

INDIGENT CLIENT

Minnesota Sex Offender Program

Issue Date: 7/11/23 Effective Date: 8/1/23 Policy Number: 220-5350

POLICY: The Minnesota Sex Offender Program (MSOP) provides eligible clients with basic personal care/hygiene products and stationery as outlined in this policy.

AUTHORITY: Minn. Stat. §§ 246.014, subd. (d), 246B.02, 246B.07 and 253.22.

APPLICABILITY: MSOP, program-wide

PURPOSE: To ensure MSOP clients are able to maintain personal hygiene and written communications, regardless of their ability to pay.

DEFINITIONS:

Indigent client– a client determined to not have the financial resources to provide for basic personal care and hygiene products, and stationery.

Individual client account – See MSOP Policy 125-5300, “Client Social Welfare” section B.1.

PROCEDURES:

- A. To be eligible for indigent client assistance, a client must have less than \$5.00 in the client’s individual account for the past 30 calendar days, no account withdrawal requests for the past 30 calendar days, and no ordering service purchases for the past 30 calendar days.
- B. A client must apply for General Assistance (GA) to obtain indigent client assistance. Clients determined by the State of Minnesota to be ineligible for GA and clients with pending GA applications may qualify for MSOP assistance under this policy. Clients who are currently receiving GA or refuse to apply for GA do not qualify for MSOP indigent client assistance.
- C. Clients assessed as indigent are eligible to receive the following items from the MSOP free of charge: (For gratis copies, refer to MSOP Division Policy 135-5170, “Data Request and Copy Costs” Section G.)
 1. two pens;
 2. thirty five sheets of loose-leaf, letter-sized paper;
 3. six #10 business-sized (4.125” by 9.5”) postage-paid envelopes, with the first-class postage amount covering a maximum weight of 13 ounces for each; and
 4. personal care items as needed, including up to one each of toothbrush, toothpaste, deodorant, bar soap, denture cleanser and adhesive (if client wears dentures), dental floss, shaving cream, and a disposable razor (unless disallowed on the client’s unit according to MSOP Division Policy 420-5250, “Client Property”).
- D. An indigent client may order identified items up to once per month by submitting a Client Indigent Supplies Request (220-5350a) to a client resource coordinator (CRC).
 1. The CRC determines the client’s eligibility for indigent client assistance.

- a) If the CRC does not approve the Client Indigent Supplies Request, the CRC returns the Client Indigent Supplies Request (220-5350a) to the client with the reason indicated.
 - b) If the CRC approves the Client Indigent Supplies Request (220-5350a), the CRC notifies the client of the approved request and forwards to the facility Special Services supervisor for processing.
- 2. Special Services processes the request and deliver the item(s) to the unit.
 - 3. The Special Services supervisor bills the order to the facility’s warehouse budget.
- E. An indigent client may request clothing in accordance with MSOP Division Policy 220-5300, “Client Clothing Exchange.”

REVIEW: Annually

REFERENCES: MSOP Division Policy 125-5300, “Client Social Welfare”
MSOP Division Policy 135-5170, “Data Request and Copy Costs”
MSOP Division Policy 420-5250, “Client Property”
MSOP Division Policy 220-5300, “Client Clothing Exchange”
MSOP Division Policy 220-5251, “Ordering Service”

ATTACHMENTS: Client Indigent Supplies Request (220-5350a)
Client Request (420-5099a)

SUPERSESSSION: MSOP Division Policy 220-5350, “Indigent Client,” 3/2/21.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
Nancy A. Johnston, Executive Director
Minnesota Sex Offender Program