



**DATE:** January 27, 2025

**OPERATIONS MEMORANDUM #25-01-05**

**SUBJECT:** Medical Assistance (MA) for Incarcerated Juveniles 30 Days Prior to Release

**TO:** Executive Directors

**FROM:** Robert Hixson  
Director  
Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) that effective **February 15, 2025**, operational and system changes will be made to provide MA coverage 30 days prior to release to pay for limited services for eligible juveniles who are being released from a carceral setting. Carceral settings include Youth Development Centers/Youth Forestry Camps (YDCs/YFCs), State Correctional Institutions (SCIs), and county prisons.

**BACKGROUND**

Incarcerated youth are more likely to experience serious behavioral or physical health conditions than other children. Improving health care transitions for incarcerated juveniles from a carceral setting to the community is vital for their access to care and stability and will reduce recidivism. The importance of recognizing this vulnerable juvenile population has been increasingly addressed with federal legislation, most recently with provisions in the Consolidated Appropriations Act, 2023 (CAA, 2023) (P.L. 117-328), which was signed into law on December 29, 2022.

The Department of Human Services (DHS) has worked with its partners at the carceral settings to implement Section 5121 of the CAA, 2023 effective February 15, 2025. This requires states to:

- Provide screening and diagnostic services 30 days prior to release (or as practicable, after release) for eligible juveniles that, at a minimum, meet Early and Periodic Screening, Diagnostic, and Treatment standards;
- Provide Targeted Case Management (TCM) services 30 days prior to release and at least 30 days following release for eligible juveniles;

- Align the Children's Health Insurance Program (CHIP) with MA to provide the required services, and require incarcerated CHIP individuals be placed in suspension and remain in suspension, even after their Continuous Eligibility (CE) period has ended if they are still incarcerated; and
- Lift the MA payment restriction and CHIP eligibility/payment restriction for incarcerated eligible juveniles 30 days prior to the individual's release date.

## **DISCUSSION**

### Impacted Population

The change in the law under Section 5121 of the CAA, 2023 to allow 30 days pre-release MA and CHIP coverage to incarcerated individuals applies to juveniles who are being released from a YDC/YFC, SCI, or county prison, and includes the following populations:

- MA eligible individuals under age 21.
- MA eligible individuals up to age 26 who aged out of foster care at age 18 or older (See [MAEH 312.7 Former Foster Care](#)).

**NOTE:** This includes individuals who meet the eligibility criteria for Former Foster Care MA (PC40) and are eligible for MA; they do not have to receive or have received PC40.

- CHIP eligible individuals.

### MA and Incarceration

Incarcerated individuals can be determined eligible for MA at any time and placed in suspension. However, MA cannot pay for medical services received while the individual is incarcerated because these services are covered by the carceral facility, with the exception of inmate inpatient hospitalization coverage (See [MAEH 392.211](#)).

Section 5121 of the CAA, 2023 adds a new exception for eligible juveniles only, that lifts the MA payment restriction 30 days prior to release, allowing MA to pay for diagnostic and screening services/TCM services incurred 30 days prior to the eligible juvenile's release date.

### CHIP and Incarceration

Unlike MA, incarcerated individuals cannot be determined eligible for CHIP at any time because individuals are generally ineligible for CHIP due to their incarcerated status per federal CHIP regulations. However, Section 5121 of the CAA, 2023, adds an

exception that lifts the CHIP eligibility and payment restriction 30 days prior to the individual's release date and allows CHIP to pay for diagnostic and screening services/TCM services incurred 30 days prior to the eligible individual's release date.

Section 5121 of the CAA, 2023 also prohibits CHIP recipients who become incarcerated from having their eligibility terminated. Incarcerated CHIP recipients must be placed in suspension and will remain in suspension, even after their CE period has ended if they are still incarcerated.

### MA Suspension for Incarcerated MA and CHIP Individuals

MA applicants/recipients who are incarcerated are placed in suspended MA. Incarcerated juveniles can be placed in suspended MA in one of two ways:

1. If the individual is incarcerated in a YDC/YFC, they will be suspended in MA with Facility Code 73. In this instance, the facility code drives the suspension, and this action effectively suspends the individual's benefits.

**NOTE:** Typically, these individuals will be in MA already with Facility Code 74 and the CAO will update it to Facility Code 73 after charges have been adjudicated and they are placed in an ineligible facility (See procedures in [SHB 850.32 and 850.34](#)).

2. If the individual is incarcerated in an SCI or county prison, they will be suspended in MA category, MG99. In this instance, the Category/Program Status Code (PSC) drives the suspension, and this action effectively suspends their eligibility (See procedures linked in [PMA-18505-392](#)).

CHIP recipients who become incarcerated will also be placed in suspended MA, in one of the two ways discussed above, depending on whether the CHIP individual is incarcerated in a YDC/YFC, or an SCI or county prison. When a CHIP recipient becomes incarcerated, the child's eligibility will be re-reviewed within their current CE period as a household size of one. This eligibility determination uses only the CHIP child's countable income, and they are moved to MA if found eligible. If the CHIP individual is in a YDC/YFC, they are usually determined eligible for MA due to their substitute placement following procedures in SHB 850.32 and 850.34 and are no longer eligible for CHIP. If the CHIP individual is in an SCI or county prison, the CAO will open them in MG99, which serves as a suspension category only. In both scenarios, the individual's eligibility will be redetermined upon release in conjunction with the CE policy for MA and CHIP (See section 'CE and Pre-Release/Post-Release Eligibility' below).

