



**POLICY STATEMENT**  
**Commonwealth of Pennsylvania • Department of Corrections**

<b>Policy Subject:</b>  <b>Collection of Inmate Debts</b>		<b>Policy Number:</b>  <b>DC-ADM 005</b>
<b>Date of Issue:</b>  <b>January 5, 2026</b>	<b>Authority:</b>  <b>Signature on File</b> <b>Dr. Laurel R. Harry</b>	<b>Effective Date:</b>  <b>February 4, 2026</b>

**I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

**II. APPLICABILITY**

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

**III. POLICY**

It is the policy of the Department to collect, consistent with current law, all inmate debts which is authorized to collect and to transmit the proceeds to the appropriate party(ies).

**IV. PROCEDURES**

All applicable procedures are contained in the procedures manual that accompanies this policy document.

**V. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

## **VI. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

## **VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY**

### **A. Release of Information**

#### **1. Policy Statement**

This Policy Statement is public information and may be released upon request.

#### **2. Procedures Manuals, Appendixes, and Attachments (if applicable)**

The related procedures manuals, appendixes and attachments (elements) for this policy are public information and are releasable upon request unless designated by the Department as confidential. Confidential elements are not public information and shall not be released in entirety or in part, without the prior approval of the Secretary/designee. Procedures manuals or other elements which are not further restricted, may be released to any Department employee on an as needed basis.

### **B. Distribution of Policy**

#### **1. Public and General Distribution**

Department policies that are not designated as confidential or further restricted, shall be made available to the public through the Department's public web site.

#### **2. Distribution to Staff and Other Government Agencies**

All Department policies and related elements, that are not further restricted, shall be available to all Department members. It is the responsibility of those individuals within the Department receiving policies through general distribution, to ensure that each employee expected or required to perform the necessary procedures/duties has access to the policy and procedures. Distribution of confidential policies or elements to other government agencies is subject to the approval of the Secretary/designee.

## **VIII. SUPERSEDED POLICY AND CROSS REFERENCE**

### **A. Superseded Policy**

#### **1. Department Policy**

DC-ADM 005, Collection of Inmate Debts policy issued January 15, 2020, by former Secretary John E. Wetzel.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

**B. Cross Reference(s)**

1. Administrative Manuals

- a. DC-ADM 801, Inmate Discipline
- b. DC-ADM 803, Inmate Mail and Incoming Publications
- c. DC-ADM 804, Inmate Grievance System

2. ACA Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional Institutions: **5-ACI-1B-24**
- c. Adult Community Residential Services: None
- d. Correctional Training Academies: None



**PROCEDURES MANUAL**  
**Commonwealth of Pennsylvania • Department of Corrections**

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**Procedure Development:** All required procedures shall be developed in compliance with the standards set forth in this manual and/or the governing policy. These standards may be exceeded, but in all cases, these standards are the minimum standard that must be achieved. In the event a deviation or variance is required, a written request is to be submitted to the appropriate Executive Deputy Secretary/Regional Deputy Secretary and the Bureau of Standards, Audits, Assessments, and Compliance for review and approval prior to implementation. Absent such approval, all procedures set forth in this manual must be met.

**DC-ADM 005, Collection of Inmate Debts**  
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## **Section 1 – Responsibilities**

### **A. Central Office**

The Bureau of Information Technology (BIT) shall develop and maintain the automated system for the administration of inmate accounts. The inmate accounts system shall include features that enable each facility to electronically calculate and deduct inmate debt payments; produce checks and supporting vouchers, and reports.

### **B. Facility**

#### **1. Facility Business Office**

Maintains financial accounts for all inmates. Collects monies owed in accordance with this procedures manual by assessing the inmates' accounts and transmitting the funds to all parties owed.

#### **2. Inmate Records Office**

Receives orders involving inmate debts, files original copies of the orders, sends photocopies to the facility business office, and serves as the point of coordination for all inmate information received and/or distributed.

