

 <p style="text-align: center;">Massachusetts Department of Correction STANDARD OPERATING PROCEDURE</p>	Effective Date	Responsible Division Deputy Commissioner, Administration
	8/27/2024	
	Annual Review Date	
	8/27/2024	
Policy Name	M.G.L. Reference: M.G.L. c. 124, § 1(c), (q), (u); M.G.L. c. 127, §§ 3, 48, 48A, 49, 96A, and 162; M.G.L. c. 22E, § 4, M.G.L. c. 258B, and Executive Order 399.	
STANDARD OPERATING PROCEDURE TO 103 CMR 405, FUND ACCOUNTS RECEIPT OF FUNDS	DOC Policy Reference: 103 CMR 405; 103 CMR 430; 103 DOC 525	
	ACA/PREA Standards: Click here to enter text.	
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff/Incarcerated Individuals/Civil Commitments
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Location: Department Central Policy File Superintendents/Unit Directors Policies Files
<p>PURPOSE: The purpose of 103 CMR 405 is to set Department of Correction (Department) policy concerning the proper handling and distribution of Incarcerated Individual and Civil Commitment funds. 103 CMR 405 is not intended to confer any procedural or substantive rights, or any private cause of action not otherwise granted by state or federal law.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Deputy Commissioner, Administration Executive Director, Administration and Finance Superintendents</p> <p>CANCELLATION: 103 CMR 405 cancels all previous Department policies and procedures governing Incarcerated Individual and Civil Commitment Fund Accounts (FA) and money.</p> <p>SEVERABILITY CLAUSE: If any article, section, subsection, sentence, clause, or phrase of 103 CMR 405 is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner or otherwise inoperative, such decision shall not affect the validity of any article, section, subsection, clause or phrase of 103 CMR 405.</p>		

TABLE OF CONTENTS

I.	Purpose	3
II.	Guidelines	3

ATTACHMENTS

Attachment #1	ADC Deposit Form – English	5
	ADS Deposit Form – Spanish	6

I. PURPOSE

This Standard Operating Procedure (SOP) establishes guidelines for the internal management and processing of receipt of funds consistent with 103 CMR 405.10, Receipt of Funds, to allow the Department to ensure that funds submitted for deposit are not derived from actions in violation of law or in violation of 103 CMR 405, *Fund Accounts*; 103 CMR 430, *Inmate Discipline*; 103 DOC 525, *Inmate Substance Use Monitoring and Testing*; or in violation of such applicable policies or regulations. This SOP is applicable to all employees, incarcerated individuals and civil commitments of the Department of Correction (DOC).

II. GUIDELINES

The Department shall adhere to the following guidelines:

- A. All checks and/or money orders mailed to an institution or dropped off at an institution must have all fields completed and be accompanied by a completed DOC Automated Deposit Service (ADS) vendor Money Order/Check Deposit Form, Attachment #1.
- B. Per 405.10(7), Fiscal Staff shall ensure that all checks and money orders received at an institution are forwarded to the DOC ADS vendor for processing. Institutions must copy all checks and money orders, and the accompanying vendor Money Order/Check Deposit Form (Attachment #1), before forwarding for processing.
- C. Business checks must include source documentation that identifies the remitting institution and source of the funds and document the eligibility of said payee to receive the funds. Source documentation must remain with the check for Fiscal Staff use.
- D. Government checks shall be vetted by Support Services prior to processing. Checks from the U.S. Treasury must be properly endorsed by said payee. Source documentation must remain with the check for Fiscal Staff use.
- E. A system generated receipt will be printed for all deposits made into an incarcerated individual or civil commitment account. Institutions shall print and distribute system generated receipts for incarcerated individual and civil commitment accounts on a daily basis. Email receipts will not be provided for any funds entered by DOC Staff.
- F. Checks and money orders that do not meet the criteria for processing by the ADS vendor may be processed by the DOC, provided that the DOC makes a determination that the funds submitted for deposit are not derived from actions in violation of law or in violation of 103 CMR 405, *Fund Accounts*; 103 CMR 430, *Inmate Discipline*; 103 DOC 525, *Inmate Substance Use Monitoring and Testing*; or in violation of applicable policies or regulations. Fiscal Staff shall make every

effort to identify the source of funds as an effective means of minimizing the risk of funds being derived from, or used for, illicit or suspicious activities. Factors which may be considered in making this determination include, but are not limited to:

1. Whether both the source of the funds and the payee can be satisfactorily identified;
 2. Whether personal checks and money orders are completely filled out, and/or accompanied by a completed ADS vendor Money Order/Check Deposit Form, Attachment #1;
 3. Whether Department staff can verify the eligibility of the incarcerated individual or civil commitment to receive the funds. Institution staff should contact the Office of Investigative Services (OIS) for assistance in the vetting of funds, if necessary.
- G. Checks and money orders that cannot satisfy established guidelines for deposit into an incarcerated individual or civil commitment account are to be handled in accordance with 103 CMR 403, *Inmate Property*, 403.15(1)(b)(3):
1. The checks and money orders for which the remitter and address is identified will be returned to said remitter.
 2. All other checks and money orders will be copied, then deposited into the institution Unassigned Receipts account.
 3. The remitter may reclaim the deposited funds from a check or money order that has been deposited into the institution Unassigned Receipts account if sufficient documentation to verify their identity as the remitter of said funds is provided.
- H. Any funds found to have been incorrectly, erroneously, or mistakenly entered into an account due to a clerical error, may be debited and a confidential incident report shall be written documenting such error.



Money Order Deposit Form

Send Money!

Here's how...

- 1 Complete the form below by typing or clearly printing in blue or black ink.
- 2 Make money order/check payable to Access Corrections.
- 3 Detach and mail form with money order/check to:
Access Corrections – Massachusetts DOC
P.O. Box 12486
St. Louis, MO 63132

Send Money Faster!

Mailed deposits take up to a week to process. With the following options, funds can be deposited within 24 hours.



Access Corrections App

Send money on the go with our free mobile app.



accesscorrections.com

Easy online deposits.



866.345.1884

Speak with a live, bilingual agent.



Walk-in Retailer

Register at cashpaytoday.com, get a barcode and make a cash deposit where you shop, including Dollar General, Family Dollar, CVS and 7-Eleven.

Important

- To avoid delay in processing, please complete all fields and verify that the recipient's name and ID are correct. If proper recipient cannot be determined, we will return your money order/check.
- Do not send cash, letters, stamps, photos or notes.
- The Money Order Deposit Form must be included with the money order/check to process the deposit. Do not staple, paper clip, fold or tape the money order/check to the form.
- Failure to accurately complete all fields, including the sender's full name and physical address, may result in your deposit being delayed or rejected. Using a P.O. Box could cause a processing delay and will require your driver's license or state ID number*.
- All deposits must be issued in U.S. funds. We only accept money orders/checks drawn from U.S. financial institutions.
- We accept money orders, cashier's checks, business and personal checks (with a 10 day hold on personal checks).
- A \$25 handling fee will be assessed for any returned money order/ check.
- Daily deposit amount cannot exceed 1,000.00.
- Federal law requires the sender provide their social security number for deposits or combined deposits of \$3,000 or more.
- Keefe Commissary Network, LLC dba Access Corrections is licensed as a Money Transmitter by the state of Massachusetts.

© 2019 Rev 01/31/20

ALL FIELDS REQUIRED

Mail to: Access Corrections – Massachusetts DOC, P.O. Box 12486, St. Louis, MO 63132



Massachusetts DOC Money Order Deposit Form Daily Limit \$1,000.00

Deposit Amount (Cannot Exceed \$1,000.00) _____ Recipient ID _____

Recipient First Name _____ Recipient Last Name _____

Sender's First Name _____ Sender's Last Name _____

Sender's Date of Birth (Month/Date/Year) _____ Sender's Phone Number _____

Sender's Email (A Digital Receipt Will Be Sent to the Email Address Provided) _____

Sender's Street Address (Using a P.O. Box May Result in a Processing Delay) _____

Sender's City _____ Sender's State _____ Sender's Zip _____

Sender's Social Security Number (For Deposits of \$3,000 or More) _____

Sender's Driver's License/State ID Number* _____

Rev 01/31/20

Formulario para Depósitos con Giro Postal



¡Envíe Dinero! ≡

Así es cómo...

