

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-2.1.20

DATE: 09/01/2011

PAGE: 1 of 10

SUPERSEDES: 06/10/2010

SUBJECT: TEMPORARY HOUSING ASSISTANCE PROGRAM (THAP)

AUTHORITY: TEXAS GOVERNMENT CODE § 508.157; Texas Tax Code § 156.001

PURPOSE: To establish procedures for the temporary housing assistance of offenders released or eligible for release on parole or mandatory supervision. The Temporary Housing Assistance Program (THAP) payments for offenders approved for participation in the THAP are not to exceed the cost to incarcerate an offender or releasee in a facility operated by or under contract with the Texas Department of Criminal Justice (TDCJ) or to house the offender in a residential correctional facility.

PROCEDURE:

I. Approved Temporary Housing Providers

- A. Potential temporary housing providers must complete an application and the approval process prior to offender placement occurring. All THAP sites are required to be a facility that existed on June 1, 2009 as a multi-family residence or as a motel, to which Tax Code provisions relating to the hotel occupancy tax applies unless the TDCJ or owner of the structure provides notice and has a public meeting as required for a community corrections facility. THAP sites may only be approved for use in counties that do not have an established state contracted Residential Reentry Center (Halfway House). Offender's family, personal sponsors, or anyone on community supervision, parole or mandatory supervision or persons required to register as a sex offender are not eligible to provide housing for the THAP.
- B. The THAP application and Potential Provider Information can be located on the TDCJ website at www.tdcj.state.tx.us and the Parole Division Document Library. All completed applications for potential temporary housing sites shall be forwarded to the Huntsville Placement and Release Unit (HPRU) as indicated on the application.
 1. HPRU shall contact the potential provider to obtain any additional information, if needed, within five (5) business days of receipt of the application.
 2. HPRU shall forward the completed application within one (1) business day to the

Review and Release Processing (RRP) section director (SD) for review, after all documents have been received.

- C. RRP shall forward the THAP application, the THAP Field Review Checklist (THAP-01) and any other applicable provider submitted documents to the region director (RD) responsible for supervision of offenders in the county where the site is located. The RD may forward the potential provider information to a designated assistant region director (ARD) for investigation.
 - 1. The RD or designated ARD shall investigate the potential site within ten (10) business days of receipt of information, utilizing the THAP Field Review Checklist (THAP-01). If a potential provider supplies any additional documents, to include but not limited to site rules and resident agreement forms unique to their site, the RD or ARD shall obtain copies during the investigation process, and return them to RRP upon completion of the investigation.
 - 2. In the event the ARD conducted the site investigation, the THAP-01 shall be forwarded to the RD upon completion. The RD shall review the checklist as well as any site rules and resident agreement forms unique to a potential provider and make a recommendation to approve or disapprove the site.
 - 3. The RD shall forward the completed checklist and any additional documents received from the provider to the RRP SD for final approval.
 - a. If approved by the RD and RRP SD, the RRP administrative assistant III shall add the THAP provider to the approved THAP provider list.
 - b. If disapproved, the RRP administrative assistant III shall add the provider to the non-approved THAP provider list.
 - c. The RRP SD shall notify the THAP provider and RD, of the outcome of the THAP provider request within three (3) business days of decision.
 - 4. A THAP Approved Provider and Denied Provider list shall be maintained on the Parole Division Document Library by HPRU.
 - 5. All THAP applications for both Approved and Denied Providers will be maintained by RRP in accordance with applicable record retention schedules.

II. Eligible THAP Participants from the Correctional Institutions Division (CID)

- A. HPRU staff shall screen parole and mandatory Residential Reentry Center (RRC) waiting lists by the offenders' Legal County of Residence (LCOR) on a weekly basis, for those eligible for release on or after September 1, 2011, in order to identify potential participants in the THAP. The waiting lists include those offenders eligible for release from CID and awaiting residential reentry placement if all residential resources have been exhausted. Confirmation of exhausted resources shall be noted by the statement "all residential resources exhausted" in the phone

comments line on the Parole Plan Update (PPU) screen or in the Comments section of the Offender Information Management System (OIMS) Residences Screen.

B. HPRU staff shall review the Parole Case Summary, mainframe and the OIMS to identify applicants with the greatest likelihood to secure employment and support themselves within ninety (90) calendar days of release. Consideration shall include:

1. Trust fund balance;
2. Prospective/guaranteed employment;
3. Employment history;
4. Vocational skills/employability; and
5. A level of educational achievement above the sixth grade.

C. Offenders participating in the THAP must reside in a facility located in their LCOR. All offenders will be screened to ensure they do not have a “Z” condition that would prevent the offender from being placed in his/her LCOR.

