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THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, AND CASE MANAGEMENT			

XI. VITAL RECORDS AND CREDENTIALS:

A. Unit Team staff shall collaborate with multiple divisions, specifically Classification and Pre-Release staff to apply for the following vital records/credentials for an incarcerated individual in preparation for release:

1. Birth Certificates: Can be applied for at any time during the individual's incarceration and should not be applied for under 60 days from EPRD.
2. Social Security Cards: May be applied for at 180 days from EPRD and should not be applied for under 60 days from EPRD.
3. State Identification Cards: Incarcerated individuals should be referred to visit the mobile BMV during scheduled site visits when they are 365 days from EPRD.
4. Operator's License or Learner's Permit: Incarcerated individuals should be referred to see the mobile BMV during scheduled site visits when they are 150 days from EPRD.
5. DD214 Report of Separation: May be applied for at any time during the individual's incarceration. Should not be applied for under 60 days from EPRD.

B. Refusal

1. If an incarcerated individual refuses to apply and received Vital Records / credentials, an initial refusal form must be completed and signed by the incarcerated individual and documented in DELTA.
2. After 24 hours, but not to exceed 72 hours, the incarcerated individual will be offered the opportunity to apply for Vital records/credentials. If the incarcerated individual refuses, a second refusal form must be completed and documented in DELTA.

C. Application and Receipt of Vital Records

1. Birth Certificate:

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- a. The birth certificate shall be applied for during initial Intake. If it was not completed at initial Intake, upon arrival to the incarcerated individual's assigned facility an incarcerated individual will be offered the opportunity (by their caseworker) to fill out an application for a birth certificate. The caseworker will notify enter the Re-Entry coordinator to begin the process.
- b. If an incarcerated individual refuses to apply for and receive a birth certificate, an initial refusal form must be completed and signed by the incarcerated individual, two staff members, and documented in DELTA.
- c. After 24 hours, but not to exceed 72 hours, the incarcerated individual will be offered another opportunity to apply for a birth certificate. If the incarcerated individual refuses, a second refusal form must be completed and documented in DELTA.
- d. The Re-Entry Coordinator (or designee) will review the applications for accuracy and will submit the applications using the IDOH portal electronic submission process. A confirmation number will be generated.
- e. Only two staff members per facility can have IDOH portal access to submit birth certificates electronically. If a facility is unable to obtain electronic access, they will follow the current process of submitting the application via mail.
- f. The Re-Entry Coordinator will forward (via email) the applicant list with incarcerated individual's DOC number, and the IDOH confirmation number to the appropriate business office supervisor. The Re-Entry Coordinator will maintain a copy of the lists for quality assurance and accurate tracking.
- g. The Re-Entry Coordinator must document the application submission and receipt in the Service Intervention section of the Case Plan screen and note section in DELTA.
- h. All birth certificates will be forwarded directly to the Re-Entry Coordinator for processing. Once the birth certificate is received at the facility, the Re-Entry Coordinator will notify the business office

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within 5 business office with the status of the order per the confirmation number.

- i. If there are any missing certificates, the Re-Entry Coordinator will notify the business office and Re-Entry Monitor Vital Records Liaison within 5 business days for follow-up.
- j. The Re-Entry Coordinator will ensure the birth certificate is placed in the incarcerated individual's release portfolio and scanned in IRIS and documented in DELTA.
- k. An incarcerated individual must not be given their birth certificate prior to their release.
- l. Birth certificates must be secured at all times and not accessible to any incarcerated individual.

2. Social Security Card

- a. As part of the 180 day face to face release meeting process, the Re-Entry Coordinator will generate the referral report from DELTA, one time a month, to determine the incarcerated individual's need for a replacement Social Security card. If the Re-Entry Coordinator discovers the incarcerated individual is missing a birth certificate, they will offer the incarcerated individual the opportunity to apply for the record as well.
- b. The Re-Entry Coordinator will ensure the eligible incarcerated individual is offered an application for a replacement Social Security card and provide assistance completing the application if necessary.
- c. No copies of the Social Security application will be kept.
- d. If an incarcerated individual refuses to apply for and receive a Social Security card, an initial refusal form must be completed, signed by the incarcerated individual, two staff members, and documented in DELTA.

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- e. After 24 hours, but not to exceed 72 hours, the incarcerated individual will be offered another opportunity to apply for a replacement Social Security card. If the incarcerated individual refuses, a second refusal form must be completed, signed by the incarcerated individual, two staff members, and documented in DELTA.
- f. If the incarcerated individual refuses to sign the refusal, complete the refusal form, but note the incarcerated individual refused to sign.
- g. The Re-Entry Coordinator will review the applications for accuracy and submit to the Servicing Field Social Security Administration office. The servicing office is determined by the zip code of the facility and can be found online at:

<https://secure.ssa.gov/ICON/main.jsp>
- h. Once the Social Security card is received at the facility, the Re-Entry Coordinator will ensure the Social Security card is placed in the incarcerated individual's release portfolio and scanned in IRIS as well as documented in DELTA.
- i. An incarcerated individual's Social Security card is not to be given to the incarcerated individual prior to release.
- j. Social Security cards must be secured at all times and not accessible to any incarcerated individual.

3. Bureau of Motor Vehicles (BMV) Credentials

The BMV mobile unit make site visits, at a minimum, two times each calendar year. The BMV mobile team provides the opportunity for incarcerated individuals to receive a state identification card, Operator's license credential or a learner's permit.

