

CHAPTER 2
FISCAL MANAGEMENT

Authority

N.J.S.A. 2C:43-3.1 through 2C:43-3.3, 2C:44-6, 2C:46-1, 2C:46-4, 30:1B-6, 30:1B-10, 30:4-15.1, 30:4-16.2, 30:4-16.4, 30:4-91.4, 30:4-92 and 30:7E-1 et seq., and the Prison Litigation Reform Act of 1995, 18 U.S.C. § 3626.

Source and Effective Date

R.2000 d.375, effective September 18, 2000.
See: 32 N.J.R. 2363(a), 32 N.J.R. 3436(a).

Executive Order No. 66(1978) Expiration Date

Chapter 2, Fiscal Management, expires on September 18, 2005.

Chapter Historical Note

Chapter 2, Fiscal Management, was adopted as R.1990 d.75, effective February 5, 1990. See: 21 N.J.R. 3408(b), 22 N.J.R. 355(b).

Subchapter 10, Grants, was adopted as R.1990 d.183, effective April 2, 1990. See: 22 N.J.R. 14(a), 22 N.J.R. 1142(a).

Subchapter 6, Inmate Reimbursement for Lost, Damaged or Destroyed Personal Property, was adopted as R.1990 d.363, effective August 6, 1990. See: 22 N.J.R. 1320(a), 22 N.J.R. 2321(a).

Subchapter 3, Expenditure of Inmate Welfare Funds, was adopted as R.1991 d.188, effective April 1, 1991. See: 23 N.J.R. 155(a), 23 N.J.R. 1008(b).

Subchapter 8, Financial Aid upon Release from Correctional Facilities, was adopted as R.1991 d.372, effective August 5, 1991. See: 23 N.J.R. 1511(a), 23 N.J.R. 2310(b).

Subchapter 5, Reporting Loss of Funds, was adopted as R.1991 d.373, effective August 5, 1991. See: 23 N.J.R. 1510(a), 23 N.J.R. 2310(a).

Subchapter 9, Gifts, was adopted as R.1991 d.449, effective August 19, 1991. See: 23 N.J.R. 1754(a), 23 N.J.R. 2509(a).

Subchapter 2, Inmate Accounts, was adopted as R.1991 d.494, effective October 7, 1991. See: 23 N.J.R. 1992(b), 23 N.J.R. 3031(a).

Pursuant to Executive Order No. 66(1978), Chapter 2, Fiscal Management, was readopted by R.1995 d.21, effective December 9, 1994, and Subchapter 1, Introduction, was adopted by R.1995 d.21, effective January 3, 1995. See: 26 N.J.R. 4299(a), 27 N.J.R. 118(a). Pursuant to Executive Order No. 66(1978), Chapter 2 expired on December 9, 1999.

Chapter 2, Fiscal Management, was adopted as new rules by R.2000 d.375, effective September 18, 2000. See: Source and Effective Date.

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SUBCHAPTER 1. GENERAL PROVISIONS

10A:2-1.1 Purpose

(a) The purpose of this chapter is to establish policies and procedures for:

1. Controlling and depositing funds held in trust for inmates;
2. Appropriating expenditures of inmate welfare funds;
3. Reporting the loss of funds by, for example, burglary, theft, or embezzlement, when discovered by a correctional facility;
4. Processing inmate claims for lost, damaged or destroyed personal property;
5. Withdrawing authorized deductions from an inmate's account;
6. Distributing financial aid to persons released on parole or upon expiration of sentence;
7. Receiving and giving gifts; and
8. Processing grants.

10A:2-1.2 Scope

(a) N.J.A.C. 10A:2-2, 3, 5, 6, 7 and 8 shall be applicable to the Division of Operations and the Division of Parole, New Jersey Department of Corrections.

(b) N.J.A.C. 10A:2-9 and 10 shall be applicable to all administrative units within the New Jersey Department of Corrections.

10A:2-1.3 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

“Central Office Revenue Unit” (CORU) means the Department of Corrections unit designated to be responsible for certain revenue collection and disbursements.

“Gift” means money in the form of a money order or certified check or material(s) donated to a correctional facility or administrative unit for a specified or unspecified purpose by a person(s) or organization(s) without an expectation of compensation.

“Grant” means a specific amount of funds or services given to an administrative unit or correctional facility by a funding source to be used over a specific period of time for a specific purpose.

“Inmate personal property” means items owned by an inmate which have been approved for retention in his or her possession while incarcerated in a correctional facility. Inmate personal property may also be property held by a correctional facility on behalf of an inmate and handled in accordance with N.J.A.C. 10A:1-11.

“Loss of funds” means funds received by a correctional facility or an administrative unit, from any source, which are unaccounted for as a result of, for example, theft, larceny, or embezzlement.

“Restitution” means a disciplinary sanction recommended by a Disciplinary Hearing Officer, Adjustment Committee, or a court ordered indemnification which requires the inmate to compensate the correctional facility or victim(s) of a criminal act for any loss, damage or injury perpetrated by the inmate.

10A:2-1.4 Forms

(a) The following forms related to fiscal management shall be reproduced by each correctional facility from originals that are available by contacting the Standards Development Unit, New Jersey Department of Corrections:

1. 943 I-Inmate Claim for Lost, Damaged or Destroyed Personal Property;
2. 943 II-Certification of Inmate Claim;
3. 943 III-Review of Inmate Claim;
4. 947 I-Monthly Report of Gifts Received;
5. 947 II-Annual Report of Gifts Received;
6. 950 I-Fiscal Report of Grants Received;
7. 950 II-Report of Progress of Projects Funded by Grants.

(b) The following form related to fiscal management shall be obtained from the business office of the correctional facility;

1. State of New Jersey Payment Voucher Vendor Invoice.

(c) The following forms related to financial aid upon release from correctional facilities shall be obtained from the Division of Parole, New Jersey Department of Corrections:

1. 814.06 Financial Aid Program Receipt;
2. 814.07 Request for Replenishment of Funds;
3. 814.08 Financial Aid Account.

SUBCHAPTER 2. INMATE ACCOUNTS

10A:2-2.1 Responsibility for inmate accounts

(a) The Business Manager of the correctional facility shall be responsible for maintaining inmate accounts and recordkeeping.