GOOD AFTERNOON

AMBER ROBBINS
Management & Program Analyst Supervisor

I joined the Performance Audit team in 2014 from Montana State University with a Master’s degree in Statistics. I’ve been involved in five performance audits related to Corrections in the last six years, in areas ranging from secure facilities to community-based supervision and treatment programs.
INMATE WELFARE FUND

- Background
- Objective
- What we did
- What we found
- Recommendation
WHAT IS THE IWF?

Facility Funds

Global Fund

Facilities

state
contracted

or
...may not be used to provide services, supplies, or equipment that the Department or facility is obligated to provide for the health, welfare, security of inmates, or the general operation of a prison.
Determine whether the department administers the IWF according to state law and department policy.
WHAT WE DID

LAW & POLICY/PROCEDURE REVIEW
State law, department policy & procedure

REVENUE SAMPLE
50 items from SABHRS in FY2019-2021

EXPENDITURE SAMPLE
141 items in FY2019-2021

STAFF INTERVIEWS & OBSERVATIONS
Facility administrators (all facilities) & others; observed IWF meeting at MSP

INMATE REP INTERVIEWS
Inmate representatives (MSP and CCC)

OTHER STATES
Idaho, North Dakota, Washington, & Wyoming
IWF was generally administered according to law and policy...

However, there were some inappropriate and questionable IWF expenses and inconsistencies in administrative practices.
Most IWF revenue came from phone contract commissions and canteen sales.

FY2021 IWF Revenue by Facility

- Phone
- Other
- Canteen

Supported by sufficient documentation

From appropriate sources
Examples of appropriate IWF expenditures:

- Entertainment
- Rec equipment
- Appliances used by inmates
- Hobby supplies
- Holiday handouts
- Family events
- Inmate wages (certain inmate jobs)
- Staff pay (e.g., sick-bed visits, supervising tournaments)
- Individual release assistance from Global Fund
IWF EXPENDITURES: Inappropriate

Clerical Errors or Staff Turnover
- A chaplain renewal membership fee
- One washing machine & three dryers
- Hotel room for staff transporting offender
- Plane ticket for extradition from California

Varying Interpretations of Policy
- Ice & water dispenser for infirmary in FY2019
- Professional license renewal fee for one inmate at MSP
**IWF EXPENDITURES: Questionable**

<table>
<thead>
<tr>
<th>Items provided to indigent inmates</th>
<th>Equipment for legal research</th>
<th>Annual license renewal for GED program</th>
</tr>
</thead>
<tbody>
<tr>
<td>About $28,000 annually (all facilities)</td>
<td>A one-time purchase of about $12,000 in FY19 (Global Fund)</td>
<td>$1,350 annually (CCC)</td>
</tr>
</tbody>
</table>

**State or Facility Responsibility**
ADMINISTRATIVE INCONSISTENCIES

Facility Funds
- Use of the form
  - at all
  - the correct form
- Meeting monthly with inmate representatives

Global Fund
- Global Fund request submission timeframe
- Transportation assistance from Global Fund or other funding
<table>
<thead>
<tr>
<th>State</th>
<th>Specificity of Use of the Fund in Policy</th>
<th>Formal Input from Offenders</th>
<th>Oversight Group</th>
<th>Fund Used for Indigent Kits</th>
<th>Recoup Cost for Indigent Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana</td>
<td>Moderate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Idaho</td>
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<tr>
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<tr>
<td>Wyoming</td>
<td>Moderate</td>
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<td>✓</td>
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</tbody>
</table>
RECOMMENDATION

Revise & implement department policy to:

A. Add **clarity** on what is an appropriate IWF expense,
B. Remove **indigent items** from allowable IWF expenses, and
C. Reflect **current practice & expectations** for processing IWF.

Department response: **Concur**