D. If HPRU staff identifies an offender as a potential participant for THAP, HPRU shall determine the appropriate THAP provider and verify that the provider is willing to accept the offender upon his or her release. HPRU staff shall enter a chronological record on the Contact Screen in OIMS, if applicable, documenting that the provider has agreed to accept the offender.

1. THAP sites with mandatory faith based programs:

If the site has mandatory faith based programs, a completed agreement form indicating the offender has been informed of and has voluntarily agreed to the housing provider's terms and conditions is required prior to placement.

HPRU staff shall contact the appropriate institutional parole office region supervisor to request that an institutional parole officer (IPO) contact the offender for completion of the THAP Offender Agreement (THAP-03) form.

- a. Should an offender that has been presented with a THAP-03 form decline participation in the program, the IPO shall place “Declines Participation” in the Offender Signature space, including the justification for the offender declining participation, and complete the Officer Signature/Officer Printed Name section. After the agreement form is completed, the THAP Offender Agreement shall be faxed to the HPRU and the original returned to HPRU via interagency mail.
- b. HPRU staff shall image in any completed THAP-03 form into OIMS for all offenders that voluntarily agree to placement in a mandatory faith based facility.

2. THAP sites with non-mandatory faith based programs:

The THAP-03 is not used, and HPRU staff shall proceed to Section II.E.

E. Offenders that are on the super intensive supervision program (SISP) caseload or the

electronic monitoring (EM) caseload shall have the temporary housing plan entered on the Parole Plan Update (PPU) Mainframe Screen or on the OIMS Residences Screen for investigation. This is to allow the investigation officer time to complete the Householder's Memorandum of Agreement (PSV-162). All other offenders shall have the plan passed and "THAP Offender" entered in the comments section of the PPU screen or the OIMS Residences Screen.

- F. HPRU PSI shall send an e-mail to the RD responsible for the county in which the offender will be residing notifying them of the THAP residence plan being placed under investigation. The RD shall ensure that the plan is passed within two (2) business days.
- G. Once the residence plan has been passed, HPRU program supervisor I (PSI) shall send an e-mail to RRP to request the release certificate be issued. RRP shall send an email notification to the HPRU PSI upon certificate issuance.
- H. HPRU staff shall coordinate with TDCJ-CID staff at the Classification and Records Office (CRO) to schedule the offender for release. HPRU staff shall notify the THAP provider and region management in the county where the offender will be residing by e-mail or phone of the offender's scheduled release date.
- I. The supervising district parole officer shall notify HPRU by e-mail, through the appropriate chain of command, of the offender's arrival at the THAP facility within one (1) business day of the arrival.
- J. Within two (2) business days of the notice of the offender's arrival at the THAP facility, the HPRU THAP PSI shall contact the THAP provider and verify the date the offender arrived at the THAP facility. Any discrepancies between field staff and provider shall be investigated and a chronological record will be entered on the OIMS contact screen by HPRU staff confirming the offender arrival date at the THAP facility.
- K. After the offender arrives, the supervising parole officer shall assist the offender in locating and establishing daily living needs, i.e. food, clothing, hygiene items, employment and a permanent residence.

III. Eligible THAP Participants from Residential Reentry Centers (RRC)

- A. HPRU staff shall screen Facility Population Reports for each RRC, to identify offenders for potential participation in the THAP. Offenders will be screened if there is a current THAP provider in the offender's LCOR.
 - 1. Offenders are not eligible for transfer to the THAP if they have not been substantially in compliance with their conditions of supervision.
 - 2. Offenders shall not have a "Z" condition that would prevent the offender from being transferred to his/her legal county of residence.
- B. HPRU shall review the Parole Case Summary and OIMS and identify applicants with the

greatest likelihood to secure employment and support themselves within ninety (90) calendar days of placement. Consideration shall include:

1. Savings account balance;
2. Current employment;
3. Employment history;
4. Vocational skills/employability; and
5. A level of educational achievement above the sixth grade.

C. Once HPRU identifies an offender as a potential participant in the THAP, HPRU will determine the appropriate THAP provider and verify that the provider is willing to accept the offender upon release from the RRC within five (5) business days. HPRU staff will enter a chronological entry on the Contact Screen in OIMS documenting that the provider has agreed to accept the offender by the end of the next business day.

1. THAP sites with mandatory faith based programs:

HPRU staff shall send an e-mail to the RD, or designated ARD, of the district parole office responsible for the supervision of the offender to determine if the offender has been in substantial compliance with his supervision. The RD, or designated ARD, shall require the Parole Supervisor to staff the case with the supervising PO. Substantial noncompliance examples include but are not limited to, recent positive urinalysis, active or recent warrant where it has been determined that the offender violated a condition of supervision, recent ISF action, etc. Within one (1) business day the RD, or designated ARD, shall respond via email to the HPRU assistant section director, as to the offender's suitability for the THAP program.

