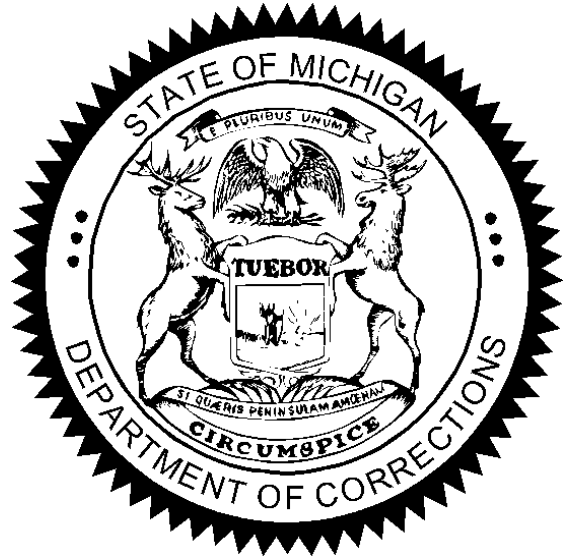


Prisoner Reentry



**Prisoner Reentry Cost and Service Parameters
August 2011**

**Field Operations Administration
Office of Community Alternatives
Offender Reentry Services Section**

The cost and service parameters contained within this guide were informed through recommendations and input received by all 18 local Prisoner Reentry Steering Teams and Administrative Agencies with the final parameters established by the Department of Corrections.

Prisoner Reentry Service and Cost Parameters

Definition of Service Types

The purpose of Reentry Service and Cost Parameters is to provide some consistency in expectations for programming, caps on costs, and assurances that funds are being directed to well-focused intentions. Prisoner Reentry Administrative Agencies should consult with MDOC's Office of Offender Reentry Services on questions concerning the content of these parameters.

EXCEPTIONS: Cost Parameter Exemptions

Based on the need for local flexibility in order to accomplish Prisoner Reentry goals, there must be a mechanism for requesting an exemption to certain cost limits. Prisoner Reentry Administrative Agencies must submit an exemption request in writing, and it must be signed by an authorized representative of the Prison Reentry Administrative Agency and submitted to the appropriate Community Liaison from MDOC's Offender Reentry Services Section. Requests must address all of the following:

- a. Have the full recommendation of the Prisoner Reentry Co-Chairs.
- b. Identify the Prisoner Reentry Service Category and Service Type.
- c. Written justification for exemption of cost parameters.

Depending on the cost category involved, additional requirements pertain, and are described in the relevant sections below.

RESIDENTIAL STABILITY:

Introduction

The following activities are generally necessary for the effective transition of ex-offenders to achieve stable housing. These services can be provided as stand-alone or in planned progressions, all based upon individual need and what best suits the demand of the local community.

Housing is widely regarded as a top Prisoner Reentry priority service and is also perhaps the most costly and is therefore subject to scrutiny. The MDOC requires a MSHDA-based, basic housing rate and statewide consistency for rent-based housing.

Since housing is often an area of community concern for offender Reentry services, community input must be regularly solicited as part of the annual Comprehensive Planning process, and solutions must be developed that are responsive to the needs of each community.

These parameters allow for a cost-effective transitional housing solution (that leads to permanent housing) within a maximum stay of 180 days (with extensions approved by the FOA Area Manager).

Prisoner Reentry funded housing activities are also to be used in conjunction with all possible leveraged services available in the community, such as project-based, tenant-based vouchers and rapid re-housing funds coordinated through local Housing Continua of Care.

Allowable Direct Service Types - Definitions

1. Base Housing/Rent

Base Housing/Rent is daily/weekly/monthly cost of providing housing under an agreement with a private or public landlord or housing program. The living space may be furnished or unfurnished. Housing shall include basic furnishings necessary for activities of daily living. Depending on the housing provider, drug testing costs as a condition of residency, are to be included in the rent cost. It may include first and last month's rent or rental subsidy to assist in securing safe, affordable and permanent housing. Base Rent may also include transitional or temporary housing costs to assist in moving toward a permanent housing option.

Base Rent will not exceed MSHDA rates plus 10% with local discretion to negotiate reimbursement rates under MSHDA Payment Standard Rates.

A request and justification for payment over the cost cap shall be submitted in writing only after rates could not be obtained through a competitive bidding process. See Exemption Requests.

