

Idaho Department of Correction 	Standard Operating Procedure	Title: Reentry Funding		Page: 1 of 10
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Open to the public: ☒ Yes ☐ No

SCOPE

This standard operating procedure (SOP) applies to department staff involved in the overall case management of residents and clients who need limited financial support for reentry services pursuant to this SOP, whether housed in Idaho Department of Correction (IDOC) facilities or under the supervision of the Division of Probation and Parole (P&P).

Version Summary
Version 6: This SOP renumbers and replaces previous SOP 607.26.01.013 v5.0, <i>Transition Funding Program</i> . Version 6 updates eligibility criteria, funding limits, procedural requirements, and exception handling.

TABLE OF CONTENTS

Scope	1
Table of Contents.....	1
A. Statutory Authority	2
B. Board of Correction IDAPA Rule.....	2
C. Governing Policy Statement.....	2
D. Purpose	2
E. Responsibility	2
F. Definitions.....	3
G. Standard Procedures	3
1. Introduction.....	3
2. Pathways to Funding	4
3. Funding Eligibility	4
4. Recission of Funding or Requirement to Cost-Share.....	7
5. Funding Exceptions	7
6. Use of Funds.....	8

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 2 of 10
---	-----------------------------	---	--------------------------------

7. Funding Priority	9
8. Funding Requests and Approval Process	9
9. Expired Funding	10
10. Housing Provider List.....	10
H. References	10

A. STATUTORY AUTHORITY

1. Idaho Code § 20-217A, Appointment of Director – Salary – Powers and Duties
2. Idaho Code § 20-219, Probation and Parole Supervision and Training – Limited Supervision - Rulemaking
3. Idaho Code § 20-244, Government and Discipline of the Correctional Facility – Rules and Regulations

B. BOARD OF CORRECTION IDAPA RULE

06.02.02, Rules Governing Release Readiness

C. GOVERNING POLICY STATEMENT

1. IDOC provides programs which promote change and successful reintegration of the resident into the community.
2. IDOC does not discriminate based on age, disability, gender, race, sex, creed, or national origin. Considerations for the approval or denial of programs include, but are not limited to, the capability of the department to provide programs and the eligibility of the resident.
3. Nothing in this policy statement will establish any right under state or federal law to programming or education for residents.

D. PURPOSE

To identify requirements for providing limited funding support to IDOC residents and clients, who have no other means of financial support, so they might gain housing and other reentry services that are necessary to promote stability in the community.

E. RESPONSIBILITY

1. Reentry Program Manager

- a. Oversee IDOC reentry funding and compliance with this SOP.

2. Reentry Program Coordinator

- a. Review all requests for reentry funding and approve or deny.
- b. Determine what amount the resident or client must contribute towards their reentry needs to receive funding.

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 3 of 10
---	-----------------------------	---	--------------------------------

3. Transitional Housing Program Supervisor

- a. Oversee the transitional housing provider network, onboarding of transitional housing providers, housing audits, housing standards and compliance, issuance and tracking of Service Authorizations, and tracking and payment of invoices.

4. Facility Heads and District Managers

- a. Implement this SOP and ensure that staff practice these procedures.

F. DEFINITIONS

- 1. *Client*:** A person who has been convicted of a crime against the laws of the state and ordered into the care and custody of the Board of Correction. The term client includes any use in Idaho law, Board of Correction rule, or IDOC policy or procedure of the terms "offender(s)," or any other term referring to a person on probation or parole supervision under the custody of the Board of Correction.
- 2. *Correctional Management System (CMS)*:** a digital platform used by correctional agencies to store, manage, and analyze comprehensive data about individuals throughout their entire criminal justice process, including intake, sentencing, incarceration, parole, and probation, allowing for informed decision-making regarding their supervision and rehabilitation. This includes systems such as Reflections, CIS, and Atlas.
- 3. *Resident*:** A person who has been convicted of a crime against the laws of the state and ordered into the care and custody of the Board of Correction. Resident includes any use in Idaho law, Board of Correction rule, or IDOC policy or procedure of the terms "offender(s)," "prisoner(s)", "inmate(s)", "incarcerated person(s)", or any other term referring to a person residing in a correctional facility in the care and custody of the Board of Correction.