## Section 3 – Collections

### A. Collection of Restitution, Reparation, Fees, Costs, Fines, and Penalties 42 Pa.C.S. §9728, Act 84 of 1998 (Act 84)

1. When the County Clerk of Courts provides official court documents showing that restitution, reparation, fees, costs, fines, and/or penalties were assessed against the inmate, the Inmate Records Supervisor/designee shall file the original and forward a copy of the official court documents to the business office of the facility having custody of the inmate.
2. The Business Manager/designee shall:
  - a. if the Department is in possession of a court order or sentencing transcript, the Business Manager/designee shall determine if the **court** order that imposes financial obligations on the inmate defers **or delays** the payment of those obligations to a later date or event. If so, collection of costs as a result of that court order must not begin until the date or event **specified** in the court order. In all such cases, the specific terms of the court order control the collection **of costs**. Questions concerning the terms of a court order shall be referred to the Act 84 Coordinator;
  - b. determine the type of financial obligation and the amount to be entered into the Inmate Accounting System as set forth below;
    - (1) Fines and restitution – if the official court documents show that the inmate was ordered to pay fines or restitution or both as part of their criminal sentence or prior adjudication of delinquency, then the amount of fines or restitution or both reflected on the official court documents shall be entered into the Inmate Accounting System. If the Department has physical possession of the court order, the court order shall be consulted to verify that the fines or restitution or both were ordered. If the amount of fines or restitution listed on the court order is different than the amounts listed on the other official court documents, the lower amount shall control, unless the higher amount was the result of a more recent court order.
    - (2) Court costs – if the official court documents show that court costs were assessed against the inmate, the Business Manager/designee shall determine the date the inmate was sentenced.
      - (a) If the inmate was sentenced prior to December 26, 2010, court costs are not collectible unless they were specifically ordered as part of the inmate's sentence. The Business Manager/designee shall examine all of the official court documents to determine whether costs were ordered as part of the sentence in the following manner:
        - i. if the Department has physical possession of a court order, the court order shall control. The court order itself need not specify the amount of

- costs. If costs were not specifically ordered as part of the inmate's sentence, they shall not be entered into the Inmate Accounting System;
- ii. if the Department does not have physical possession of a court order, a sentencing transcript shall be the controlling document to determine whether costs were imposed as part of the sentence. The judge does not need to specify the amount of the costs in the transcript;
  - iii. if the Department has neither a court order nor a sentencing transcript, the other official court documents shall be consulted to determine whether costs were ordered as part of the sentence; and
  - iv. in accordance with 42 Pa.C.S. §6352, court costs assessed as part of an adjudication of delinquency shall be collectable only until the inmate reaches the age of 21. Restitution shall continue to be collectible even after the age of 21.
- (b) If the sentencing took place on or after December 26, 2010, the costs reflected in the official court documents are collectible unless the court specifically waives the court costs. The Business Manager/designee shall examine all of the official court documents to determine whether costs were waived in the following manner:
- i. if the Department has physical possession of a court order, the court order shall control. If costs were specifically waived as part of the inmate's sentence, they shall not be entered into the Inmate Accounting System;
  - ii. if the Department does not have physical possession of a court order, a sentencing transcript shall be the controlling document to determine whether costs were waived as part of the sentence; and
  - iii. in the absence of either a court order or sentencing transcript reflecting that costs were specifically waived, the Business Manager/designee shall enter the amount of costs reflected on the official court documents into the Inmate Accounting System.
- c. determine the amount of Crime Victims Compensation Fund (CVCF) and Victim/Witness Services Fund costs that are owed in accordance with **Subsection B. below** and enter them into the Inmate Accounting System;<sup>1</sup>
- d. if financial obligations are to be collected from the inmate, transmit to the inmate the **Notification of Deductions (Attachment 3-A completed in the Integrated Case Offender Case Management System [IOCMS])** along with a copy of the official court documents relied upon to establish the deductions. The Business Manager/designee

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<sup>1</sup> **5-ACI-1B-24**

shall maintain a record of the date when the 15 working day period for the inmate to grieve the deductions expires. The Business Manager/designee shall also ensure that a copy of the **Notice of Deductions Memo** is placed in the inmate's **DC-15**; and

