

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Ohio Penal Education Consortium Fiscal Issues</b>	PAGE <u>  1  </u> OF <u>  3  </u>
	NUMBER: 57-EDU-10
RULE/CODE REFERENCE:	SUPERSEDES: 57-EDU-10 dated 09/24/12
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 7, 2015
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish accountability and consistency in the payment of invoices for advanced job training provided to Department of Rehabilitation and Correction inmates by Ohio Penal Education Consortium colleges and universities.

**III. APPLICABILITY**

This policy is applicable to all persons employed by the Department of Rehabilitation and Correction, independent contractors providing a service to the Department, inmates, and volunteers. The procedures set forth are specifically directed to employees responsible for the verification and certification of advanced job training provided to Department inmates and the colleges and universities providing such training. This policy does not apply to the Corrections Training Academy or to the Division of Parole and Community Services.

**IV. DEFINITIONS**

**Academic Term** - A division of a school year, such as a semester or quarter, during which a course of study is offered. Generally, colleges that utilize semesters offer three academic terms per year and those utilizing quarters offer four academic terms.

**Ohio Penal Education Consortium (OPEC)** - An organization made up of all colleges and universities that provide advanced job training to inmates in the Department of Rehabilitation and Correction.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to maintain strict accountability of classes provided to inmates through Ohio Penal Education Consortium colleges and universities and of payments made for these services.

**VI. PROCEDURES**

The Ohio Central School System shall contract with Ohio Penal Education Consortium colleges and universities to provide advanced job training classes to eligible inmates.

**A. Invoices**

1. Colleges and universities shall invoice the Department for each academic term for which credit is offered.
2. The college or university shall invoice for any inmate who is enrolled and in good standing at the close of the 15<sup>th</sup> calendar day of the academic term.
3. Invoices shall be submitted on or after the 16<sup>th</sup> calendar day, but before the 30<sup>th</sup> day of the academic term, and shall be forwarded to the Assistant Principal or School Administrator at the institution in which the classes were held.
4. Tuition charges for each student shall be calculated using this formula: The number of credit hours for the current academic term, times the rate per credit hour, equals the charges for the current academic term.
5. Valid invoices must contain the following information:
  - a. The complete name and address to whom the remittance should be mailed;
  - b. The name of the prison at which the classes were offered;
  - c. The academic term and year for which the invoice is being submitted (e.g. summer semester/12);
  - d. The number of students and total credit hours for which the college/university is billing;
  - e. The dollar rate per credit hour;
  - f. The total dollar amount of the invoice, the invoice number, and the invoice date;
  - g. The signature of a representative of the college/university.
6. The completed Advanced Job Training Invoice Verification (DRC4283) containing the names, inmate numbers, and number of credit hours for each student shall be attached to the invoice and the representative of the college/university shall sign, to attest to its accuracy.

**B. Approval of Invoices**

1. Upon receipt of the invoice, the Assistant Principal **or** School Administrator shall review it for accuracy, comparing it to inmate class rosters, attendance rosters, and Advanced Job Training Invoice Verification form (DRC4283). After this review has been completed, the Assistant Principal or School Administrator shall sign it attesting to its accuracy, and forward it to the Principal.
2. The Principal shall review the invoice for accuracy, sign it, and submit it to the responsible Deputy Warden.
3. The responsible Deputy Warden shall review the invoice for accuracy, sign it, and submit it to the Ohio Central School System Fiscal Director.
4. The Ohio Central School System Fiscal Director shall review the invoice for accuracy, sign it, and submit it to the Department's Division of Business Administration to be processed for payment.
5. Any invoice found to be inaccurate shall be returned to the college/university, with the inaccuracy documented, for correction.

**Related Department Forms**

Advanced Job Training Invoice Verification Form

DRC4283