



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT: APPLICATION OF PAYMENTS/CREDITS FOR  
JAIL BED INVOICES**

**INDEX NUMBER: 404.00**

**EFFECTIVE DATE: 1 July 2021**

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**PURPOSE:** To establish and maintain the consistent application of funds paid by various customers towards their outstanding balances owed for the housing of prisoners in a jail bed operated by the West Virginia Division of Corrections and Rehabilitation (DCR).

**REFERENCE:** West Virginia Code §15A-2-1, §15A-2-2, §15A-3-16, and §15A-3-17.

**RESPONSIBILITY:** Deputy Director (Finance), Assistant Director – Fiscal Operations Section, and the Accounts Receivable Unit Manager are responsible for overseeing the development and enactment of Staff Notices and Job Guides to ensure compliance with this Policy Statement.

**CANCELLATION:** Any previous written or verbal instruction, memorandum of understanding, correspondence, or agreement regarding the application of funds paid towards outstanding balances owed for the housing of prisoners in a facility operated or administered under your direction or authority.

**APPLICABILITY:** This policy statement applies to all employees involved in processing receivables for outstanding amounts owed by any customer for jail beds. This Policy Statement is available for general distribution.

**DEFINITIONS:** The words defined in this section have the meanings given them for purposes of this policy statement.

**Deputy Director, Assistant Director, or Manager:** employees appointed to those positions at the West Virginia Division of Administrative Services (DAS).

**Employee:** any person who works at any DAS section, unit, or location, including full-time, part-time, temporary, provisional, probationary, and permanent status employees of the State of West Virginia; contractors and their employees.

**Section:** a major organizational component of the agency typically administered by a Deputy Director, or Assistant Director.

**Unit:** an organizational component within a section. A unit may be under the leadership of a manager, supervisor, or lead worker reporting to an Assistant Director, Deputy Director, or Director.

**POLICY:**

- I. Unless otherwise specified by law or rule, whenever payments are received from any customer as payment for outstanding invoices and/or credits are present for DCR jail beds, the payment or credit will be applied as indicated in writing by the customer.
- II. If the customer wishes to specify how funds or credits are to be applied, the request must be in writing by the customer at the time payment is submitted, within 90 days after payment is received by DAS, when credit appears on the customer statement, or by end of the fiscal year.
- III. Unless written specification is provided otherwise, it is DAS policy to apply the payment or the credit to the oldest undisputed outstanding amount(s) first. Applying the funds or credits to the oldest undisputed outstanding amount(s) assists the customer to be as current as possible to place them in the best possible position to qualify for disbursements from the Jail Operations Partial Reimbursement Fund, as noted in West Virginia Code §15A-3-17.
- IV. Each customer statement shall contain a notice at the bottom of the statement advising the customer of this policy.
- V. The DAS Accounts Receivable Unit Manager is responsible to ensure that all employees involved in processing these transactions are trained in compliance with this policy statement and perform their tasks accordingly.

APPROVED SIGNATURE: \_\_\_\_\_

  
Michael V. Coleman, Director

  
Date