- e. upon expiration of the 15 working day grievance period or resolution of any grievance filed, including any appeals, collect the financial obligations determined to be owed by deducting from the inmate account.
  - (1) An initial deduction of up to 100% of the total amount assessed for the CVCF and Victim/Witness Services Fund except that the inmate shall be permitted to retain an account balance not to exceed \$10.00.
  - (2) An initial deduction of 25% of any remaining account balance exceeding \$10.00 to satisfy other financial obligations set forth in this policy in accordance with the priority set forth in **Subsection F. below**.
  - (3) Deductions from the inmate's income thereafter in accordance with the percentages and priority set forth in **Subsection F. below**.
- 3. An inmate who wishes to challenge the deduction of financial obligations from their inmate account must file a grievance within 15 working days of the date of the **Notice of Deductions Memo**.
  - a. The inmate shall attach official court documents to their grievance that show that the deductions are improper.
  - b. The grievance shall be sustained when the inmate produces a court order, sentencing transcript, or other official court record providing the following:
    - (1) the inmate previously paid the financial obligation;
    - (2) the information submitted on the official court documents by the Clerk was incorrect;
    - (3) for a sentencing occurring prior to December 26, 2010, the sentencing judge did not impose court costs. The official documentation produced by the inmate shall be evaluated in accordance with **Subsection A.2.b(2)(a) above**;
    - (4) for a sentencing occurring on or after December 26, 2010, the sentencing judge specifically waived court costs. The official documentation produced by the inmate shall be evaluated in accordance with **Subsection A.2.b(2)(b) above**;
    - (5) that a more recent court order removed or postponed the financial obligations; or
    - (6) the court costs were incurred as a result of a juvenile adjudication of delinquency and the inmate has attained the age of 21.

4. If the County Clerk of Courts provides official court documents which reflect an increase **or** decrease in the total amount of money to be collected from an inmate's account, the following shall apply:
  - a. **Notification of Amended Deductions (Attachment 3-B)** shall be transmitted to the inmate, along with a copy of the official court documents relied upon to increase/decrease the total amount of the deductions;
  - b. the Business Manager/designee shall maintain a record of the date when the 15 working day period for the inmate to grieve an increase **or decrease** in deductions expires. The Business Manager/designee shall also ensure that a copy of the **Notification of Amended Deductions Memo** is placed in the inmate's **DC-15**;
  - c. the grievance procedures in **Subsection A.3. above** shall apply to any grievance filed; and
  - d. upon expiration of the 15 working day grievance period or resolution of any grievance filed, including any appeals, the total amount to be deducted from an inmate's account may be changed to reflect the increased amount.
5. If deductions are suspended or stopped, a new **Notification of Deductions Memo** must be provided to the inmate prior to the deductions being restarted for any reason. The process described in **Subsections A.2.d. - A.3. above** shall apply.
6. ***Post-Deprivation Process – In the event that an inmate, whose deductions began prior to August 15, 2014, files a grievance that accurately reflects that the inmate did not receive notice and an opportunity to challenge the deductions through the grievance system, the Business Manager/designee shall suspend the deductions and provide the inmate with the Notice of Pause in Deductions (Attachment 3-C). The inmate shall be afforded an opportunity to challenge the past and future deductions through DC-ADM 804, "Inmate Grievance System." Upon expiration of the 15 working day grievance period with no grievance being filed or denial of any grievance filed, and after the inmate has exhausted any grievance appeals, the Business Manager/Designee shall resume the deductions.***

**B. Act 96 of 1984, Act 87 of 1995, Act 35 of 1991, Act 86 of 2000, and Act 85 of 2002**

1. Certain inmates are required to pay a fee to the CVCF and the Victim/Witness Services Fund. The fees are imposed as part of the court costs for convictions based on criminal acts occurring after June 30, 1984. The amount of the fees varies depending upon the date the inmate committed their criminal act. No fees are imposed for convictions based on criminal acts prior to June 30, 1984. These fees are mandatory, even if the inmate will not be paroled.
2. An inmate is required to pay the specified fees before they can be paroled.

