



North Carolina Department of Correction
Division of Prisons
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June 28, 2011

PEP Memorandum #5

(PEP Memorandum #3 related to State Board of Community Colleges approvals and was sent to colleges only)

To: Prison Facility Superintendents
Community College Presidents and Business Officers

From: Joseph H. Prater, Assistant Director, Division of Prisons
North Carolina Department of Correction

Jennifer Haygood, Vice President, Business and Finance
North Carolina Community College System

Subject: **Prison Education Program Third Party Billing Process**

In response to the elimination of tuition waiver for prison education, as established in House Bill 200, effective July 1, 2011, the following procedures are to be utilized in the Department of Correction's direct payment of applicable tuition and registration fees to colleges for inmates enrolled in community college courses. This procedure is established with the intention of facilitating the efficient processing of these payments while assisting our staff in managing the utilization and accountability of this program.

Recognizing that, generally, colleges have similar documentation requirements for their billing, our intention is to minimize changes to those processes and with the exception of the items listed below, to allow individual colleges to apply their standard policies and procedures to the Department of Correction consistent with the manner they do with other state agencies making similar sponsor payments (such as NCDOT, ESC, etc.), including drop/add procedures and refunds in accordance with administrative codes 23 NCAC 02D.0202(d) (for curriculum) and 23 NCAC 02D.0203(d) (for continuing education). Additionally, by design, this would only minimally alter the inmate enrollment processes already in place between the colleges and the prisons, incorporating the use of a standardized "Letter of Authorization" (attached); all other processes recently put in place specifically to meet the provisions of House Bill 200, Sections 8.12 a & c. will remain, as established.

(continued)

In order to achieve the necessary standardization in this process and to better maintain accountability of this program, the following operational criteria are to be followed.

1. The established contact person at the prison facility will initiate the enrollment of inmates with the college through the use of the attached standardized "Letter of Authorization," which is to be completed consistent with the "Joint Confirmation Form" executed between the prison facility and college.
2. Invoices are to be processed and forwarded from the college to the established contact person at the prison:
 - a. By the 15th of the month immediately after the 10 percent date of the course; and
 - b. Electronically, by scanning the invoice package and e-mailing to the prison facility contact person.
3. Invoice packages are to minimally include:
 - a. Statements which contain both the students' names, course titles, and associated charges; and
 - b. Class rosters with students' names and instructors' signatures.

Note: A sample of Southeastern Community College's invoice package is attached as a guide regarding the contents of the invoice packages to be used for this program.

4. NCDOC will make payment to the college within 30 calendar days upon receipt, via electronic funds transfer. Be advised that these transfers are subject to the availability of funds due to cash restrictions, which could potentially delay payments.
5. All invoicing questions or issues from the college are to be communicated directly to the established prison facility contact person, who will work with the Division of Prisons' Administrative Services section, Educational Services section and/or or the Department of Correction's Controller's Office, as necessary, to resolve these issues.

We look forward to working together on this, and thank you for your assistance. If you have questions or need additional information regarding this, let us know.

Attachments - Letter of Authorization
Sample of invoice package

cc: Jennie Lancaster
Sharon Morrissey
James French
Bob Lewis
Gloria Upperman
Jean Burke