

Required paperwork for Huber/GPS/SCRAMx release

CHILD CARE REQUIREMENTS:

- Self-employed tax forms.
- Tax ID number
- Separate business checking account and bank statements.
- Provide job records of activity prior to incarceration. Receipts reflecting current activity. All must be kept current. Current contracts with valid addresses of worksites.
- Proof of insurance for business (policy number and information)

CHILD CARE REQUIREMENTS:

- Court ordered
- Valid address
- Valid landline telephone number
- Provide a monthly phone bill
- Provide valid birth certificate(s) with child's name, parents name (inmate's name must be listed on certificate).
- If inmate claims sole custody, they must provide court paperwork stating that.
- A call will be made to the Child Integrity Unit to see if state is paying for childcare.
- Provide work schedule of spouse or other caregiver (to be verified), along with a letter from the caregiver stating the hours they are willing to watch child(ren).

ELDER CARE REQUIREMENTS:

- Court ordered
- Valid address
- Valid landline telephone number
- Provide a monthly phone
- Doctor's letter stating conditions of patient (who the inmate is taking care of), and the hours the inmate needs to care for that person.
- If there is someone else also taking care of patient, a schedule for him or her must be provided.

TREATMENT REQUIREMENTS:

- Court order
- A letter to be faxed in from a reputable treatment facility with treatment days and times, for verification.

- Treatment facility must fax in verification of attendance.
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MEDICAL REQUIREMENTS:

- Court order
- Inmate's appointment letter faxed in from doctors office/hospital to verify days and times. No appointment "cards" are accepted.
- Must bring back attendance verification with times.
- Inmate must have a release of information letter signed and if possible sent to doctors before beginning commitment.

SCHOOL REQUIREMENTS:

- Court order
- Provide school schedule (days and hours), along with inmate's counselor's name.
- Verification of attendance with counselor every Friday.
- May need a release of information letter if inmate is 17 yrs old or younger.