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3. While the total amount to be collected is reflected on the chart in **Subsection B.4. below**, it may be subdivided into these categories:
  - a. penalty assessment for the CVCF;
  - b. penalty assessment for the Victim/Witness Services Fund; and
  - c. the judge may impose restitution owed to the CVCF.
4. The chart below provides the dates pursuant to the legislation that imposes the fees.

Legislation	Beginning Date	Ending Date	Amount Due for each Sentencing Event
71 P.S. §180-7.15 – Act 96 of 1984	June 30, 1984	Oct. 12, 1991	\$15.00
71 P.S. §180-7.15 – Act 35 of 1991 18 P.S. §11.1101 – Act 27 of 1995	Oct. 13, 1991	Dec. 28, 2000	\$30.00
18 P.S. §11.1101 – Act 86 of 2000	Dec. 29, 2000	Aug. 26, 2002	\$40.00
18 P.S. §11.1101 – Act 85 of 2002	Aug. 27, 2002	Present	\$60.00

5. For Newly Committed Inmates
  - a. The Diagnostic and Classification Center (DCC) business office staff shall first consult the **DC-300B, Court Commitment** to determine if the **DC-300B** indicates the amount of the CVCF and Victim/Witness Services Fund assessment.
  - b. If the amount due for the CVCF and the Victim/Witness Services Fund is noted on the **DC-300B**, the DCC business office staff shall input that amount into the Victim Crime Fund (VCF) automation system.
  - c. Each **DC-300B** which indicates the amount of the CVCF and Victim/Witness Services Fund assessment shall be entered as a separate assessment.
  - d. If the county does not indicate the amount owed on the **DC-300B**, staff at the receiving facility are responsible for determining the amount due, in accordance with **Subsections B.4. above** and **B.7. below**.
6. Instructions for Determining the Number of Sentencing Events

This section shall apply only in the event that the amount of the CVCF and Victim/Witness Service Fund assessment is not indicated on the **DC-300B**.

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- a. If an inmate was sentenced on the same date in the same county by the same judge, no matter how many sentences were imposed, only one amount is owed for the CVCF and Victim/Witness Services Fund.
- b. If there were two sentences on the same date in the same county by different judges, two amounts would be owed for those sentencing events. If there are two sentences on different days in the same county by the same judge, two fees are owed.
- c. A sentencing event is determined by reviewing **Section 2, Sentence Summary** of the **16E** as follows:

**Example: 1**

Sentence Date:	County:	Judge:	Indictment:
01/22/03	Bucks	Defino	001/03
01/22/03	Bucks	Defino	002/03

The above example would be one sentencing event.

**Example: 2**

Sentence Date:	County:	Judge:	Indictment:
01/22/03	Bucks	Defino	001/03
01/22/03	Bucks	Smith	002/03

The above example would be two sentencing events. Indictment 001/03 would be the first event. Indictment 002/03 would be the second sentencing event.

**Example: 3**

Sentence Date:	County:	Judge:	Indictment:
01/22/03	Bucks	Defino	001/03
01/23/03	Chester	Jones	002/03

The above example would be two sentencing events. Indictment 001/03 and 002/03 would be the first event. Indictment 002/03 would be the second sentencing event.

**Example: 4**

Sentence Date:	County:	Judge:	Indictment:
01/22/03	Bucks	Defino	001/03
01/22/03	Bucks	Defino	002/03
01/22/03	Bucks	Smith	003/03
02/22/03	Bucks	Smith	004/03

The above example would be three sentencing events. Indictment 001/03 and 002/03 would be the first event. Indictment 003/03 would be the second sentencing event. Indictment 004/003 would be the third sentencing event.

