NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
816

PRE-RELEASE PREPARATION OF APPLICATIONS FOR SUPPLEMENTAL SECURITY INCOME CLAIMS

Supersedes: AR 816 (Temporary, 02/22/10)
Effective Date: 05/20/10

AUTHORITY

NRS 209.131

RESPONSIBILITY

1. The Deputy Directors, North/South have overall responsibility for this procedure.

2. The Re-Entry Coordinator is responsible for supervision and monitoring of state-wide operation of this procedure.

3. Wardens of the institutions will be responsible for daily operation of this procedure within each institution. Each institution is also responsible for aspects of this program in its assigned facilities.

816.01 INSTITUTIONAL PRE-RELEASE PREPARATION OF APPLICATIONS FOR SUPPLEMENTARY SECURITY INCOME CLAIMS

1. Working with the Social Security Administration (SSA), NDOC will assist eligible offenders in the completion of applications for Supplementary Security Income prior to release from the institutions. Completion and approval of these applications should ensure that Supplementary Security Income benefits may be available to offenders immediately after release from the prisons. Access to this resource will contribute toward ensuring the public safety by lowering the recidivism rate in Nevada through assisting the ex-offenders financially and psychologically.

2. The Warden of each institution will be responsible for operation and management of the procedure within the specified institution.

3. Institutional staff will be responsible for fulfilling specific areas of this procedure.

4. Designated staff will collect data for monthly reports to the appropriate Warden and Re-Entry Coordinator.

5. NDOC will advise all institutions and the appropriate Parole and Probation staff about the agreement with SSA.

816.02 WARDENS' RESPONSIBILITIES

1. The Wardens of the appropriate institution will work with NDOC and SSA staff to ensure complete understanding of the scope of this program and the potential benefits that the program offers NDOC and the community.

2. The Wardens will appoint a Liaison and Back-up Liaison (L/BUL) from each institution for training from SSA in completing the requirements for the applications from the inmates. **(4-4143)**

3. All changes in personnel assigned as L/BUL will be reported to SSA immediately.

   A. Periodic updated lists will be sent on a scheduled, but at least an annual basis to SSA.

4. The Warden of each institution will appoint one staff member to collect data to be submitted to the Deputy Director through the Re-Entry Coordinator or an appointed designee to determine successes and challenges in this program.

816.03 INSTITUTIONAL STAFF

1. Institutional staff will notify L/BUL of potentially eligible applicants for Supplementary Security Income benefits

2. The appointed L/BUL at each institution will have the responsibility for the following:

   A. Six months prior to the inmate's expected release date:

      (1) Work with the applicant on completing all necessary forms.

      (2) Request Medical and/or Mental Health staff to assemble necessary records required by SSA.

      (3) Ensure that all documents pertaining to the application are kept in a locked file cabinet in a secure, locked room.

   B. Three months prior to the inmate's expected release date:

      (1) Request Medical/Mental Health staff to submit the applicant's appropriate records to SSA either electronically or by fax.

      (2) Submit application and back-up information to SSA.

      (3) L/BUL will have the inmate available for the scheduled application interview between applicant and SSA. It is imperative that L/BUL be present at this call.

   C. L/BUL will notify SSA promptly of any changes in the inmate's release date.

   D. L/BUL will notify SSA when the inmate leaves the institution.

E. L/BUL will provide SSA with the applicant's new residence address and telephone number.

F. SSA will review applications and notify L/BUL of decisions.

(1) If approved, L/BUL will notify the inmate.

(2) If denied, L/BUL will notify the inmate and provide guidelines for submitting an appeal.

G. L/BUL will submit to SSA a written withdrawal of the authorized representative appointment upon determination of the case.

3. Medical/Mental Health staff responsibilities include (but are not limited to) the following:

A. Compiling the inmate applicant required Medical/Mental Health records and reports.

B. Submitting the information to SSA either by fax or electronically.

C. If SSA determines that an appropriate Medical and/or Mental Health examination is necessary, appropriate Medical/Mental Health staff will assist in making the arrangements for the inmate's examination.

816.04 PROGRAM REPORTS

1. Monthly reports will be submitted by the appropriate Warden to the individual in charge of Re-Entry or an appointed designee about the progress of the program including:

A. Staffing in the institution for the program.

B. Application data for each month:

(1) Number of inmates identified during the reporting time period as potentially eligible for benefits.

(2) Number of applications submitted.

(3) Number of applications approved by SSA.

(4) Number of applications denied by SSA.

(5) Number of appeals submitted.

(6) Decisions of appeals received – granted and denied.

2. The data compiled from these reports will be submitted on a quarterly basis to the Deputy Director (North/South) for review. Upon the Deputy Director's approval, the report will be submitted to SSA.

APPLICABILITY

1. This AR requires an Operational Procedure at each appropriate Institution/facility.

2. This AR requires an audit.

REFERENCES

ACA Standards 4-4143

Howard Skolnik, Director

4/30/10
Date