In communities where scattered-site housing rented from private landlords is the only viable solution, enough units may need to be rented to accommodate the projected capacity. That projection must be updated quarterly based on the actual housing beds utilized or occupied the preceding quarter establishing an occupancy or utilization rate. Sites are encouraged to enter into daily use arrangements with landlords where available. However, private landlords do not typically rent out beds for periods of less than one month. This may require a month-to-month agreement and a 30-day notice to vacate.¹

Monthly utilization or occupancy reports must be submitted to MDOC-ORSS as part of the Community Coordinator Monthly Report.

2. 24/7 Structured Housing

Covers room and board providing an alcohol and drug-free living environment to participants in a period of housing transition. The security of the facility shall be maintained at all times. Agency staff shall monitor residents, visitors, and other staff's movement into and out of the facility. Residents shall be provided meals meeting nutritional requirements established as U.S. Required Daily Averages. The agency shall assist participants in transition into permanent housing and provide supportive programming directed to that purpose.

3. Housing Coordination and Case Management

Consists of establishing relationships and formal agreements with landlords and housing providers, attending In-Reach sessions, facilitating housing referral and/or directly securing housing placement prior to release, arranging for payment of base rent and other housing fees and/or helping obtain security deposits. Once income is secured, provide assistance in locating permanent, affordable housing. Costs supporting these activities are covered within Operations Support, See Operations Support – Resource Specialist/Case Management.

¹ Some funded beds will be vacant for part of the month to accommodate capacity needs. Example: offender A leaves the housing unit on 4/2 but Prisoner Reentry needs the bed for offender B scheduled for release on 5/4.

4. Housing Supplies

Basic supplies needed to support activities of daily living and may include linens, basic cookware and utensils, household cleaning items, and laundering. Some landlords are willing to provide supplies for an additional fee (especially if they are a non-profit housing program). Costs to clean bedrooms and/or units at tenant turn-over are also allowed.

Housing Billing Structure

Housing costs should be billed in a consistent form statewide via a simple “N1 + N2 = total” process. In this formula, N1 is the base housing rate for the two housing service types of base housing rent and 24/7 structured housing and N2 equals additional support services for housing supplies and housing coordination.

EMPLOYMENT READINESS:

Introduction

The following activities are generally necessary for the effective transition of ex-offenders to become gainfully employed back into their home communities. These activities can be provided as standalone activities or in planned progression. A parolee may only receive one, a combination of or all of the services for: Job Readiness, Vocational Assessment, Job Search or Employment Supports but may only receive one of the following: Temporary Work Experience, Try-out Employment, On-The-Job Training. Services will be based upon individual parolee need, motivation and skill level and the prevailing local job market. They are also to be used in conjunction with all possible leveraged services available in the community, such as Workforce Investment Act's Core Services, Michigan Rehabilitation Services for those with disabilities, Veterans Services, etc.

Allowable Service Types - Definitions

1. Job Readiness

Job Readiness includes, developing a résumé, developing a cover letter, how to network, job search techniques, job applications, what employers expect, appropriate work habits and behaviors, preparing for an interview (i.e.: hygiene, appearance, eye contact, hand shake, acceptable conversation), mock interviews, thank-you letters and follow-up, and how to maintain employment.

Participation may vary from one session or workshop of two or three hours in length, to a series of up to half a day for several weeks during In-Reach, to two or three hours once per week or several times per week after parole. Job Readiness services often also include individual sessions to reinforce appropriate behaviors and preparation for employment.

2. Vocational Assessments

Developing a plan of action for re-employment requires an assessment of academic and vocational skills that assist to ensure the likelihood of success in choosing the appropriate occupation. Assessments may include testing with ACT WorkKeys or other tests such as Tests for Adult Basic Education (TABE), various career interest inventories, which include hours of skill preparation and basic skills training using KeyTrain or other preparatory software or instruction. Vocational Assessments may also include a work assessment conducted by staff trained in doing a vocational assessment which may last a day or more.

3. Job Search/Job Development

Once a parolee is prepared for employment and has the skills to complete applications, résumés etc., a guided job search may occur on-line using the Michigan Talent Bank and other tools, or by applying for employment on-line or by visiting area employers under the guidance of program staff. Job search is of indeterminate duration. Job search continues until the parolee obtains employment, and the position is retained for a duration that demonstrates stability on the work site. Stability is typically determined in a three-to-six month retention range. Job search may be linked with additional services such as job seeking workshops, job clubs, or activities like work experience. The job search process generally requires intensive staff time for encouraging and monitoring job search activity, structuring activities that force and reinforce the job search process, and helping to develop job leads and referrals.

Due to the challenges of obtaining competitive employment for ex-offenders, program staff focus should be on developing realistic career pathways through assisting parolees to center their job search efforts on careers that will provide a stronger potential of career ladders. While a parolee may need to gain experience and job history with an entry level position, it is critical to long term economic independence to focus on long term goals of permanent employment.

