



Rules of
Department of Corrections
Division 80—State Board of Probation and Parole
Chapter 5—Intervention Fee

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**Title 14—DEPARTMENT OF
CORRECTIONS**

**Division 80—State Board of Probation
and Parole**

Chapter 5—Intervention Fee

14 CSR 80-5.010 Definitions for Intervention Fee

PURPOSE: This rule identifies definitions used in this chapter.

(1) For the purpose of 14 CSR 80-5:

(A) The term “intervention fee” refers to the monthly fee authorized by section 217.690.3, RSMo and required to be paid by all offenders under probation, parole, or conditional release supervision of the Board of Probation and Parole;

(B) The term “sanction” is an approved penalty or action intended to enforce compliance;

(C) The term “waiver” means an offender is relieved of an obligation to pay all or part of the intervention fee, as authorized by the supervising officer and the district administrator;

(D) “Willful nonpayment” means the offender refuses to pay the intervention fee despite having sufficient financial assets to pay the fee;

(E) The term “income” refers to gross earnings, unemployment compensation, worker’s compensation, Social Security, Supplemental Security Income, public assistance, veteran’s payments, survivor benefits, pension and retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources. Non-cash benefits, such as food stamps and housing subsidies, are not considered income; and

(F) The term “family member” means any relative, by blood or marriage, who resides in the same household. Non-relatives, such as housemates, are not included.

AUTHORITY: sections 217.040 and 217.755, RSMo 2000 and 217.690, RSMo Supp. 2005. Emergency rule filed Oct. 6, 2005, effective Nov. 1, 2005, expired April 29, 2006. Original rule filed Oct. 6, 2005, effective April 30, 2006.*

**Original authority: 217.040, RSMo 1982, amended 1989, 1993, 1995; 217.690, RSMo 1982, amended 1986, 1987, 1989, 1992, 1995, 2002, 2005; and 217.755, RSMo 1982.*

14 CSR 80-5.020 Intervention Fee Procedure

PURPOSE: This rule establishes a process by which a monthly intervention fee is collected from offenders under probation, parole or conditional release supervision of the Board of Probation and Parole.

(1) The following procedures apply to the collection of an offender intervention fee.

(A) Except as provided in subsections (1)(E), (F), (G) and (H), all offenders placed under probation, parole or conditional release supervision of the Board of Probation and Parole are required to pay an intervention fee in the amount set by the department not to exceed sixty dollars (\$60) per month.

(B) Offenders shall be notified of the intervention fee in the following ways:

1. Offenders assigned to supervision on or after April 30, 2006, shall sign the revised Order of Probation/Parole which includes the condition requiring payment of the intervention fee; or

2. Offenders under supervision before April 30, 2006, shall be issued a directive pursuant to Written Directive Condition #8, included herein, requiring payment of the intervention fee.

(C) Fees will be collected as follows:

1. Offenders shall be provided instructions on payment methods and procedures. Staff shall not accept money in any form from an offender;

2. The intervention fee shall be due on the first day of the first full month following placement under board supervision on probation, parole, or conditional release. The fee shall be due thereafter on the first working day of each month until supervision is terminated;

3. Payments shall be deemed delinquent after the fifteenth day of the month, including the final month of supervision;

4. Pre-printed envelopes, payment vouchers, and payment instructions will be provided to the offender; and

5. Payment instructions to the offender will indicate the following:

A. Payments must be submitted directly to the designated collection authority. Probation and parole staff will not accept payments;

B. Only money orders and cashier’s checks will be accepted. Personal checks and cash will not be accepted; and

C. The completed payment voucher shall accompany the payment.

(D) Should an offender be declared an absconder, intervention fees will continue to accrue until such time as the case is closed. If the case is active on or after the first day of the month in which the case is suspended and closed, the fee will be assessed for that month.

(E) Offenders will be exempted from paying intervention fees under the following circumstances:

1. In that offenders in community release centers, residential facilities, and in the Electronic Monitoring Program already pay a daily maintenance or program fee, intervention fees will be exempt in these cases. Intervention fees will start or resume on the first day of the month following release from these facilities or programs; and

2. Pre-trial, drug court and deferred prosecution cases are exempted from paying the intervention fee.

(F) If the case is an interstate transfer, once the offender departs Missouri for the receiving state collection of intervention fees will be terminated.

(G) If an offender on probation, parole, or conditional release is subsequently confined in a jail or correctional facility for thirty (30) days or longer, the fee is suspended effective the thirty-first day of confinement. Fees shall resume on the first day of the month following release.

(H) If an offender is unable to pay because of having insufficient income, fees may be waived in whole or in part. In these cases the following steps shall be taken:

1. Offenders, whose total verified income is at or below the insufficient income criteria, may be considered for a waiver. Unemployed offenders capable of being gainfully employed are not eligible for a waiver. An offender’s income is considered insufficient if it is at or below the amount shown in the Insufficient Income Criteria chart included in the Request for Waiver of Intervention Fees, included herein. Income from all family members in the household is used to calculate whether the waiver is appropriate. If a person lives with his or her family, the combined income of all family members will be used (non-relatives, such as housemates, do not count). For a waiver to be considered, the offender must provide appropriate records to document household income.

2. Once the officer verifies the offender meets one of the waiver criteria above, the officer will complete the Request for Waiver of Intervention Fees form and submit it to the district administrator for approval.