If the offender is determined as being in substantial compliance with the conditions of supervision, the supervising parole officer shall contact the offender for completion of the THAP-03 form within two (2) business days.

- a. Should an offender that has been presented with a Mandatory Faith Based program Agreement Form decline participation in the program, the parole officer shall place "Declines Participation" in the Offender Signature space, including the justification for the offender declining participation, and complete the Officer Signature/Officer Printed Name section. After the agreement form is completed, the THAP-03 form shall be faxed to the HPRU and the original returned to HPRU.
- b. HPRU staff shall image any completed THAP-03 form into the OIMS for all offenders that agree to placement in a mandatory faith based facility.

2. THAP sites with non-mandatory faith based programs:

- a. HPRU staff shall forward an e-mail to the RD, or designated ARD, of the district parole office responsible for the supervision of the offender to determine if the offender has been in substantial compliance with his supervision. The RD, or designated ARD, shall require the parole supervisor to staff the case with the supervising PO. Substantial noncompliance examples include but are not limited to, recent positive urinalysis, active or recent warrant where it has been determine that

the offender violated a condition of supervision, recent ISF action, etc. Within one business day, the RD, or designated ARD, shall respond via email to the HPRU assistant section director, as to the offender's suitability for the THAP program.

- b. The THAP-03 is not used, and HPRU staff shall proceed to Section III.D.
- D. Offenders that are on the super intensive supervision program (SISP) caseload or the electronic monitoring (EM) caseload shall have the temporary housing plan entered on the OIMS Residences Screen for investigation. This is to allow the investigation officer time to complete the Householder's Memorandum of Agreement (PSV-162). All other offenders shall have the plan passed and "THAP Offender" entered in the comments of the OIMS Residences Screen.
- E. HPRU THAP PSI shall send an email to the RD responsible for the county in which the offender will be residing notifying them of the THAP residence plan being placed under investigation. The RD shall ensure that the plan is passed within two (2) business days.
- F. HPRU staff shall notify the RD that the offender shall be moved from the RRC to the THAP facility within two (2) business days.
 - 1. The offender's supervising parole officer shall coordinate with the THAP provider and the gaining parole officer to process the offender for transfer to the temporary housing plan, in accordance with PD/POP-3.9.5 *Residential Reentry Centers Outplacement Procedures*.
 - 2. THAP provider shall be asked if they are able to transport the offender from the RRC to the facility. If provider is unable to provide transportation, the following shall occur:
 - a. A bus voucher shall be requested through the Central Coordination Unit (CCU).
 - b. Upon arrival at the bus station, the offender's gaining supervising parole officer shall transport the offender from the bus station to the THAP facility, if necessary, using established transport guidelines for their region.
- G. The supervising district parole officer shall notify HPRU by e-mail, through the appropriate chain of command, of the offender arrival at the THAP facility within one (1) business day of arrival at the site.
- H. Within two (2) business days of the offender's arrival at the THAP facility, the HPRU PSI shall contact the THAP provider and verify the date the offender arrived at the facility. Any discrepancies between field staff and the provider shall be investigated and a chronological entry will be entered on the OIMS Contacts screen by HPRU staff, stating when the offender arrived at the THAP facility. Within two (2) business days of the offender's arrival at the THAP facility, the HPRU PSI shall contact the THAP provider and verify the date the offender arrived at the facility. Any discrepancies between field staff and the provider shall be investigated and a chronological entry will be entered on the OIMS Contacts screen by HPRU staff, stating when the offender arrived at the THAP facility.

- I. After the offender arrives, the supervising parole officer shall assist the offender in locating and establishing daily living needs, i.e. food, clothing, hygiene items, employment and a permanent residence.

IV. THAP to THAP Transfer

In the event that an offender must be moved from one THAP provider to another within the offender's LCOR, the following shall occur:

- A. The supervising parole officer shall determine if the gaining and/or losing THAP provider is willing to assist in moving the offender to the new site.
- B. If the provider is unable to assist in transport, the supervising parole officer will be responsible for transporting the offender to the new THAP facility, using established transport guidelines for their region.

V. THAP Placement Tracking

- A. Region management shall notify the designated THAP PSI in the HPRU via email within one (1) business day of an offender's arrival and termination at an approved THAP provider's site. In the event of a termination, the supervising parole officer shall provide a reason for the termination, i.e. arrested, discharged, released to home plan, etc. The supervising parole officer shall also enter a chronological entry on the OIMS Contact Screen documenting all arrivals and departures into a THAP facility within three (3) business days.
- B. The Warrants Section shall notify HPRU, RRP and Specialized Programs, Accounts Payable on a weekly basis, by e-mail, of warrant status of all participating THAP offenders.
- C. If any Parole Division staff detects any notable changes in the provider's status such as:
 1. Change in Provider's name;
 2. Change in house rules; i.e. mandatory faith-based program;
 3. Change in physical site location (address);
 4. Change in living conditions, i.e. water, electricity, septic, temperature extremes or site not conducive due to criminal activity/behaviors;
 5. Any other change preventing the provider from continued participation in the THAP

Staff shall notify the RD, through the appropriate chain of command, about the change in status.

