

**New York City Department of Correction
Implementation of Administrative Code
Discharge Planning Provisions
December 2015**

| Mandate | Implementation |
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| <p>9-127-a The Department of Correction and the Department of Homeless Services shall develop a process for identifying individuals who repeatedly are admitted to city correctional institutions and who, in addition, either immediately before their admission to or after their release from such institutions, are housed in shelters provided by the Department of Homeless Services.</p> | <p>The Department of Correction (DOC) and the Department of Homeless Services (DHS) have developed a data match process by which DOC sends to DHS monthly its discharge files; then DHS computes the percentage of shelter entrants with DOC stays in the six months preceding shelter entry. This data match is conducted monthly; its results are used to inform various components of the discharge planning effort.</p> |
| <p>9-127-b The Department of Correction shall collect, from any sentenced inmate who will serve, after sentencing, ten days or more in any correctional institution, information relating to the inmate's housing, employment, and sobriety needs. The Department of Correction shall, with the consent of the inmate, provide such information to any social service organization that is providing discharge planning services to such inmate under contract with the Department of Correction.</p> | <p>DOC assesses the employment, housing, sobriety and other needs of all inmates who are identified to be at moderate to high risk of re-admission and who stay in custody for 7 days or longer. The results of these assessments are shared with social service organizations that are contracted by DOC to provide discharge planning services to inmates participating in the ICAN program. This year, the ICAN program has expanded to include inmates who are at medium risk for recidivism, who are also being assessed for their needs. To conduct these assessments, DOC uses LS-CMI, a nationally-validated risk/needs assessment tool.</p> <p>In addition, the Discharge Planning Screening form (form 983) is completed for every individual admitted to DOC custody. Form 983 addresses housing, employment, sobriety, benefits, and family issues. Efforts to have this information collected and shared electronically to increase efficiency continue.</p> |

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| <p>9-128-a The Department of Correction shall make applications for government benefits available to inmates by providing such applications in areas accessible to inmates in city correctional institutions.</p> | <p>DOC utilizes benefit boards, also known as Resource Centers, to make applications for government benefits for accessible and attractive to the inmate population. These Resource Centers are located in areas that are readily accessible to inmates, including law libraries, counseling offices and discharge planning areas. There are a total of 22 Resource Centers throughout the facilities and 2 in the Central Visit House.</p> <p>Each Resource Center contains applications or descriptions of benefits available through the NYC Human Resources Administration, the Social Security Administration, the Veterans Administration, and the Office of Children and Family Services.</p> <p>The Resource Centers also include information provided by the Departments of Motor Vehicles, Health and Mental Hygiene, and Education, tips on obtaining employment, as well as 311 Jail Release Services.</p> |
| <p>9-128-b The Department of Correction shall provide assistance with the preparation of applications for government benefits and identification to sentenced inmates who will serve, after sentencing, thirty days or more in any city correctional institution and who receive discharge planning services from the Department of Correction or any social services organization under contract with the Department of Correction, and in its discretion, to any other inmate who may benefit from such assistance.</p> | <p>The Individualized Correction Achievement Network (I-CAN), the second generation of the RIDE program, reimburses providers for assisting inmates with moderate to high risk of recidivism with applications for government benefits and identification.</p> <p>In addition, DOC's Support Centers – one is currently located at the Eric M. Taylor Center, the sentenced men's facility on Rikers Island, and another is in the Rose M. Singer Center, the women's facility on Rikers Island – help facilitate the enrollment/re-enrollment of individuals into benefit programs for which they are eligible and to which they may be entitled. The Support Center does so by providing the opportunity for agencies that oversee benefits (HRA, DOHMH, SSA, VA, etc.) to work with inmates to determine their eligibility and complete applications during incarceration enabling activation/reactivation as soon as possible after release. Facilitated Medicaid Enrollment, SSI interviews and VA briefings and follow-up with eligible inmates also occur. The DOC, HRA and the Rikers Island Single Stops developed a process to complete Food Stamp applications in jails so that newly released inmates will have food stamps as soon as possible after discharge from DOC custody.</p> <p>Single Stops, funded by the Robin Hood Foundation, run by the Center for Urban</p> |

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| | <p>Community Services and implemented in October 2007, provide benefits counseling, RAP Sheet education, and civil legal assistance to city-sentenced inmates in EMTC and RMSC. Single Stops also assist inmates with Medicaid applications. However, in December 2013, the Health Care Reform Act presented challenges that resulted in the disruption of Medicaid application submissions. In December 2014, Rikers Island Single Stop established a new process to continue Medicaid submissions.</p> <p>DOC is working collaboratively with the SSA to verify social security numbers for inmates on Rikers Island and, when time allows, to mail the social security card to the inmate for placement in their property so that it is immediately available upon release. Those that cannot be obtained prior to release are sent to the individuals' after-jail addresses.</p> |
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| <p>9-128c Notwithstanding any other provision of law, any person born in the City of New York and sentenced to 90 days or more in a NYC correctional facility who will serve, after sentencing, 30 days or more in a NYC correctional facility, shall be provided by the Department before or at release, or within 2 weeks thereafter if extenuating circumstances exist, at no cost to such person, a certified copy of his or her birth certificate to be used for any lawful purpose; provided that such person has requested a copy of his or her birth certificate from the Department at least 2 weeks prior to release. Upon such request, the Department shall request such certificate from the DOHMH in a form and manner approved by the Commissioner of the Department of Health and Mental Hygiene. The Department shall inform such person of his her ability to receive such certificate pursuant to the provisions of this subdivision within 3 days of his or her admission to a sentencing facility. No person shall receive more than one birth certificate without charge pursuant to this subdivision.</p> | <p>With the passage of this section, the NYC Department of Correction and the NYC Department of Health and Mental Hygiene, Bureau of Vital Statistics adopted a Procedure, effective April 1, 2008, by which inmates can request a copy of their birth certificates. Posters notifying eligible inmates of their right to request birth certificates are placed and this information is presented in orientation sessions for newly admitted inmates.</p> |
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| <p>9-129 Reporting. The Commissioner of Correction shall submit a report to the Mayor and the Council by October first of each year regarding implementation of sections 9-127 and 9-128 of this title and other discharge planning efforts, and, beginning October first, two thousand eight and annually thereafter, regarding recidivism among inmates receiving discharge planning services from the Department of Correction or any social services organization under contract with the Department of Correction.</p> | <p>ICAN is the Department's largest discharge planning program, designed to reduce recidivism among inmates who are at moderate to high risk of re-offending. ICAN currently serves 6400 individuals per year. DOC has begun analyzing the program's recidivism rates and we anticipate having ICAN's recidivism rates in 2016.</p> |
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