7. Funds for payment of the CVCF and Victim/Witness Service Fund fee shall be collected in accordance with **Subsection F. below**.
8. After the initial determination, the amount due shall be reviewed at any subsequent annual or parole staffing in case the sentencing structure was changed.
9. Status of the inmate's CVCF and Victim/Witness Services Fund payments must be communicated to the Pennsylvania Parole Board (PPB) on the **DC-13A, Reclassification Summary**. If the PPB determines that a different amount is owed, then that is the amount that shall be collected.
10. If the inmate is being paroled before the fees have been paid in full, they shall sign a **DC-138A, Cash Slip** for the balance due. If the inmate refuse to sign the **DC-138A**, a member of the Unit Management Team shall indicate the inmate's refusal to sign it on the **DC-14, Counselor File** and on the **DC-138A** before forwarding it to the business office. The money shall subsequently be deducted from the inmate's account.
11. The Department has been informed that the PPB shall not issue Release Orders until such payment is verified. When records office staff receives the Release Orders, the inmate is to be processed for release.
12. An inmate who is returned as a Parole Violator (PV) may owe additional fees to the CVCF. This is to be determined upon reception at the parent facility or by the support facility if the PV is not returned to a Community Corrections Center (CCC)/Community Contract Facility (CCF) and the procedures for collection of the fees apply.

### **C. Collection of Child Support Payments**

1. The Department shall make deductions from an inmate's account for the purpose of obeying lawful orders to collect child support payments.
2. Upon receipt of an order from the Domestic Relations Section of a County Court of this Commonwealth or another jurisdiction ordering the Department and/or facility to deduct a specified monthly amount from a custodial inmate's account in order to satisfy their child support obligation, the Inmate Accounts Office shall:
  - a. determine the terms of the order including whether the order: directs deductions from the inmate's income until further notice; and provides that the total withheld amount cannot exceed a certain percentage of the inmate's aggregate disposable weekly earnings;
  - b. notify the inmate that:

- (1) “effective immediately, per the attached Court Order, we will be assessing your account each month, for the Child Support you are obligated to pay. The assessment for Child Support will only be based on the payroll that is earned at this facility, but will be collected from payroll even if your total account does not exceed \$10.00;” and
  - (2) “unless and until the Department receives verifiable proof that the attached order has been suspended, modified, or terminated by the appropriate court, after action taken by you under Pa. R.Civ.P. 1910.19 or under a similar foreign jurisdiction rule or procedure, this money will be collected, in addition to other debts for which you are responsible. The Department will deduct 55% of your payroll for your child support, but we will not exceed the amount ordered on the attached Child Support Order.”
- c. ensure that an appropriate hold is placed on the inmate’s wages to ensure that sufficient funds from wages (but not in an amount that will exceed the amount ordered in the Child Support Order) remain available for remittance to the appropriate county designee; and
  - d. remit the funds collected as child support to the Pennsylvania State Collection & Disbursement Unit (PA SCDU) or to the county or other entity specified to receive the funds in the documentation ordering the collection.

#### **D. Monies Owed to the Department**

##### **1. Inmate Charges for Damages**

Charges assessed for damages shall be determined in accordance with Department policy **DC-ADM 801, “Inmate Discipline.”**

##### **2. Fees for Costs Awarded by a Court**

Any fees or costs awarded against an inmate in conjunction with a court case shall be collected in accordance with **Subsection F. below.**

##### **3. Postage Due**

Money owed for postage shall be collected in accordance with Department policy **DC-ADM 803, “Inmate Mail and Incoming Publications.”**

#### **E. Payment of Damage Award or Settlement to an Inmate Pursuant to 42 Pa. C.S. § 6608**

1. When an inmate receives monetary damages or a settlement as a result of prison conditions litigation that are payable from funds appropriated by the General Assembly or an insurance policy purchased by the Commonwealth, the proceeds shall first be used to satisfy fines, costs, and restitution and any outstanding court ordered debt related to a

criminal **sentence**. When an award or settlement occurs, the Chief Counsel's Office shall advise the **Business Manager/designee at the institution having custody of the inmate**.