The schedule, forms and preparation instructions can be found on the SharePoint IDOC BMV Resources page:

<https://in.gov.sharepoint.com/sites/BMVDOCResource>

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Any submissions, questions or requests are to be made to:

BMVmobilebranch@BMV.IN.gov

The Re-Entry Monitor/BMV Liaison shall be copied in all correspondence to the BMV.

4. State Identification

- a. The Re-Entry Coordinator will receive notification of their facility scheduled BMV Mobile site visits.
- b. Incarcerated individuals with 365 days or less to their EPRD are initially eligible to receive a credential. If they are not in the BMV's system, the Re-Entry Coordinator will need to provide a copy of the incarcerated individual's birth certificate and/or Social Security card.
- c. The Re-Entry Coordinator will generate a list of incarcerated individuals and provide them to the BMV no later than 2 weeks prior to the site visit date. If the BMV does not receive the list within this time frame, the visit may be cancelled and will need to be rescheduled (if dates are available).
- d. The BMV will screen the list and notify the Re-Entry Coordinator who is eligible to receive a state identification credential.
- e. The Re-Entry Coordinator will ensure that the Affiant Letter and State Form 50879, "Indiana Residency Affidavit," are completed and signed. If there is verified placement address (shelters, transitional housing are not verified placement), specifically a residence, the address portion of SF 50879 can be filled in with the incarcerated individual's placement address. The credential will still be mailed to the facility.
- f. Once the incarcerated individual's State identification (ID) credential is received at the facility, the Re-Entry Coordinator must complete the service intervention section and enter a case note in DELTA reflecting the credential was received and placed in their release portfolio.

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- g. Credentials are not to be given to the incarcerated individual prior to release.
 - h. Credentials must be secured at all times and not accessible to any incarcerated individual.
- 5. Operator's Licenses or Permits
 - a. The Re-Entry Coordinator will receive notification of their facility scheduled BMV Mobile site visits.
 - b. Incarcerated individuals with 150 days or less to their EPRD are initially eligible to receive a credential. If they are not in the BMV's system, the Re-Entry Coordinator will need to provide a copy of the incarcerated individual's birth certificate and/or Social Security card.
 - c. The Re-Entry Coordinator will generate a list of incarcerated individuals and provide them to the BMV no later than 2 weeks prior to the site visit date. If the BMV does not receive the list within this time frame, the visit may be cancelled and will need to be rescheduled (if dates are available).
 - d. The BMV will vet the list and notify the Re-entry Coordinator who is eligible to take the Operator's License/Learner's Permit exam.
 - e. If the incarcerated individual does not pass the Operator's License/Learner's Permit exam, they will still be able to receive a state identification credential.
 - f. Once the incarcerated individual's state identification (ID) credential is received at the facility, the Re-Entry Coordinator must enter a case note in DELTA reflecting the credential was received and placed in their release portfolio.
 - g. Credentials are not to be given to the incarcerated individual prior to release.

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h. Credentials must be secured at all times and not accessible to any incarcerated individual.

D. Release:

Upon release, the incarcerated individual will be provided any original vital records/credentials that are in their release portfolio.

E. Sex Offenders

a. Any incarcerated individual required to register as a sex offender after release is mandated to obtain a state identification card. Unit Team and Re-Entry staff shall make every effort to assist the incarcerated individual in obtaining this record prior to release.

b. Any incarcerated individual who is required by law to register as a sex offender and refuses a State identification card can receive a written conduct at the discretion of the facility.

c. If an incarcerated individual refuses to receive any vital record or credential, Unit Team and Re-Entry staff will have the incarcerated individual sign a refusal form and it should also be documented in a case note.

F. If an incarcerated individual is transferred to another facility, vital records/credentials must be forwarded in the incarcerated individual packet to the receiving facility.

G. If the records/credentials were not forwarded when the incarcerated individual is transferred, it is the responsibility of the transferring facility to make sure the receiving facility receives the record/credential(s).

H. Below is the proper disposition of any record/credential after an incarcerated individual is released from a Department facility.

1. Social Security Cards

a. If the incarcerated individual has been released to Parole, Community Transition Program, or Probation without their Social Security card, the incarcerated individual's placement will be confirmed.

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- b. Once confirmed, the Re-entry Coordinator will forward the Social Security card to the specific Parole District, Probation, or the Community Corrections Agency in which the incarcerated individual is serving CTP.
- c. A Social Security card shall not be forwarded to a shelter, motel/hotel, transitional housing, local jail, or residence. These Social Security cards will be forwarded to Central Office / Re-entry Division.
- d. In the event of an incarcerated individual death, vital records/credentials must be received at the Central Office location within ten (10) business days of date of death.

2. Birth Certificates, State Identification or Operator’s License

- a. If the incarcerated individual has been released to Parole, Community Transition Program, Probation, or Transitional Housing without their birth certificate and/or state identification, the incarcerated individual’s placement shall be confirmed.
- b. Once confirmed, forward the birth certificate and/or State identification to the specific Parole District, Probation, Transitional Housing, or the Community Corrections Agency in which the incarcerated individual is serving CTP.
- c. If the incarcerated individual is released to the community, mail the birth certificate/State identification to the incarcerated individual’s confirmed release address.
- d. A birth certificate/State identification shall not be forwarded to an emergency shelter, motel/hotel, or local jail. These shall be forwarded to Central Office / Re-Entry Division.
- e. In the event of an incarcerated individual death, vital records/credentials must be received at Central Office location within ten (10) business days of date of death.

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- I. If it is determined that an incarcerated individual's records and/or credentials should be forwarded to Central office, the record/credential shall be forwarded to:

Indiana Department of Correction
Attention Re-Entry Services
302 W. Washington Street, Room 334,
Indianapolis, IN 46204.