3. If approved, waivers are valid for a maximum of ninety (90) days. The district administrator shall make the waiver entry into the computer system. If the officer determines the waiver should be renewed beyond that point, a new Request for Waiver of Intervention Fees form must be submitted for approval. However, at any point the officer determines that the offender is again capable of paying monthly intervention fees, supervisory approval is not necessary to rescind the waiver.

(I) The following process for sanctions regarding nonpayment shall be applied:

1. Within ten (10) working days of becoming aware that an offender has failed to submit the intervention fee, the supervising officer shall contact the offender in writing, by phone, or in person to remind them of the payment obligation;

2. The supervising officer should direct the offender to specific programs or services that will assist him/her in addressing their inability to pay (i.e., financial management program, employment counseling and/or job seeking classes, substance abuse counseling, mental health counseling, etc.);

3. The supervising officer shall establish a payment plan, via a written directive, with the offender, to address any arrearage within a reasonable time, given the offender's individual circumstances;

4. Should the offender become three (3) months in arrears on intervention fee payments, either consecutively or in the cumulative, or it is determined the offender is willfully failing to submit the required payments, the supervising officer shall submit a violation report;

5. Offenders who are not current on their intervention fee payments shall not be eligible for transfer to minimum supervision, interstate transfer or early discharge consideration;

6. Sanctions for willful nonpayment of intervention fees include, but are not limited to the following:

- A. Written reprimand from district administrator or parole board;
- B. Travel restriction;
- C. Community service;
- D. Increased level of supervision; and
- E. Shock detention; and

7. Unpaid intervention fees owed by offenders committed to the Division of Adult Institutions (DAI) will be collected from the inmate's account.



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
BOARD OF PROBATION AND PAROLE
REQUEST FOR WAIVER OF INTERVENTION FEES

OFFENDER NAME	DOC NUMBER	DATE
NUMBER OF ADULT FAMILY MEMBERS IN HOUSEHOLD	NUMBER OF ADULT FAMILY MEMBERS WITH INCOME	NUMBER OF DEPENDENTS

REASON FOR EXEMPTION (Does not require MWIF entry or renewal – automated based on tracking or sentence type)

- Drug Court Deferred Prosecution
 Pre-Trial EMP, CRC, RF → Projected Completion Date:

REASON FOR WAIVER REQUEST (Requires renewal in MWIF every 90 days)

- Confined (JAL) Date Confined: Anticipated Release Date:
 Interstate Transfer (IST) Date Departed Missouri:
 Insufficient Income (INC)

INSUFFICIENT INCOME CRITERIA *

CHECK WHICH APPLIES	PERSONS IN FAMILY UNIT	ANNUAL INCOME	MONTHLY INCOME	VERIFIED TOTAL INCOME
<input type="checkbox"/>	1	\$9,800	\$817	
<input type="checkbox"/>	2	\$13,200	\$1,100	
<input type="checkbox"/>	3	\$16,600	\$1,383	
<input type="checkbox"/>	4	\$20,000	\$1,667	
<input type="checkbox"/>	5	\$23,400	\$1,950	
<input type="checkbox"/>	6	\$26,800	\$2,233	
<input type="checkbox"/>	7	\$30,200	\$2,517	
<input type="checkbox"/>	8	\$33,600	\$2,800	
	Each additional person, add	\$3,400	\$283	

(Figures are based on 2006 U.S. Dept. Of Health and Human Services Poverty Guidelines)

NOTE: Hourly wage may be multiplied by 168 to compute the approximate monthly income.

OFFICER/EMPLOYEE NUMBER	DATE	DISTRICT ADMINISTRATOR/CAO/DESIGNEE	DATE
THIS WAIVER REQUEST IS →		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
WAIVER EFFECTIVE DATE:		WAIVER EXPIRATION DATE:	

DATE WAIVER ENDED:	REASON WAIVER ENDED:
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STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
BOARD OF PROBATION & PAROLE
WRITTEN DIRECTIVE

OFFENDER NAME	DOC NUMBER
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Condition #8 - Reporting/Directives: I will report as directed to my Probation & Parole Officer. I agree to abide by any directives given me by my Probation and Parole Officer.

You are being directed under Condition #8 - Reporting/Directives of your Probation/Parole to:

Pay a monthly Intervention Fee of \$30.00, as required by 217.690 RSMo, for the term of your supervision, beginning _____ . Payments are due and payable on the first day of each month.

Failure to comply with this directive will place you in violation of your probation/parole and may result in a violation report being submitted to the Court/Board, a warrant being issued for your arrest, and/or the revocation of your probation/parole.

I have read, or have had read to me, and I understand the above directive(s). I acknowledge that I have received a copy of this directive. Should I desire to appeal, the first step is to appeal to the District Administrator. If necessary, I may then appeal to the Court/Board.

OFFENDER SIGNATURE	DATE
OFFICER SIGNATURE	DATE



AUTHORITY: sections 217.040 and 217.755, RSMo 2000 and 217.690, RSMo Supp. 2005. Emergency rule filed Oct. 6, 2005, effective Nov. 1, 2005, expired April 29, 2006. Original rule filed Oct. 6, 2005, effective April 30, 2006. Amended: Filed Aug. 7, 2006, effective Feb. 28, 2007.*

**Original authority: 217.040, RSMo 1982, amended 1989, 1993, 1995; 217.690, RSMo 1982, amended 1986, 1987, 1989, 1992, 1995, 2002, 2005; and 217.755, RSMo 1982.*