Job development includes outreach to employers and community in an effort to identify employment opportunities, inform employers about training and placement opportunities, available incentives such as tax credits and fidelity bonding, and create connections with employers which result in job placement and employment opportunities for parolees. Job development may continue until the parolee is placed into employment, and job coaching often continues after employment is obtained to ensure retention or intervene to solve problems for prevention of job loss.

4. Temporary Work Experience

For those parolees who lack a recent work history, references, or job skills, a temporary work experience or transitional employment in the public or private sector may be preferred in order to develop a work history. This activity is shorter-term in nature. This subsidized employment activity allows the parolee to gain a recent work history, basic job skills and a solid employment reference. This training may be for longer intervals for parolees with more severe barriers to employment. Training time is often measured in hours for this type of training as not all assignments are for eight hours per day. The intent of temporary work experience is to assist the participant to become employment ready and to assist them in becoming economically self-sufficient. It demonstrates a recent successful connection to the workforce and may be used by other programs as an indication of the commitment of the parolee, and thus help leverage non-Prisoner Reentry funding to assist with training and employment activities.

During a transitional temporary work experience, the parolee is not hired by the employer where they are working, nor is the employer expected to retain the person long term. The parolee's wages (or alternatively a stipend) are paid by the Prisoner Reentry program contractor, which may require a combination of Prisoner Reentry funding and other leveraged funds with committed Prisoner Reentry funds not to exceed the per-hour rate outlined within these parameters. Transitional work experience allows minimal risk for an employer because it is not committed to hire, just to provide the parolee with a work experience.

5. Try-Out Employment

Subsidized try-out employment is with an employer who is likely to retain the parolee on the job. A short term subsidy, either with the parolee employed by the program or the employer reimbursed,

offers a “try out” period that is conducive for longer term unsubsidized employment opportunity. Try-Out Employment may need to be extended for parolees with significant barriers to employment. These barriers would include a combination of criminal background, emotional disability, mental disability, and physical disability. The parolee’s wages are paid by the Prisoner Reentry program contractor or employer, which may require a combination of Prisoner Reentry funding and other leveraged funds with committed Prisoner Reentry funds not to exceed the per hour rate outlined within these parameters.

6. On-the-Job Training (OJT)

On-the-job training is an activity that reimburses the employer for the costs of training a new employee for a specific job, in this case a Prisoner Reentry parolee. The reimbursement is calculated as a percentage of the wage paid to the parolee/employee by the employer. Typical reimbursements range from 50% to 90% based on the parolee’s barriers such as skill level, learning style, type of job and the prevailing local job market and economy. The length of OJT is based on the difficulty of the job and the skills of the parolee/participant. A Training Agreement is developed and signed by all parties, which details the specific skills to be obtained and the terms of the training period and reimbursements. An Prisoner Reentry OJT may stand alone or be combined with a Workforce Investment Act (WIA) OJT, depending on local resources that can be leveraged. OJT training time is commonly measured in hours. OJT provides a critical reimbursement of wages due to the lower productivity of the Prisoner Reentry parolee while learning new skills.

Prisoner Reentry funds used to support a parolee’s wages paid under an OJT program may not exceed \$4.25 per hour, and the amount provided for any one parolee may not exceed a total of \$2,244.00.

The expectation of on-the-job training is that the employer is will retain the parolee as a full employee after completion of the training agreement.

7. Employment Readiness Support Services

Employment readiness support services include interview and work clothing including boots, work tools or other special training and job work related required items.

SOCIAL SUPPORT:

Introduction

The following activities are generally necessary for the effective transition of ex-offenders back into their home communities. These activities can be provided as stand-alone activities or in planned progression, all based upon individual need and what best suits the demands of the local community.

Prisoner Reentry funded activities are also to be used in conjunction with all possible resources available in the community, such as clothing and food banks, transportation subsidies, indigent legal services, etc.

Allowable Service Types - Definitions

1. Clothing Assistance

Clothing Assistance is defined as non-employment related clothing. Clothing must be purchased from local area thrift stores (either directly through the Prisoner Reentry Administrative Agency or obtained through providing a parolee with a clothing voucher).

2. Family Counseling and Support Services

Family Counseling and Support Services are assessments, case planning and family counseling for cognitive-based, short-term family counseling services that is specific to the unique needs of the client and his/her family. Services must utilize behavioral and social learning models, accommodate new admissions at any time, and appropriately facilitated by qualified and trained staff. Funding will only be provided in instances when offender/family are not deemed eligible for other local, county, state, or federal assistance plans and where such services are unavailable.

