


Idaho Department of Correction 	Standard Operating Procedure	Title: Personal Identification Cards for Residents of the Idaho Department of Correction		Page: 1 of 8
		Control Number: 607.26.01.007	Version: 1.0	Adopted: 05/17/2021

Bree Derrick, Deputy Director, approved this document on 05/17/2021.

Open to the public: **Yes**

SCOPE

This standard operating procedure (SOP) applies to department staff involved in the overall case management of supervised individuals and residents in Idaho Department of Correction (IDOC) custody who require personal identification cards.

Revision Summary
Revision date (<u>05/17/2021</u>) version <u>1.0</u> : This is a new standard operating procedure providing guidance about the process of obtaining identification cards for IDOC residents.

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 607

Correctional Education and Programs

PURPOSE

The purpose of this SOP is to identify requirements and procedures for providing personal identification for residents prior to their anticipated release date. The SOP addresses replacement social security cards and State of Idaho identification cards.

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RESPONSIBILITY

Reentry Manager

The Reentry Manager is responsible to ensure staff compliance with the processes described in this SOP.

Case Managers

Case Managers are responsible to follow the steps described in this SOP to help those on their caseload obtain personal identification cards or Social Security card replacements.

STANDARD PROCEDURES

1. Introduction

IDOC will provide the opportunity for residents who are nearing their anticipated release date to apply for replacement Social Security cards 120 days prior to proposed release date and State of Idaho identification cards 90 days prior to release. It is important that those nearing release possess identification documents upon release to help facilitate a successful release from prison.

2. Replacement Social Security Cards

The process to obtain replacement Social Security cards for residents nearing release should begin no more than 120 days prior to proposed release date. The process steps to accomplish this are described below.

Process Steps to Obtain Replacement Social Security Card

Functional Roles and Responsibilities	Step	Tasks
Case Manager	1	No more than 120 days prior to release, advise the resident to obtain a replacement Social Security card. Have them complete the following forms: <ul style="list-style-type: none"> a) Form SS-5, Application for a Social Security card b) Form SSA—3288, Consent for Release of Information <p>Note: If the name under which the resident is committed to IDOC custody is different from their legal name, they must use their legal name in line 1 of Form SS-5 and on Form SSA-3288.</p>
Case Manager	2	Upon receiving a completed Form SS-5 and Form SSA-3288 from the resident: <ul style="list-style-type: none"> a) Verify completion of forms. b) Check to ensure they have signed the forms and that the forms reflect their legal name.

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Functional Roles and Responsibilities	Step	Tasks								
Case Manager	3	<p>On the Form SSA-3288:</p> <p>a) Ensure that the resident listed the facility name in which they are housed under, "NAME" and "ADDRESS", as authorized to receive information from the Social Security Administration about them. (See example below):</p> <p>I authorize the Social Security Administration to release information or records about me to:</p> <table border="0"> <tr> <td>*NAME OF PERSON OR ORGANIZATION:</td> <td>*ADDRESS OF PERSON OR ORGANIZATION:</td> </tr> <tr> <td>Idaho Department of Correction</td> <td>Institution Address & Resident's IDOC #</td> </tr> <tr> <td></td> <td>C/O Records Unit</td> </tr> <tr> <td></td> <td>City, State, Zip Code</td> </tr> </table> <p>*I want this information released because: Replacement of Social Security Card We may charge a fee to release information for non-program purposes.</p> <p>b) Ensure that they put a check in the "Verification of Social Security number" box.</p>	*NAME OF PERSON OR ORGANIZATION:	*ADDRESS OF PERSON OR ORGANIZATION:	Idaho Department of Correction	Institution Address & Resident's IDOC #		C/O Records Unit		City, State, Zip Code
*NAME OF PERSON OR ORGANIZATION:	*ADDRESS OF PERSON OR ORGANIZATION:									
Idaho Department of Correction	Institution Address & Resident's IDOC #									
	C/O Records Unit									
	City, State, Zip Code									
Case Manager	4	<p>In the address block of the Form SS-5:</p> <p>a) Ensure that the resident's last name and IDOC number are included on the form.</p> <p>b) Ensure that the facility name is included in the address block and that "c/o Records Unit" is included in the address block. This is necessary to be able to get the replacement identification information envelope.</p>								
Case Manager	5	<p>Upon completion of both forms and positive identification of the resident, prepare a Certification of Prison Records Letter (located in the Reentry Services page of EDOC under the Social Security cards tab) to be signed by the program manager or designee for each applicant verifying that the applicant has been properly identified.</p> <p>Note: There is a form letter signed by each facility's warden stating who is authorized to sign these documents.</p>								
Case Manager	6	<p>Ensure that the institution stores completed Forms SS-5 and SSA-3288 in a secure location, e.g., a locked file cabinet, until mailed to the Social Security Administration.</p> <p>Note: Facilities must prevent residents from accessing any identification information envelopes containing the SS-5 and the SSA-3288 forms whether their own or anyone else's.</p>								

