

Directive 373.01 Food For Furloughees

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 373.01

Subject: Food For Furloughees

Effective Date: June 1, 1993

Review and Re-Issue Date:

Supersedes: NEW

APA Rule Number:

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| Recommended for approval by: | | Authorized By: | |
| _____ | _____ | _____ | _____ |
| Signature | Date | Signature | Date |

1. Authority:

1.1. Pursuant to 28 V.S.A. §§ 101 (1), and 102 (b)(2), the Commissioner shall establish and administer programs and policies for the custody, control, treatment and rehabilitation of persons committed to the custody of the Commissioner.

2. Purpose:

2.1. This directive defines specific requirements relating to food and food stamps for furloughees, which requirements result from the application of Policy Number 373, issued jointly with this directive.

3. Applicability/Accessibility

3.1. All individuals and groups affected by the operations of the Department. Anyone may have a copy of this directive.

4. Directive

4.1 Offer of Initial Three Days' Supply of Food

4.1.1 Unemployed furloughees leaving a facility to reside in apartments rented by the Department will be advised by their facility caseworkers of the opportunity to take with them nine meals per person, packaged by the facility, i.e., three breakfasts, lunches and dinners. All condiments associated with the nine meals, and a three day supply of milk and bread will be included in the food package. In the event a furlougee accepts the offer, caseworker will notify facility kitchen of furlougee's name, and the date and expected time of departure.

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4.2 Food During Period(s) of Unemployment

- 4.2.1** At an interview immediately following release, all unemployed or partially employed furlougees clients will be advised by District Office personnel of the Department of Social Welfare's Food Assistance Program, which provides food stamps (FY 93 maximum \$111 per month) to those who are currently unemployed and have been unemployed for the month prior to application. District Office personnel will describe food stamps as a resource to which unemployed furlougees are entitled, and partially employed may be entitled, and urge them to apply promptly.
- 4.2.2** In addition, District Office personnel will provide furlougees with a list of local meal sites and food pantries, including location, and the days and hours of operation.
- 4.2.3** District Office personnel must be generally familiar with the seven General Assistance criteria, any two of which must be met for eligibility;
- 4.2.3.1** 40 years of age or above.
 - 4.2.3.2** Grade 8 education or less.
 - 4.2.3.3** Cannot read or write.
 - 4.2.3.4** Lives 10 or more miles from a community of 2,500 people and cannot be expected to relocate within 30 days or less (DSW maintains that hardly anyone in Vermont meets this criterion).
 - 4.2.3.5** Within the last five years, has not been employed by one or more than one employer, or been a full time student.
 - 4.2.3.6** Released within 6 months from a mental institution or hospital.
 - 4.2.3.7** Participating in a state or federally funded drug treatment program.
- 4.2.4** There is, in addition, short term General Assistance available to persons disabled for 30 days or longer, as a result of illness or injury.
- 4.2.5** Although few furlougees are General Assistance eligible, a review of these criteria with each furlougee may identify one who appears to be. In that event, District Office personnel will advise furlougee of potential eligibility (certain criteria are applied subjectively by Welfare) and urge furlougee to apply, not only for food stamps, but also for General Assistance. .

4.3 Site Specific Procedure for Emergencies

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4.3.1 District Office personnel will advise all furloughees that in the event of an emergency shortage of food, they must contact District Office personnel for short term assistance. Continued, unanticipated unemployment, or illness, coupled with a locale in which food kitchens and/or food pantries operate on limited schedules, can result in such emergencies, as can release from facility on the day prior to a long weekend, or a holiday falling at the end of a month or the first of the next month.

4.3.2 District Managers each will develop a local procedure for providing food in emergency situations. Where both furloughee's residence and location of District Office personnel are convenient to a facility, i.e., Rutland, Burlington, St. Albans and St. Johnsbury, District Managers will obtain emergency food from the facility, and coordinate with Superintendent in developing the emergency food procedure. St. Johnsbury for clients in their Newport and Lyndonville apartments, Rutland for its Middlebury apartment, and Barre, Bennington, Brattleboro and White River may choose to involve the facility in its emergency food procedure, may purchase food by charging and paying by Standard State Invoice AAF-23, or devise a combination of both options.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

8.1.

9. Responsible Director and Draft Participants

DIRECTIVE