- a. If the RD determines that a change in status requires a new site review to verify noted change(s), the RD or designated ARD shall complete a Special Site Investigation THAP-01 and forward to the HPRU assistant section director within two (2) business days.
- b. If the RD determines that the change in status requires the offender(s) to be moved

from the site, the RD shall notify the HPRU assistant section director within one (1) business day, so that relocation can be initiated.

NOTE: Any changes in provider, site location, or offender status that have not completed the proper THAP approval process may prevent provider reimbursement.

- D. The HPRU shall maintain a population database for the purpose of tracking offenders in the THAP and provide a monthly report to Specialized Programs, Accounts Payable.
- E. Specialized Programs, Accounts Payable shall provide monthly THAP statistical information to the director of Specialized Programs and the director of Review and Release processing.

VI. Annual Site Review

- A. The RD, or designated staff, shall review current THAP provider sites annually to evaluate continued participation in the program. Any changes in a current provider's information shall be reinvestigated in accordance with Section V THAP Placement Tracking.
- B. The RD, or designated staff, shall use the THAP Approved Provider Directory located on the Parole Division Document Library to ensure that annual site reviews are conducted within thirty (30) days of the anniversary date of the initial site approval date.
- C. Notification of the completed annual site visit with a recommendation for continued use shall be forwarded by e-mail by the RD to the SD of RRP. RRP shall process in accordance with Section I.C.3 of this policy.

VII. THAP Extension

- A. On or near the 75th day of an offender's arrival at the THAP facility, Specialized Programs Accounts Payable shall notify the appropriate RD via e-mail that the offender is approaching the 90th day in the program.
- B. The RD shall determine if an extension request will be submitted to continue an offender's participation in the THAP beyond ninety (90) calendar days. Factors to consider when determining if an extension request is appropriate are:
 - 1. Offender's employment progress/efforts if not employed;
 - 2. Offender's employment status if employed; and/or
 - 3. Offender's progress to becoming self-sufficient.
- C. Extension requests shall be for thirty (30) calendar day increments and will be submitted to Specialized Programs.
 - 1. If Specialized Programs approves the thirty (30) day extension request, i.e. offender recently employed, working towards self-sufficiency, etc., this information shall be

documented in the OIMS by Specialized Programs within three (3) business days of receipt of the extension request, and the RD and HPRU notified via e-mail.

2. If Specialized Programs denies the extension request because continued THAP participation is not appropriate, e.g. offender lack of secured employment, inadequate savings, etc., this information shall be documented in the OIMS by Specialized Programs within three (3) business days of receipt of extension request, and the RD and HPRU notified via email.
 - a. The Field to Facility Placement form (RRC-10) shall be submitted in accordance with PD/POP-3.9.1 *Residential Reentry Center Placement*, if the offender will require placement in a RRC.
 - b. "THAP Offender" shall be written on the RRC-10 form.
 - c. The supervising parole officer shall coordinate offender's transportation to the RRC. If a bus voucher is needed, the supervising parole officer shall contact CCU.
- D. Under no circumstances should an offender remain in the THAP program for more than 180 calendar days. The supervising parole officer shall ensure a RRC placement request occurs in accordance with PD/POP-3.9.1 *Residential Reentry Center Placement*, prior to the 180th day for any offender in the THAP who has failed to successfully transition to an approved home plan.

VIII. THAP Invoice Compensation

- A. Each THAP provider shall submit a compensation invoice, either weekly or on at least a monthly basis, for each offender who received THAP services during the previous monthly billing period, to the attention of the Accountant IV, Specialized Programs Accounts Payable. Specialized Programs, Accounts Payable shall:
 1. Verify the provider's invoice information by comparing reported arrivals and terminations as reported in Occupancy reports provided by HPRU and the OIMS.
 2. Complete the Purchase Order (THAP-04) on each offender who received THAP services during the previous monthly billing period.
- B. Specialized Programs shall submit the following to the manager of Accounts Payable, TDCJ, Huntsville, within 30 days of receipt of the invoice from the THAP facility in order to process payment to the THAP provider:
 1. THAP invoice - provided by the THAP provider;
 2. Purchase Order (THAP-04) - prepared by Specialized Programs, Accounts Payable;
 3. Occupancy Reports -provided by HPRU to Specialized Programs;
 4. Field Review Checklist (THAP-01) -provided by RRP to Specialized Programs; and

5. Signed offender agreement form for those offenders who participated in a mandatory faith based program - provided by HPRU to Specialized Programs.

Stuart Jenkins
Director, Parole Division