2. **If the inmate owes fines, costs, and restitution as directed in Subsections A. or B. above, the Business Manager/designee shall provide the notice to the inmate set forth in 42 Pa. C.S. § 6608, by providing a Notification of Settlement Check (Attachment 3-D) through personal service. The date and manner of the service shall be recorded on a copy of the notice, which shall be filed in the inmate's DC-15.**
3. **The Business Manager/designee shall not deposit the proceeds of the judgment or settlement into the inmate's account or otherwise dispose of the proceeds until the inmate has had an opportunity to file a grievance to challenge the deduction pursuant to DC-ADM 804.**
4. **Upon expiration of the 15 working day grievance period, or resolution of any grievance filed, including any appeals, the business manager/designee shall arrange to deduct the full amount of the outstanding fines, costs, or restitution as directed in Subsections A. or B. above, from the proceeds.**
5. When the amount of outstanding court ordered debt exceeds the monetary damage award or settlement, the Office of Chief Counsel shall develop a plan for distributing the funds and notify the parties owed, and the court, of the proposed distribution. In accordance with **Act 84** of 1998, any of the owed parties may seek a court order compelling a change in the proposed distribution.
6. When the amount of monetary damages exceeds all court ordered obligations, the remainder shall be used to satisfy any amount owed to a government party, including a judgment or any other cost or fee assessed against the inmate. Implementation of this assessment shall occur by deducting the funds directly from the awards/settlement payment and forwarding them to the appropriate parties.
7. Any funds remaining after payment of the preceding debt shall be credited to the inmate's account.

#### **F. Manner of Collections**

1. **The following deductions shall occur independently, and only from the sources described below, regardless of the amount of money currently in the inmate's account:**
  - a. **Child support is collected only from inmate wages and shall be collected from those wages pursuant to Subsection C. above before any other deduction in this policy is applied.** Child support **shall be collected from inmate wages** even if

the inmate has an account balance less than \$10.00. Any **money from wages** not used to pay child support shall be **treated as income and subject to** deductions for **other debts** as set forth **in this policy**.

**Example: The only debt an inmate owes is child support, subject to a wage withholding order. Deductions from the inmate's wages shall occur according to the terms of the order. Because the inmate does not owe other debts under this policy, there shall be no deductions from deposits to the inmate's account other than from the inmate wages.**

- b. **Deductions from proceeds of judgements or settlements in favor of an inmate pursuant to 42 Pa. C.S. § 6608 shall occur only from the proceeds of the judgment or settlement. Thereinafter, the remaining balance of the judgment or settlement shall be treated as the inmate's income for the purpose of collecting any remaining debts under this policy.**

**Example: An inmate receives a settlement check payable from the Commonwealth of Pennsylvania for \$3,000. The inmate owes \$2,000 for fines, costs, and restitution connected with a criminal sentence. \$2,000 shall be deducted from the proceeds of the settlement to satisfy the criminal debts, and if the inmate owes no other debts required to be collected in this section, the remaining \$1,000 shall be credited to the inmate.**

- 2. **The following shall be collected from an inmate's income only if the inmate's account balance is \$10 or more, and shall be capped at 50% in aggregate:**

- a. **Fees collected under the CVCF imposed by the Crime Victims Act, [18 P.S. §§ 11.1101](#), shall be collected in a manner as set forth in Subsections A.2.e. and B. above. An initial deduction to the inmate's account shall account for 100% of any CVCF fees. If the balance is not sufficient to cover the total amount of fees, deductions of 50% shall occur to all income deposited to the inmate's account until the CVCF fees are paid in full.**
- b. **The Department shall collect other fines, court costs, or restitution pursuant to Act 84 by collecting 25% of all income deposited to the inmate's account.**
- c. **Pursuant to the authority in 61 Pa.C.S. § 5904, the Department shall collect damages assessed due to inmate misconduct by making deductions up to 50% of all income deposited to the inmate's account.**
- d. **Simultaneous deductions to deposits to the inmate's account for CVCF, Act 84, and damages assessed due to inmate misconduct shall be capped at no more than 50% of the incoming deposit, and shall be assigned the following priority:**

(1) **CVCF**

(2) **Act 84**

**(3) Money owed to the Department due to inmate misconduct**

- e. *The aggregate 50% cap shall not apply to the initial 100% deduction to satisfy the CVCF fee, federal civil filing fees, a child support wage deduction order, or deductions from judgments or settlement proceeds.*

*Example 1. An inmate owes Act 84 and two federal civil filing fees with orders requiring 20% deductions for each case. The 50% cap does not apply to federal filing fees. Therefore, the total deduction from income deposited to the inmate's account shall be 65% (25% for Act 84, and 20% for each of the two civil filing fees).*