- 1 Complete el formulario de abajo escribiendo o imprimiendo claramente con tinta azul o negra.
- 2 Escriba el Giro de Dinero / cheque a nombre de Access Corrections.
- 3 Despegue y envíe el formulario junto con el giro de dinero / cheque a:
Access Corrections – Massachusetts DOC
P.O. Box 12486
St. Louis, MO 63132

¡Envíe Dinero Más Rápido!

Los depósitos por correo toman hasta una semana en ser procesados. Con las siguientes opciones, los fondos pueden ser depositados en 24 horas.



Aplicación de Access Corrections
Envíe dinero en nuestra aplicación gratuita móvil.



accesscorrections.com
Depósitos fáciles por internet.



866.345.1884
Hable con un agente bilingüe en vivo.



Locación de Depósito en Efectivo
Regístrese en cashpaytoday.com, obtenga un código de barras y realice un pago en efectivo donde hace compras, incluyendo Dollar General, Family Dollar, CVS y 7-Eleven.

Importante

- Para evitar demoras en el procesamiento, por favor complete todos los campos y verifique que el nombre y la identificación del destinatario estén correctos. Si el destinatario apropiado no puede ser determinado, le regresaremos su giro postal / cheque.
- No envíe dinero en efectivo, cartas, estampas, fotos o notas.
- El formulario debe de ser incluido junto con el giro postal / cheque para procesar el depósito. No grape, sujete con clip o pegue el giro postal / cheque al formulario.
- Fallo a completar con precisión todos los campos, incluyendo el nombre completo y el domicilio del remitente, su depósito puede retrasarse o ser rechazado. Usando un P.O. Box podría causar un retraso en el procesamiento y requerirá su licencia de conducir o su número de identificación estatal*.
- Todos los depósitos deben ser emitidos en fondos de los Estados Unidos. Sólo aceptamos giros postales / cheques de instituciones financieras de Estados Unidos.
- Aceptamos giros postales, cheques de caja y cheques personales (con una retención de 10 días en cheques personales).
- Se cobrará un cargo de manejo de \$ 25 por cualquier giro postal / cheque retornado.
- La cantidad de depósito diaria no puede exceder 1,000.00.
- La ley federal requiere que el remitente proporcione su número de seguro social para depósitos o depósitos combinados de \$ 3,000 o más.
- Keefe Commissary Network, LLC operando como dba Access Corrections tiene licencia como Transmisor de Dinero por el estado de Massachusetts.

2018 Rev 01/21/20

TODOS LOS CAMPOS SON REQUERIDOS

Envíe a: Access Corrections – Massachusetts DOC, P.O. Box 12486, St. Louis, MO 63132

Massachusetts DOC Formulario para Depósitos con Giro de Dinero Límite diario \$ 1,000.00



Cantidad de Depósito (máximo \$1,000.00) <i>Deposit Amount</i> _____	ID del Destinatario <i>Recipient ID</i> _____	
Nombre del Destinatario _____ <i>Recipient First Name</i>	Apellido del Destinatario _____ <i>Recipient Last Name</i>	
Nombre del Remitente _____ <i>Sender's First Name</i>	Apellido del Remitente _____ <i>Sender's Last Name</i>	
Fecha de Nacimiento del Remitente (Mes /Día/ Año) _____ <i>Sender's Date of Birth (MO/DA/YR)</i>	Número de Teléfono del Remitente _____ <i>Sender's Phone Number</i>	
Email del Remitente _____ <i>(Se enviará un recibo digital a la dirección de correo electrónico proporcionada) Sender's Email</i>		
Domicilio del Remitente _____ <i>(El uso de un P.O. Box puede resultar en un retraso del procesamiento) Sender's Street Address</i>		
Ciudad del Remitente _____ <i>Sender's City</i>	Estado del Remitente _____ <i>Sender's State</i>	Código Postal del Remitente _____ <i>Sender's Zip</i>
Número de Seguro Social del Remitente (Para depósitos de \$ 3,000 o más) _____ <i>Sender's Social Security Number (For Deposits of \$3,000 or More)</i>		
Licencia de Conducir de Remitente / Número de Identificación Estatal* _____ <i>Sender's Driver's License/State ID Number*</i>		