3. Hygiene and Food Assistance

Hygiene and Food Assistance are hygiene kits or food care packages that may contain basic items for personal grooming (soap, shampoo, toothbrush, toothpaste, lotion, comb, deodorant, razor, shaving cream, haircut vouchers) or basic food items to assist parolees with their transition from prison-to-community.

4. Identification

Identification are various essential documents such as valid Michigan State identification card, driver's license and reinstatement fees, birth records, marriage license, divorce papers and ICE-Employment Authorization Cards. Enhanced driver's license and enhanced state ID cards are not allowable expenses.

5. Law Enforcement

Law Enforcement are activities to enhance the law enforcement's presence and role in working within their local Prisoner Reentry structure to promote public safety through a reduction in parolee violations affecting recidivism. Costs may include trainings, supervision and monitoring programs such as Night Hawk and local orientation events for Prisoner Reentry participants and law enforcement personnel.

6. Mentoring

Mentoring includes mentee recruitment and outreach; mentor/mentee training and orientation (i.e. cognitive behavioral change, improving social skills, developing a work ethic, handling work conflicts and accepting authority), sponsoring group events around pro-social activities. Offenders may participate in one-on-one or group mentoring services.

7. Pro-Social Activities

Pro-Social Activities may include graduation ceremonies (lunch and/or certificate), to reward good behavior, progress or recognize achievement.

8. Public Transportation

Public Transportation is transportation services provided by local transit authorities available to the general public. Allowable costs include bus passes, bus tokens, vouchers and co-pays.

9. Private Transportation

Private Transportation may only be used as the option of last-resort when public transportation is not available and under certain circumstances. Costs include fuel cards, bicycles and transport services negotiated at per trip or per mile rates. Authorized private transportation services may be provided to meet parolee reporting requirements, attend required programming, services, maintain employment, prison pick-ups and transport to and from MDOC-contracted treatment services.

10. Social Support Case Management

Social Support Case Management is the time and effort provided by staff in obtaining essential documents (birth records, marriage license, divorce papers, school and immunization records); coordinate referrals for various affordable or no-cost social support resources, or, in the absence of leveraged resources, coordinate service provision and case planning of Prisoner Reentry services. Costs supporting these activities are covered within Operations Support-Resource Specialists/Case Management.

11. Telephone Assistance

Telephone Assistance is installation and/or monthly charges for telephone services in accordance with the Michigan Department of Corrections, Field Operations Administrative Work Statement; Telephone Services for Electronic Monitoring for Indigent Parolees. A phone line may be provided for indigent parolees who are required to be monitored by tether/GPS, when there is no "SafeLink" or other no-cost phone service available.

HEALTH AND BEHAVIORAL HEALTH:

Introduction

The following activities are generally necessary for the effective transition of ex-offenders back into their home communities. These activities can be provided as stand-alone activities or in planned progression, all based upon individual need and what best suits the demands of the local community.

Services need to be based on empirically validated treatment strategies if long term change is to be expected. Cognitive behavioral change principles and techniques are at the heart of all Prisoner Reentry services, programs and interventions with returning offenders. All allowable activities must follow evidence-based and/or emerging best practices targeting the criminogenic risks and needs of offenders with services and be responsive in terms of presenting needs as well as appropriate dosage.

Prisoner Reentry funded activities are also to be used in conjunction with all possible resources available in the community, such as health plans for indigent residents, Community Mental Health services, Prescription Assistance Programs.

Allowable Health and Behavioral Health Service Types – Definitions

1. Cognitive Behavioral Programming

Programs on this listing are operating within MDOC’s prison system and have been evaluated by MDOC through application of the Program Evaluation Tool (PET). Through the use of the PET these programs have been evaluated in program content on 8 key dimensions² and scored high enough, on their content, to be recommended for use with MDOC offender populations when addressing critical needs. The below table contains a listing of these recommended programs as well as their targeted need areas. Contact MDOC’s Offender Reentry Services Section for information regarding these programs and for assistance on administering the PET to evaluate local cog programming.