G. STANDARD PROCEDURES

1. Introduction

- a. IDOC reentry funding is a temporary and short-term solution for residents and clients who lack the financial resources for successful reentry into the community.
- b. Reentry funding can be applied to housing, transportation, birth certificate fees, and interstate compact application fees.
- c. All funding approvals are contingent on budget limitations. The reentry program manager has the discretion to temporarily implement new funding procedures or cease funding a particular class or group of residents or clients to meet budget constraints.
 - i. If temporary funding procedures are implemented, the reentry program manager or designee will publish a department memorandum informing staff, residents, and clients of procedural changes.

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 4 of 10
---	-----------------------------	---	--------------------------------

2. Pathways to Funding

- a. A case manager or P&P staff member must initiate the funding application process on behalf of the resident or client.
- b. Case managers may apply for housing and transportation funding a maximum of 35 days prior to the resident's projected release date from prison.
- c. P&P staff may apply for the first 30 days of housing funding a maximum of seven days prior to the client's expected move in date, and for any subsequent funding, seven days prior to the previous month's rent end date.
- d. Case managers and P&P staff may apply for the birth certificate fee and interstate compact application fee in accordance with the timeframes described in section G.6 of this SOP.

3. Funding Eligibility

- a. General Criteria: All other alternative housing options and resources have been exhausted, and the resident or client lacks the financial resources to pay out-of-pocket.
 - i. For this SOP, alternative housing options and resources means:
 - 1) Living accommodations
 - 2) Financial support, or community support obtained via family members and friends
 - 3) Emergency shelter, Medicaid, Social Security, or other non-profit, state or federal funding
 - ii. Clients may be required to provide proof of self-paid services as a condition to be approved for IDOC reentry funding.
 - iii. IDOC Reentry Services expects that residents who have jobs or financial support from family and friends save towards their reentry needs and not rely on IDOC reentry funding for their post-release needs.
- b. Medical or Mental Health Criteria:
 - i. Funding requests due to the resident's or client's inability to gain employment because of a diagnosed medical or mental health issue may be eligible for IDOC reentry funding depending on when a licensed professional clears them to return to work.
 - ii. The client may be required to obtain a note from a licensed professional confirming the client is under their care and when the client can be expected to return to work.
- c. Criteria for Residents:
 - i. Residents are classified as either a rider or a termier.
 - 1) Riders are under the jurisdiction of the sentencing court.

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 5 of 10
---	-----------------------------	---	--------------------------------

- 2) Termers are under the Commission of Pardon and Parole's jurisdiction.
- 3) Violators are residents who were previously on supervision but had their probation or parole revoked and includes those who returned to incarceration due to committing a new crime while on supervision.
- ii. Residents who have Correctional Industries, Work Camp, or private sector employment in the community while incarcerated are unlikely to qualify for IDOC reentry funding due to level of income. If funding is denied, program managers and district managers may seek case-by-case consideration in accordance with section G.5 of this SOP.
- iii. If a resident has an account balance or savings of \$100 or more, the IDOC reentry program coordinator or designee has the authority to determine what amount the resident must contribute towards reentry needs with the least necessary funding assistance from IDOC.
- iv. Residents who withdraw money from their resident trust account leading up to applying for IDOC reentry funding and during the time their request is being processed may be denied funding. Reentry Services may require that withdrawals are for necessities, such as payment for legal fees and services, child support, court filings, or reentry needs.
- v. Residents who exceed the funding criteria will not qualify for IDOC reentry funding and, except for instances where a case-by-case consideration has been granted, will not be eligible for funding for a minimum of 90 days after release from incarceration.
- vi. Rider Funding Criteria:
 - 1) Credits/deposits made to the resident's trust account in the last six months of incarceration minus any payments made for court-ordered obligations cannot total more than \$500. Riders who exceed the \$500 funding criteria will not be approved funding.
- vii. Termer Funding Criteria:
 - 1) For the first six months of the termer's incarceration, the funding criteria noted for riders will apply. Beyond six months, the following criteria in this section will apply.
 - 2) Credits/deposits made to the resident's bank account in the last 12 months of their incarceration minus any payments made for court-ordered obligations cannot total more than \$1000.
 - 3) Must have a tentative parole date before applying for housing or transportation funding.
 - 4) Residents who qualify for IDOC reentry funding and satisfy their sentencing (i.e. full-term release residents) can only be approved for 30 days of transitional housing, transportation, or both upon release. Full-term release residents will not be eligible for any funding post-release due to no longer being under IDOC's jurisdiction.