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Functional Roles and Responsibilities	Step	Tasks
Case Manager	7	<p>Submit the original signed Form SS-5 and SSA-3288, the signed <i>Certification of Prison Records</i> and the Cover Letter for Social Security Forms (listing the names of all residents submitting application forms) to the servicing Social Security Administration field office.</p> <p>Note: The Cover Letter for Social Security Forms is located on the EDOC web page on the Reentry Services page, in the Social Security cards list and can also be found on the forms pages in Laserfiche.</p>
Case Manager	8	<p>a) Ensure the authorized individuals sign the Certification of Prison Records and Cover Letter for Social Security Forms.</p> <p>b) Make a case note in OMS stating that Social Security card has been requested.</p> <p>Note: SSA card applications will be processed through the IDOC mailroom and IDOC will pay postage.</p>
Records Clerk	8	<p>After receiving the Social Security card in the mail from the Social Security Administration office:</p> <p>a) Place the card into the resident's personal file, which is maintained in a secure area (i.e., a locked drawer, cabinet or safe).</p> <p>b) Return to the Social Security Administration:</p> <ol style="list-style-type: none"> Any Social Security cards that cannot be associated with a resident's permanent record file within 30 days of receipt at the institution. Any replacement Social Security cards when the resident is no longer available to take possession, e.g., when they die. <p>Note: If the resident has already paroled, use IDOC interdepartmental mail to send the Social Security card to the district office to which they were assigned so their parole officer can give it to them.</p>
Release Records Specialist	9	<p>Provide the replacement Social Security card to the resident upon his or her release from the institution.</p>

3. State of Idaho Identification Cards

The process to obtain a State of Idaho identification card for residents nearing release should begin no more than 90 days prior to proposed release date. The process steps to

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accomplish this are described below.

Process steps to Obtain State of Idaho Identification Card

Functional Roles and Responsibilities	Step	Tasks
Case Manager	1	No more than 90 days prior to release, advise the resident who does not have a State of Idaho identification card that they are eligible to request one.
Case Manager	2	<ul style="list-style-type: none"> a) Ensure required documentation is collected for ID Cards. b) For a Non-STAR Card, residents must have <u>both</u> of the following: <ul style="list-style-type: none"> 1. Social Security number 2. Prison ID with picture
Case Manager	3	<ul style="list-style-type: none"> a) For a STAR Card, residents must have one of the following source documents to establish identity: <ul style="list-style-type: none"> 1. Certified birth certificate 2. Valid, unexpired U.S. passport 3. Consular report of birth abroad 4. Valid, unexpired permanent resident card 5. Unexpired employment authorization document 6. Unexpired foreign passport with a valid unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the United States 7. Certificate of Naturalization 8. Certificate of Citizenship and one of the following: <ul style="list-style-type: none"> i. Non-laminated Social Security card ii. W-2 Form iii. Social Security Administration Form 1099 iv. Non-Social Security Administration Form 1099 v. Pay stub with applicant's name and social security number on it.

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Functional Roles and Responsibilities	Step	Tasks
Case Manager	4	<p>Ensure that both of the following required documents are included for all submissions:</p> <ul style="list-style-type: none"> a) Affidavit from the Idaho Department of Correction confirming the applicant currently lives at one of the IDOC facilities (provide physical address of facility) b) Applicant's anticipated residential address upon release. If unknown, the address can be a general city/state/region or stated as unknown.
Case Manager	5	Gather all documentation needed for issuing an Idaho State ID card and forward to facility's issuing agent.
Facility Issuing Agent	6	<ul style="list-style-type: none"> a) Schedule resident on call-out list for Idaho State ID card processing. b) After meeting with the resident at the processing location at the designated date and time, make case note in OMS that the ID card request has been made.

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Functional Roles and Responsibilities	Step	Tasks
Facility Issuing Agent	7	<ul style="list-style-type: none"> a) Follow the Idaho Transportation Department (ITD) process for identification card processing listed below: <ul style="list-style-type: none"> 1. Search for resident by Social Security number. 2. Create a new customer record if no result is found. 3. Start ID transaction in the ITD software program (aka the Gem System). 4. Take photo of resident. 5. Obtain resident's signature. 6. Scan and labels documents. 7. Complete online ID transaction. 8. Have resident complete final application questionnaire. b) Run the ITD Collaborative Online Archival Library (COAL) ITD report to reconcile ID cards issued. c) When process is completed, ensure documents are sent to the records specialist. d) Make case note in OMS that ID card has been processed.
Records Specialist	8	<ul style="list-style-type: none"> a) Return documents to the identification documents envelope. b) When State of Idaho ID card is received in the U.S. Mail, place in the identification documents envelope with all other identification documents.
Records Specialist	9	<ul style="list-style-type: none"> a) Provide the State of Idaho ID Card to the resident upon their release from the institution. b) If resident has already paroled, use IDOC interdepartmental mail to send the ID card to the district office to which they were assigned so their parole officer can give their State of Idaho ID card to them. If they are not on supervision, send it to the closest district office so the person can pick it up from the office.

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DEFINITIONS

COAL: The Collaborative Online Archival Library (COAL) is a data warehouse used by the IDT to store all historical and archival information pertaining to the ITD/DMV.

REFERENCES

[Form SS-5, Application for a Social Security Card](#)

[Form SSA—3288, Consent for Release of Information](#)

[Certification of Prison Records Letter for Social Security card](#)

[Cover Letter for Social Security Forms](#)

[Social Security Administration Form 1099](#)

[Non-Social Security Administration Form 1099](#)

<https://itd.idaho.gov/itddmv/>

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