Program Name – Men’s Programming	Targeted Need Areas
Thinking for Change	Criminal Attitudes, Cognitive Skill Development
Cage Your Rage	Anger, Cognitive Skill Development
Prevention and Relationship Enhancement Program (PREP)	Family/Marital/Relationship
Premarital Interpersonal Choices & Knowledge (P.I.C.K.)	Family/Marital/Relationship
Active Parenting Now	Parent Education
Family Wellness Program	Family/Marital/Relationship
Thinking Matters	Criminal Attitudes
Community Cognitive Life Skills	Criminal Thinking, Cognitive Skill Development
Celebrate Recovery	Criminal Attitudes, Cognitive Skill Development
Dad’s Coaching Clinic	Parent Education
Emotions Anonymous	Anger, Cognitive Skills
Family Reunification	Cognitive Skill Development, Family/Marital/Relationship, Parent Education
Men are Parents Too	Parent Education
Parenting from Prison	Parent Education
Within My Reach	Financial Problems, Family/Marital/Relationship, Parent Education
Smart Steps	Family/Marital/Relationship, Parent Education
IRSC – Personal Finance	Financial Problems
Program Name – Women’s Programming	Targeted Need Areas
Moving On	Criminal Attitudes, Cognitive Skill Development, Financial Problems, Family/Marital/Relationship, Employment
Family Wellness	Cognitive Skills, Family/Marital/Relationship
IRSC – Personal Finance	Financial Problems

2. Assessment

Assessment is defined as a mental health assessment/intake for behavioral health treatment. Assessment cost may include drug testing for medication monitoring. Funding will only be provided in instances when offender is not eligible for other local, county, state, or federal assistance plans or where such services are unavailable.

² These eight dimensions are: *Curriculum Review, Facilitator Guide, Participant Materials, Theoretical Approach, Responsivity, Curriculum Integrity, Evaluation, Female Gender Responsiveness.*

3. Psychiatric Evaluation

Psychiatric Evaluation by a qualified and trained psychiatric staff, which may be used to determine the appropriate level of mental health care, pharmaceutical treatment, or to establish a diagnosis. Cost may include drug testing for medication monitoring. Funding will only be provided in instances when the offender is not deemed eligible for other local, county, state, or federal assistance plans or where such services are unavailable.

4. Medication Management/Reviews

Medication Management/Reviews include services provided by qualified and trained staff, for the management of prescribed medication, a review of pharmaceutical treatment, and/or a re-determination of levels of care. Cost may include drug testing for medication monitoring. Funding will only be provided in instances when offender is not deemed eligible for other local, county, state, or federal assistance plans or where such services are unavailable.

5. Group Counseling

Group Counseling includes group psycho-therapeutic treatment, integrated dual-disordered treatment when mental illness is the primary diagnosis, or trauma recovery treatment and must be recommended as a result of an assessment. Funding will only be provided in instances when offender is not deemed eligible for other local, county, state, or federal assistance plans or where such services are unavailable.

6. Individual Counseling

Individual Counseling is brief outpatient individual adjustment counseling, regular psychotherapeutic treatment, or integrated dual-disordered treatment when mental illness is the primary diagnosis and must be recommended as a result of an assessment. Funding will only be provided in instances when offender is not deemed eligible for other local, county, state, or federal assistance plans or where such services are unavailable.

7. Prescription Psychotropic Medications

Prescription Psychotropic Medications are medications prescribed to treat mental health diagnosis. Generic brands are to be utilized whenever available. Funding will only be provided in instances when offender is not deemed eligible for other local, county, state, or federal assistance plans or where such services are unavailable.

8. Batterer Intervention Services

Batterer Intervention Services are both domestic violence risk assessment/intake and batterer prevention/intervention programming. Both types of services must adhere to Batterer Intervention Standards for the State of Michigan created by the 1998 Governor's Task Force on Batterer Intervention Standards.

9. Prescription Medications

Prescription Medication is emergency medication prescribed by a health care provider to treat an emergency health care need that would result in further disability or death if not provided immediately or if treatment is delayed longer than 24 hours would develop such a threat resulting in an emergency room visit. Generic brands are to be utilized whenever available. Services to be provided when other leveraged resources have been exhausted. Funding will only be provided in instances when offender is not deemed eligible for other local, county, state, or federal assistance plans or where such services are unavailable. Prior approval by the MDOC Area Manager is required in order for the cost to be reimbursable with prisoner reentry funds.

OPERATIONS SUPPORT:

Introduction

The category of Operations Support in the Reentry Comprehensive Plan is designed to include the general operating costs that are necessary to support all of the four service categories. This is a category of costs for activities that are essential to the program's operation but are not directly tied to just one of the four service categories. Both indirect and direct costs may be allowable. Indirect costs represent the expenses of doing business that are not readily identified with managing a prisoner reentry contract such as associated functions or activities but are necessary for the general operation of the organization and the conduct of activities it performs. Item 7, "Administrative Costs" may be billed as indirect costs only in compliance with an approved cost allocation plan. If an agency will be seeking reimbursement for allocated indirect costs, it must submit its cost allocation plan to MDOC by October 31 of each year and within two weeks of any revision. Cost allocation plans are subject to MDOC review.

