "E.H. Cooper Trust Fund." The institutional Cooper Trust Fund designees will process separate bank deposits for employees (i.e., employee deposits will not be combined with inmate deposits). The validated bank deposit slip and SCDC Form 15-15 will be forwarded to the Financial Accounting Branch for posting.

18.2 Withdrawals: No withdrawals will be permitted except for canteen purchases of items to be consumed on SCDC property. Accounts may be closed by submitting a written request to the Financial Accounting Branch, which will issue a check upon verification of request.

18.3 If an employee resigns or is terminated from SCDC employment and does not close his/her account, the account will be maintained for six (6) months. After six (6) months, the account will be considered abandoned. Any account with a balance of less than ten dollars (\$10.00) will be closed and funds transferred to offset operating costs of the Cooper Trust Fund. Abandoned funds will be handled in accordance with the South Carolina State Unclaimed Property Laws.

19. WORK RELEASE PROGRAM INMATES: For additional information regarding funds earned by Work Release Program Inmates, see SCDC policies/procedures relating to Community Services Work Release Program Accounting.

20. UNCLAIMED ACCOUNTS: Pursuant to S.C. State Abandoned Property Laws and Statutes At Large, General and Permanents Laws - 2002, Proviso 37.8, any account remaining dormant for a period of five (5) years shall be deposited into the Cooper Special Projects Fund. A letter will be sent to the last known address of the account holder whose balance is \$50.00 or greater.

21. ESCAPED INMATES: Inmates who escape from SCDC will have their accounts frozen. No withdrawals will be permitted upon an inmate's return until completion of related disciplinary action(s) and assessment of restitution charges.

22. DECEASED INMATES: Funds remaining in a deceased inmate's account in excess of \$25.00 will require receipt of a written Probate Court Order directing distribution of the funds prior to their release.

23. DNA FEE: DNA tests are required for inmates convicted of certain charges. See SCDC Policy/Procedure OP-21.09, "Inmate Records Plan," for an explanation of DNA legislation.

23.1 Inmates may choose to pay the full fee of \$250.00 when blood is drawn for the DNA test to avoid automatic fee deductions. To pay the full fee, an inmate must authorize SCDC to deduct \$250 from his/her Cooper Trust Fund account by completing SCDC Form 15-1, "Cooper Trust Fund Withdrawal" and directing the funds to be made payable to SCDC for DNA Fee. No payment for less than \$50 will be accepted unless the amount equals the remaining fee balance.

23.2 SCDC will retain funds from inmate receipts based on the schedule below until the \$250.00 DNA fee is paid in full:

SOURCE OF FUNDS	PERCENTAGE RETAINED
Inmate Pay	5%
Prison Industries Private Sector Enhancement	5% of gross wages
Work Release Programs	5% of gross wages
Deposits into E.H. Cooper Trust Fund	5%

24.DEFINITIONS:

Central Cooper Receipting Office refers to the section in the Financial Accounting Branch responsible for processing money orders.

Contaminated Money refers to soiled, tainted, or unclean monies.

Freeze refers to an automated entry to prevent the withdrawal of a frozen amount. Depending upon the pay or, amount, and type of deposit item, the freeze length period may vary; normally for most items the freeze period is two (2) weeks. The deposit will be credited to the inmate's account and included in the account balance; however, the frozen monies will not be available for withdrawal until the freeze is released by the Financial Accounting Branch. Frozen funds are included in the inmate's account balance for purposes of interest earnings. Funds may also be frozen for Agency security reasons.

Hold refers to an order by a court for the Agency to withhold funds received by an inmate for payment of a court filing fee. The SCDC will comply with this order by preventing the withdrawal of the monies. These funds will remain on hold by the SCDC until time for payment to the court per the order. Funds on hold are included in the inmate's account balance; however, the held funds are not available for use by the inmate or to pay other debts of the inmate.

Payee refers to the individual or business intended as the recipient of the negotiable instrument (check, money order).

Stop Payment Processing Fee refers to a fee incurred by the state and charged by the bank to process a request for stop payment.

—
s/Jon E. Ozmint, Director

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