



State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street
Charleston, WV 25301
(304) 558-2350



JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

MICHAEL V. COLEMAN
DIRECTOR

April 5, 2022

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.

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,

Michael V. Coleman, Director