Costs associated with the Community Coordinator and Resource Specialists, meeting MDOC data reporting requirements, conducting outreach and education and participating in training and development are to be billed directly and not incorporated into indirect cost allocation plan. Direct-billed Operations Support costs are identified in items 1 through 6 below.

In order to maintain public and legislative support for prisoner reentry spending, it is important not only that administrative agencies are judicious in the expenditure of public funds for administrative purposes, but that the appearance of propriety and restraint are to be taken into account, regardless of intentions.

This document cannot anticipate plans for administrative spending to the degree that a finite list of what is and is not allowable can be included. Therefore, administrative agencies are strongly encouraged to consult with ORSS prior to the expenditure of public funds for any amenities.

Allowable Activities and Descriptions

1. Community Coordinator

The Prisoner Reentry Community Coordinator is the primary staff driver of programming in a region. The roles of this position are contained in the Reentry governance structure, the comprehensive plan, and in the job description that is provided by the employing administrative agency which encompasses duties and responsibilities required by the MDOC. The Community Coordinator's salary, fringe benefits, travel, supplies, materials, facilities, and all other costs associated specifically with this position are allowable in Operations Support. Both the position description and any applicable contract are required to be submitted to the Offender Reentry Services Section for review

and approval. Travel shall adhere to State of Michigan Standardized Travel Regulations. All Out-of-State Travel is only allowable with prior written approval from the Offender Reentry Services Section.

2. Management Information Systems (MIS)

MIS support represents all the data support and analysis associated with the program. Any personnel costs, equipment, software support, supplies and other costs directly associated with MIS are allowable in Operations Support. Some Prisoner Reentry Administrative Agencies have MIS units that serve multiple programs; in these cases, the actual costs can be charged based on the percentage of time that unit devotes to Prisoner Reentry-related MIS services and costs associated with meeting MDOC data reporting requirements.

3. Outreach and Education

Prisoner Reentry's success depends upon the continual building and sustaining of community information and support, along with the commitment of leveraged resources within the community. This requires continual outreach, education and advocacy in working within local communities to resolve prisoner Reentry issues and implementation of best practices. This may be called different terms in different regions, such as marketing, communications, outreach and public information. Any personnel costs, equipment, materials, supplies and other costs directly associated with Outreach and Education are allowable in Operations Support. Some Prisoner Reentry Administrative Agencies have Communications units that serve multiple programs; in these cases, the actual costs can be charged based on the percentage of time that unit devotes to Prisoner Reentry-related communication services. Outreach and Education activities shall be authorized as explicitly written within local reentry comprehensive plans as approved by the Offender Reentry Services Section.

4. In-Reach

In-reach services is defined as coordinating, facilitating, and/or participating during In-reach sessions or orientations for participants pre-release, either in person or via teleconference or telephone. Any personnel costs, equipment, materials, supplies, facilities, travel and other costs directly associated with these personnel are allowable in Operations Support. Travel costs shall adhere to State of Michigan Standardized Travel Regulations.

5. Resource Specialists, Case Managers

Most, if not all, Reentry programs require personnel who work for the administrative agency or subcontractors for the purpose of assisting the Community Coordinator with the many activities such as case management for housing and social support needs, (See Residential Stability-Housing Coordination and Social Support-Case Management). In addition, these support personnel may assist in developing leveraged resources in the community, participate in In-reach, Transition Team and Case Management meetings, participate in community events and collaborative councils benefiting the local Prisoner Reentry program and its participants; ensuring effective linkages among various program components and subcontractors; etc. Any personnel costs, equipment, materials, supplies, facilities, travel and other costs directly associated with these personnel are allowable in Operations Support. Travel costs shall adhere to State of Michigan Standardized Travel Regulations. All Out-of-State Travel is only allowable with prior written approval from the Offender Reentry Services Section.

6. Training and Professional Development

In order to effectively utilize Evidence Based Practices, the program requires Community Coordinators and others to take part in periodic professional development workshops and seminars.

Aside from training that is provided directly by the MDOC, Prisoner Reentry personnel can help the Prisoner Reentry continual improvement by occasionally attending a conference at which the Administrative Director believes will benefit Prisoner Reentry related programs. Costs associated with fees, travel or training and technical assistance are allowable in Operations Support. Travel costs shall adhere to State of Michigan Standardized Travel Regulations. All Out-of-State Travel shall be pre-approved by the Offender Reentry Services Section.