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 6 of 10
---	-----------------------------	---	--------------------------------

viii. Parole Violator Funding Criteria

- 1) For six months from the resident's return to IDOC incarceration, the funding criteria noted for riders will apply. Beyond six months, the funding criteria noted for termers will apply.
- 2) Residents housed in a county jail awaiting their sentencing may qualify for IDOC reentry funding when sentenced and released back to parole.

d. Criteria for Clients:

- i. Clients are eligible for up to 60 days of funding but will only be approved for 30 days of funding at a time.
- ii. A client cannot utilize more than 60 days of funding in any 12-month period. The 12-month period remains in effect even if the client has an intervening incarceration.
- iii. Clients who did not qualify for IDOC reentry funding prior to their release from prison will not be eligible for IDOC reentry funding for a minimum of 90 days post-release.
- iv. Clients who have been living in the community for more than 12 consecutive months are not eligible for IDOC reentry funding.
 - 1) An exception may be made for clients who were sentenced to a treatment court fewer than 12 months before submitting the funding request.
- v. A client who was released in the last 90 days, who at the time of release had at least \$500 without any IDOC reentry funding, must be screened for reentry funding. The probation & parole officer (PPO) doing the screening must consider:
 - 1) Amount of money client had when released
 - 2) Amount client self-paid for rent - cost, number of months, and deposit
 - 3) Amount client self-paid for transportation, including downpayment or purchase
 - 4) Amount client self-paid for necessities
 - 5) Amount client self-paid for medical/mental health, dental, or vision expenses
 - 6) Amount client self-paid for work clothes or other work-related necessities
- vi. Extenuating Circumstances
 - 1) When a client does not normally qualify for reentry funding, IDOC may grant a funding exception if there is an extenuating circumstance, such as an illness, employment layoff, or other crucial reasons that prevent them from working and supporting themselves.

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 7 of 10
---	-----------------------------	---	--------------------------------

- 2) Extenuating circumstances do not include being fired from or quitting employment.
- vii. Clients who are approved IDOC-funded housing must reside with their approved housing provider for the full 30-days of funding or risk not being approved for any additional funding. This applies even when a PPO authorizes the client to move out before funding ends. Clients are free to move out of the provider's home without penalty once the 30-day funding period ends.
- viii. Subsequent Months of Funding
 - 1) If the client has already received 30 days of IDOC funded housing and requests 30 additional days of funding, the housing provider and PPO should collaborate to determine whether the client is a good candidate for a second or subsequent round of funding. Important considerations include:
 - a) Reasons for client's most recent unemployment
 - b) Whether the client was diagnosed with a health or mental health issue that is preventing the client from gaining employment, including any recent surgeries.
 - c) Whether the client is actively seeking employment.
 - 2) Clients who are required by law to register as a sex offender may apply for an additional 30 days of housing (a total of 90 days) if there are extenuating circumstances.

4. Recission of Funding or Requirement to Cost-Share

- a. IDOC may rescind any reentry funding awarded to a resident or client who does any of the following after being approved funding:
 - i. Continues to have credits/deposits made to their resident trust account, which put the client over the applicable funding criteria.
 - ii. Releases from prison with more than \$100 in addition to approval for IDOC reentry funding.
 - iii. Demonstrates that they did not act honestly or in good faith when applying for IDOC reentry funding.
- b. If IDOC Reentry Services discovers one of the above reasons for recission, but not before the client released from prison, the client will be responsible to repay the sum of those additional credits/deposits or amount that was in excess of the \$100 at release as a cost-share contribution before IDOC Reentry Services will consider the client for any continued funding while on supervision.

5. Funding Exceptions

- a. Case-by-Case Considerations

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 8 of 10
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- i. When the IDOC reentry program coordinator or designee denies the resident's or client's request for funding, the case manager or PPO may email the IDOC reentry program manager (and must cc their program manager, district section supervisor, or higher authority) to advocate for approval.
- ii. Reentry services will consider the resident or client's employment or ability to gain employment, family/friend support, spending habits, amount of money sent outside of the facility, and to what extent the resident planned and financially prepared for release.
- b. The reentry program coordinator may make exceptions up to \$25.00 for those residents and clients who do not meet the criteria described in section G.3.
- c. The reentry program manager or designee has the authority to approve or deny all reentry funding and case-by-case considerations.

