



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

**SUBJECT: ANNUAL NOTICE – JAIL OPERATIONS PARTIAL  
REIMBURSEMENT FUND**

**INDEX NUMBER: 405.00**

**EFFECTIVE DATE: September 23, 2022**

---

**PURPOSE:** To establish and maintain a mechanism by which counties, municipalities, and their associations receive an annual written notice from the Director of the Division of Administrative Services (hereinafter the Division) to remind them of the eligibility requirements to receive an annual disbursement from the Jail Operations Partial Reimbursement Fund as set forth in West Virginia Code §15A-3-17.

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

**RESPONSIBILITY:** 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:** None.

**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 and is not exempt from FOIA requirements.

**DEFINITIONS:** None.

**POLICY:** The Accounts Receivables Manager within the Fiscal Operations Section shall transmit annually, no later than with the March invoices, a letter from the Division Director to each county commission and mayor, whose county or municipality, participates in the State's jail system to remind them of the Fund and the eligibility requirement that must be met to receive an annual disbursement from the fund pursuant to West Virginia Code §15A-3-17. A courtesy notification will also be sent to the Executive Directors of the West Virginia Association of Counties, the West Virginia County Commissioner's Association, and the West Virginia Municipal League. See Attachment #1 for an example.

**APPROVED SIGNATURE:**

  
Michael V. Coleman, Director

  
Date

## ATTACHMENT #1 -- DAS POLICY 405.00



JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
1201 Greenbrier Street  
Charleston, WV 25311  
(304) 558-2350



MICHAEL V. COLEMAN  
DIRECTOR

May 7, 2021

INSERT OFFICIAL  
AND ADDRESS

Dear Commissioners,

The Division of Administrative Services provides accounts receivable services to the Division of Corrections and Rehabilitation. These services include preparing the monthly invoices for counties and municipalities for persons lodged in a regional jail. I am writing to you today on behalf of the Division of Corrections and Rehabilitation concerning the statutory eligibility requirements for counties and municipalities to receive funds from the Jail Operations Partial Reimbursement Fund ("JOPRF").

As you should know, funds from the JOPRF are typically disbursed to counties and municipalities shortly after the end of each fiscal year pursuant to West Virginia Code §15A-3-17. The pertinent language in the statute governing eligibility for payments from the JOPRF states: ***"Provided, That only counties and municipalities that, on July 1 of each year, are not more than 90 days delinquent in payments for moneys to incarcerate its offenders are eligible to receive this reimbursement: Provided, however, That the pro rata share formula shall not include the counties or municipalities which are not entitled to reimbursement pursuant to this section."***

A copy of your most recent regional jail statement is enclosed with this letter. Anytime you have a question about your jail statement, outstanding balances, or payments you can contact Kimberly Wilson, Accounts Receivable Manager, at the Division of Administrative Services by calling (304) 558-2350 or by emailing her at [Kimberly.S.Wilson@wv.gov](mailto:Kimberly.S.Wilson@wv.gov).

Thank you for your time and consideration in this matter. The Division of Corrections and Rehabilitation values its relationships with the state's counties and municipalities and appreciates the efforts undertaken to remain current in these per diem payments. Please do not hesitate to contact me if you have additional questions or concerns, and all available assistance will be provided in the pursuit of achieving our mutual goals and obligations.

Sincerely,

A handwritten signature in blue ink, appearing to read "MVC".

Michael V. Coleman, Director