7. General Administration

General Administration includes all costs associated with the general administrative support that is provided by the Prisoner Reentry Administrative Agency and is allowable under this category. This includes the following general administrative overhead costs: accounting, payroll, audit, legal, insurance, contracting, monitoring, staff recruitment, board support, and administrative supervision.

Prisoner Reentry Cost & Service Parameters Summary

RESIDENTIAL STABILITY

Service Type	Max. Duration	Max. Unit Cost	Cap Per Participant	Definition Summary
1. Base Housing/Rents	Up to 180 days*	MSHDA rate plus 10%	See MSHDA Rate Chart	Includes daily, weekly, monthly housing to private or non-profit landlord or housing program. Housing shall include basic furnishings necessary for activities of daily living. Request and justification for payment over the cap shall be submitted through the Comp Plan if criteria are met for exception.
2. 24/7 Structured Housing	Up to 180 days*	Up to \$48.00 Per Diem	\$8,640 (\$48 x 180 Days)	Covers room and board providing an alcohol and drug-free living environment to participants in a period of housing transition. The security of the facility shall be maintained at all times. Agency staff shall monitor residents, visitors, and other staff's movement into and out of the facility. Residents shall be provided meals meeting nutritional requirements established as U.S. Required Daily Averages. The agency shall assist participants in transition into permanent housing and provide supportive programming directed to that purpose such as financial skills classes, being a responsible tenant and life skills.
3. Housing Coordination	NA	NA	*See Operations Support	Case management related to placement, i.e. landlord relationships, payment of rent, directly securing housing, developing and monitoring independent placement goals, application to SSI/SSD, etc.
4. Housing Supplies	NA	NA	\$100	Basic supplies needed to support activities of daily living, i.e. cookware, cleaning items, linens. Costs to clean units/rooms at tenant turn-over.

*Area Manager approval required for placement past 180 days

EMPLOYMENT READINESS

Service Type*	Max. Duration	Max. Unit Cost	Cap Per Participant	Definition Summary
1. Job Readiness	NA	NA	\$1,000	Preparation of all job-related materials & skills, including applications, résumé, networking, job clubs, interviewing, follow-up, workshops, etc.
2. Vocational Assessment	NA	NA	\$1,000	Use of testing & assessment instruments to determine appropriate occupational interests, skills, aptitudes.
3. Job search/ Job development	NA	NA	\$2,400	Contacting employers specifically on behalf of clients; Informing employers about various incentives; coaching client through the job search process; job coaching for retention.
4. Temporary Work Experience	480 Hours	\$4.25 Per Hour	\$2,244 (480 hrs.x\$4.25=\$2,040) (2,040 +10%=\$204)	Subsidized (wage or stipend), short-term, highly structured and supervised employment to establish experience, references, history, and appropriate work behaviors.
5. Try-out Employment	480 Hours	\$4.25 Per Hour	\$2,244 (480 hrs.x\$4.25=\$2,040) (2,040 +10%=\$204)	Subsidized wage for short-term try-out period with expectation that employer will retain the employee after the try-out period.
6. On-the-job Training	480 Hours	\$4.25 Per Hour	\$2,244.00 (480 hrs.x\$4.25=\$2,040) (2,040 +10%=\$204)	Partial wage subsidy during pre-determined training period based on a training contract; employer is expected to retain employee after training is complete.
7. Employment Readiness and Support services	NA	NA	\$250 \$500 with FOA Area Manager Approval	Supplies related to a training environment or a job (interview clothing, boots, tools, and special training or job requirements).

*A parolee may only receive one, a combination of or all of the above services for: Job Readiness, Vocational Assessment, Job Search or Employment Supports but may only receive one of the following: Temporary Work Experience, Try-out Employment, On-The-Job Training.