6. Use of Funds

- a. Housing
 - i. The initial funding amount approved will be for the minimum amount necessary to establish initial residency.
 - ii. Staff must consider a housing option that will be appropriate for the resident or client and most cost effective for IDOC.
- b. Transportation
 - i. Funding will be available to cover transportation expenses from prison to a supervising district or state of choice.
 - ii. Funding will only be approved for clients who are on supervision when the client needs transportation because supervision was transferred to another IDOC district, interstate compact transfers to another state, or is required to report back to Idaho by the client's PPO.
 - iii. Clients will not be approved transportation funding for day-to-day travel needs within their supervising district.
 - iv. When submitting request, staff must consider the lowest cost option first. The transportation option must not leave the resident or client stranded and without food and shelter for the night.
- c. Birth Certificate Fees
 - i. Case managers may apply for birth certificate fee funding a maximum of 180 days prior to the resident's release from prison. Upon request, the reentry program manager may allow a funding exception to the 180-day criteria on a case-by-case basis.
 - ii. P&P staff may apply for birth certificate fee funding at any time.

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 9 of 10
---	-----------------------------	---	--------------------------------

- iii. If the resident or client has a job, or financial support from friends or family, the resident or client must self-pay the birth certificate fee even if they otherwise meet the funding criteria described in section G.3.
- iv. The birth certificate application fee is only funded once during an individual's entire period of incarceration or supervision.

d. Interstate Compact Application Fee

- i. Reentry funding may be approved for the interstate compact (ISC) application fee only. It cannot be applied to the Parole Commission bond.
- ii. Case managers may apply for ISC application fee funding a maximum of 120 days prior to the resident's release from prison.
- iii. P&P staff may apply for ISC application fee funding at any time.
- iv. There must be a reentry plan to an out-of-state location.
- v. The interstate compact application fee may be funded up to two times.
- vi. If the resident or client has a job or financial support from friends or family, they must self-pay the ISC application fee even if they otherwise meet the funding criteria described in section G.3.

7. Funding Priority

- a. Reentry funding requests are processed and considered in the following priority:
 - i. Clients on supervision (housing and interstate compact application fees)
 - ii. Riders and parole violators (housing, transportation, and interstate compact application fees)
 - iii. Termers (housing, transportation, and interstate compact application fees)
 - iv. Birth certificate fees

8. Funding Requests and Approval Process

- a. Case managers must review a resident's bank account and deduct any payments made for court-ordered obligations from the total credits/deposits received before submitting a Reentry Funding Request form. The remaining credit/deposit balance will be used to determine funding eligibility.
- b. Case managers must not request any changes to an approved service authorized two weeks before the resident's projected release date, unless the bed is no longer available. IDOC Reentry Services may allow an exception if contacted by the program manager.
- c. A new funding request must be submitted whenever a funding decision needs to be changed. The most recent funding decision will always supersede any previous funding decision.
- d. Moving into Housing Without Funding Approval

Document Number: 607.013	Version: 6	Title: Reentry Funding	Page Number: 10 of 10
---	-----------------------------	---	---------------------------------

- i. Clients must not be directed to move into a transitional house without the PPO first obtaining funding approval from IDOC Reentry Services.
- ii. Clients who move into a transitional house without first receiving funding approval from Reentry Services do so at their own risk of having to pay the provider out-of-pocket for days stayed prior to receiving funding approval.

9. Expired Funding

- a. All funding approvals will expire 90 calendar days after the case manager or PPO is notified of the funding decision by the IDOC reentry program coordinator or designee. After 90 days have passed, the case manager or PPO will need to submit a new Reentry Funding Request.
- b. The transitional housing program supervisor or designee must notify the reentry program coordinator or designee of a Service Authorization that has not been utilized within the 90-day period. The reentry program coordinator or designee will liquidate the funding and update the CMS notes.

10. Housing Provider List

- a. The transitional housing program supervisor (or designee) maintains a preapproved transitional Housing Provider List for planning and referral.
- b. The transitional housing program supervisor will add/delete housing providers at the discretion of IDOC Reentry Services staff.
- c. If a transitional housing provider wants to make changes to their housing list entries, the housing provider must contact the transitional housing program supervisor to request those changes. Department staff may not request changes to a provider's housing list entry.

H. REFERENCES

1. Forms

- a. [Reentry Funding Request](#)

2. Other Significant Documents

- a. [Housing Provider List](#)
- b. *IDOC Reentry Services Funding Quick Reference*
- c. *Reentry Funding Client Coaching Quick Reference*
- d. [Reentry Funding Guide](#)
- e. *Reentry Funding Resident Coaching Quick Reference*

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