**3. Federal civil filings fees and costs taxed by a court as a result of prison conditions litigation**

- a. *Federal Filing Fees pursuant to 28 U.S.C. § 1915(b) shall be collected simultaneously with other debts listed in this section up to 100% of the incoming deposit to the inmate's account, provided the inmate's account balance is greater than \$10. If the inmate owes multiple federal filing fees, these fees shall be collected simultaneously. If 100% deduction of income deposited to the inmate's account is not sufficient to satisfy all of the court orders requiring deductions, then priority shall be determined by the dates the orders were received.*

*Example 1: A federal court order requires deductions of 20% of the inmate's income to pay the civil filing fee, and the inmate also owes state court fines, costs or restitution to be collected under Act 84. The 20% federal filing fee shall be collected along with a 25% Act 84 deduction, with the total deduction being 45%.*

*Example 2: An inmate owes six federal civil filing fees, and the federal courts have ordered a 20% deduction for each of the six fees. Five 20% deductions shall occur simultaneously, equaling 100% of incoming funds. Priority among the cases shall be determined by the dates the orders were received. After one of the fees is satisfied, collection for the 6<sup>th</sup> fee shall commence, simultaneous with the remaining cases for which the inmate owes federal civil filing fees.*

- b. *Pursuant to 28 U.S.C. § 1915(f)2(A), costs awarded against an inmate by a court shall be collected in the same manner as federal filing fees. Once collected, these funds shall be forwarded to the party specified in the court order which awarded the costs.*

**Section 4 – Financial Information Provided Upon Release**

**A. Release Prior to Sentence Complete**

Prior to the release of an inmate to state parole supervision or to a Community Corrections Center (CCC), the Business Office provides a record of payments made, remaining account balances toward the satisfaction of court ordered restitution, and/or other court related financial obligations to the Pennsylvania Board of Probation and Parole (PBPP) or the Regional Office of the Bureau of Community Corrections (BCC) via the facility's records office.

**B. Release at Expiration of Sentence Complete**

Upon release of an inmate at the expiration of his/her Sentence Complete, the Business Office shall provide a record of payments made and remaining account balances toward the satisfaction of court ordered restitution or other court related financial obligations to the county probation department or other agent designated by the court order via the facility's Records Office.

**DC-ADM 005, Collection of Inmate Debts Procedures Manual**  
**Glossary of Terms**

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**Court Order** – An official document that reflects the imposition or modification of a criminal sentence or an adjudication of delinquency.

**Crime Victim's Compensation Fund** – A special non-lapsing fund that is used by the Office of the Victim Advocate for payment to claimants and technical assistance.

**Debt** – An obligation or liability to pay or render money to another.

**Income** – "Income" for the purpose of child support obligations shall be governed solely by **Section 3** of this procedures manual. In all other cases, "income" shall mean all funds credited to an inmate's account regardless of source. The only exceptions are: refunds of commissary purchases, refunds of purchases initiated through the facility, Inmate General Welfare Fund (IGWF) funded prizes/awards/incentives, Social Security Disability payments, and Veterans Administration benefits.

**Official Court Document** – A sentencing order, sentencing transcript, **DC-300B Court Commitment Form, AOPC-2123 form**, county sentencing sheet, or court order reflecting an adjudication of delinquency. The term also includes other official documentation transmitted, either physically or electronically, from the Court or from a government office which maintains custody of the official documentation. The documents need not contain a raised seal in order to be considered official.

**Sentencing Event** – The conviction of an individual for a crime(s) before any judge in any court of the Commonwealth of Pennsylvania, or the subsequent conviction of an individual of a separate and distinct crime(s) before any judge in the Commonwealth of Pennsylvania.

**Sentencing Transcript** – An official, verbatim transcription of an inmate's sentencing hearing, prepared by a court reporter.

**Victim Witness Services Fund** – A special non-lapsing fund used by the Pennsylvania Commission on Crime and Delinquency for victim-witness services and technical assistance in non-victim compensation-related areas.