SOCIAL SUPPORTS

Service Type	Max. Duration	Max. Unit Cost	Cap Per Participant	Definition Summary
1. Clothing Assistance	NA	Up to \$50 voucher/purchase	\$100	Non-employment related clothing from thrift stores.
2. Family Counseling and Support Services	5 sessions	<ul style="list-style-type: none"> Up to \$225 for one session pre-release Up to \$75 per family/session 	\$225 (pre-release) \$375 (post-release)	Assessment, development & implementation of cognitive-based, short-term family counseling.
3. Hygiene and Food Assistance	NA	<ul style="list-style-type: none"> Up to \$30 per kit or package Up to \$6 hair cut 	\$75 total for all	Hygiene kits or food care packages containing basic items for personal grooming and food consumption.
4. Identification	NA	\$125.00 Reinstatement Fee ³	One-time actual cost per document	Essential documents and associated fees (driver's license or Reinstatement fee, state ID, birth certificate, marriage or divorce papers and Employment Authorization Cards.
5. Law Enforcement	NA	NA	As approved through the Comprehensive Plan.	Engagement of law enforcement to reduce parole violations and new crimes including trainings, Night Hawk, events for parolees, prevention activities.
6. Mentoring		NA	\$950	Mentor recruitment, training and support; group mentoring activities.
7. Pro-social Activities	NA	\$10	\$10	Ceremonies, graduations, awards, certificates.
8. Public Transportation	NA	NA	\$200	Bus passes, tokens, vouchers, or co-pays.
9. Private Transportation		<ul style="list-style-type: none"> Up to \$250 in fuel Cards Up to \$75 bicycle Purchase Up to \$250 in per trip/mile rates 	\$250	Fuel cards, bicycles, per trip/mile rates.
10. Social Support Case Management	NA	NA	*See Operations Support	Time and effort in obtaining identification documents coordinate agent referrals for social support services.
11. Telephone Assistance	NA		In accordance with FOA Work Statement	Installation and/or monthly phone charges for electronic monitoring purposes.

³ Prisoner Reentry Funds shall cover Michigan Secretary of State - Standard Reinstatement Fee only.

HEALTH AND BEHAVIORAL HEALTH

Service Type	Max. Duration	Max. Unit Cost	Cap Per Participant	Definition Summary
1. Cognitive Behavioral Groups	24 sessions	Up to \$35 per participant per session	\$840	Group programs using cognitive behavioral theory and practice
2. Assessment	NA	Up to \$225 per participant per session	\$225	Mental health intake/assessment for behavioral health treatment planning.
3. Psychiatric Evaluation	NA	Up to \$225 per participant per eval.	\$250	Evaluation by a qualified psychiatric staff to determine appropriate treatments and levels of care, medications needed or to diagnose.
4. Medication mgmt./ Review	4 reviews	Up to \$75 per participant per review	\$325	Management of prescribed medications, review of treatment, or re-determination of levels of care.
5. Group Counseling	24 sessions	Up to \$40 per participant per session	\$960	Group psychotherapeutic treatment, integrated dual-disorder treatment, trauma recovery treatment.
6. Individual Counseling	20 sessions, no More than 4 Times/month	Up to \$80 per participant per session	\$1,600	Brief outpatient adjustment counseling, regular psychotherapeutic treatment, integrated dual-disorder treatment.
7. Prescription Psychotropic Med.	NA		\$900	Medication prescribed to treat mental health diagnosis.
8. Batterer Intervention Services	Up to 52 group sessions	<ul style="list-style-type: none"> • Up to \$300 flat fee per prison visit for assessment, intake, and/or group session • Up to \$80 intake/assessment fee in community • Up to \$30 per participant per group 	<p>\$300</p> <p>\$80</p> <p>\$1,560</p>	Domestic violence risk assessments/intake, batterer prevention/intervention.
9. Prescription Meds (other than psychotropic)	NA		\$900	Emergency medications prescribed by a health care provider. Prior approval by Field Operations Administration Area Manager is required.

OPERATIONS SUPPORT

Activity	Maximum Staff FTE Allowable	Maximum Cost Allowable	Definition Summary
Community Coordinator	1.0 Full Time Equivalency	NA	Wages, fringe benefits, *travel, materials, supplies, telephone, equipment, facilities for 1 FTE position
Management Information System	NA	NA	Wages, fringe benefits, *travel, materials, supplies, telephone, equipment, facilities by FTE percentage. Costs associated with maintaining MDOC data reporting requirements.
Outreach and Education	NA	\$2,000	Activities related to building and sustaining community relations, support and commitment to resolving Reentry issues and promoting best practices.
In Reach	NA	NA ⁴	Coordinating, facilitating, and participating during In-reach sessions or orientations, either in person or via teleconference or telephone. Costs include; personnel, equipment, materials, supplies, facilities, *travel and other costs directly associated with these personnel.
Resource Specialists, Case Managers	NA	NA	Wages, Fringe Benefits,*travel, materials, supplies, telephone, equipment, facilities by FTE percentage.
Training Plus Professional Development	NA	\$1,500	Training fees, *travel. Rates in accordance with State of Michigan Travel Regulations
General Administration	NA	Up to 10% of Total Comprehensive Plan Budget	Accounting, payroll, audit, legal fees, insurance, contracting, monitoring, staff recruitment, board support, administrative supervision

*All travel is limited to rates in accordance with State of Michigan Travel Regulations

⁴ Cost Supporting this service are accounted for under Resource Specialist, Case Management