**NOTE:** Facility Code 73 and eligibility suspensions MG99 are allowable methods to place an MA or CHIP individual in suspension. The CAO must place these individuals in suspension when they are incarcerated following YDC/YFC and MG99 procedures.

### 30-Day Pre-Release Period for MA and CHIP Individuals

Section 5121 of the CAA, 2023 requires that eligible juveniles receive limited MA or CHIP services (screening and diagnostic services/TCM services), 30 days prior to their release. In practical terms, this means these eligible individuals must be in an eligible MA category 30 days prior to their release date to pay for the limited services.

- Individuals in a YDC/YFC are authorized in an *eligible* MA category for payment of services. Facility Code 73 suspends the MA but does not prevent MA payment of services. For MA to provide and pay for pre-release services for these individuals, they simply need to remain in their MA category 30 days prior to their release date.
- Individuals in an SCI or county prison are authorized in an *ineligible* MA category for payment of services. MG99 suspends the MA and prevents MA payment of services. For MA to provide and pay for pre-release services for eligible juveniles in MG99, the CAO must authorize a non-incarceration MA category 30 days prior to the individual's release date.
- As mentioned above, incarcerated individuals can now be determined eligible for CHIP 30 days prior to their release date. However, because incarcerated individuals will be treated as a household of one and will likely have little to no income, it is very unlikely that CHIP will be authorized pre-release. Though it is not impossible for CHIP to be authorized for a child based on their own countable income, it is much more likely that individuals will be authorized in MA in the 30-day pre-release period following YDC/YFC or SCI/county prison release procedures.

To ensure eligible juveniles have eligibility to cover the limited services incurred 30 days prior to their release date, the CAO will follow Case Processing steps in the Procedures section.

### **PROCEDURES**

There are different suspension and release processes for juveniles incarcerated in a YDC/YFC as opposed to those incarcerated in an SCI or county prison. This section will break down the changes made to the release processes and will detail the specific steps the CAO must follow.

### **Juvenile Release from a YDC/YFC**

#### Case Processing for Release from a YDC/YFC

Individuals incarcerated in a YDC/YFC are open in MA (PSC 31, 33, or 35) with a Facility Code 73. As mentioned above, these individuals are in an eligible MA category

for payment of services and Facility Code 73 will not prevent MA from paying for pre-release services. Because of this, the processing of release for these individuals will remain much the same, with the following exceptions: the YDC/YFC has changed the time frames of when they send notification/confirmation of the individual's release, the CAO must send a new manual eligibility notice, 914 F, for the 30-day pre-release period, and the CAO must select new Discharge Code 16 when they enter discharge information on the Facility screen.

These are the steps the CAO must take for release information received from a YDC/YFC:

1. 45 days prior to the individual's release date, the YDC/YFC will send the [Notification/Confirmation of Release form](#) Part A to the CAO.
2. Within 10 days of receipt of the Notification/Confirmation of Release form, the CAO will notify the YDC/YFC whether the individual is eligible for 30-day pre-release MA and ongoing MA upon release by sending the [Eligibility/Ineligibility form](#). The CAO will also send Manual Notice [914 F](#) to the individual for the 30-day pre-release period, using the individual's release address.

**NOTE:** The CAO must wait until at least 15 days prior to the release date to enter discharge information and earlier entries are prohibited to ensure Fee-For-Service (FFS) enrollment and not managed care. This is discussed further in the 'Delivery System for Pre-Release Services' section below.

3. 30 days prior to the individual's release date, the YDC/YFC will send the Notification/Confirmation of Release form Part B to the CAO.
4. At 15 days prior to the release date, the caseworker will enter a Case Maintenance flow, navigate to the Facility screen and enter the release date in the Discharge Date field and select "Discharge Code 16 - 30 days pre-release services". This new discharge code will be used to identify and track these individuals. After entering the discharge information, the CAO will run eligibility and commit the case.
5. About a week prior to the individual's release date, the YDC/YFC will send the Notification/Confirmation of Release form Part C to the CAO.
6. Post-release (usually two days), the YDC/YFC will send the Notification/Confirmation of Release form Part D to the CAO.

**NOTE:** The CAO must follow current procedures at [SHB 850.35](#) for MA for Juveniles Released from a YDC) or YFC System.

## **Juvenile Release from an SCI or County Prison**

### **MA Inmate Release Applications**

The Enterprise Data Exchange (EDX) and the Commonwealth of Pennsylvania Access to Social Services (COMPASS) Community Partner Dashboard have been updated to allow SCIs and county prisons to submit MA Inmate Release applications up to 45 days prior to the release date. This will give the correctional facility time to submit the application and for the CAO to process the application so pre-release MA can be authorized, in advance, 30 days prior to the juvenile's release date.

All MA Inmate Release applications can now be submitted 45 days prior to the release date and ongoing MA for the post-release period cannot be processed until 15 days prior to the release date. This will cause some release applications to be overdue on the caseworker's Workload Dashboard (WLD). To reduce this occurrence SCIs and county prisons have been instructed to only submit applications for juveniles up to 45 days prior to the release date. All other release applications are to be submitted up to 15 days prior to the release date.

Despite system updates to hold MA Inmate Release applications for individuals age 26 and older that are submitted earlier than 15 days from the release date, there may be instances in which the CAO will receive a non-juvenile MA Inmate Release application early. In these instances, the CAO will wait to process ongoing MA until 15 days prior to the release date, following release application procedures.

System updates have been made so MA Inmate Release applications submitted for individuals who are age 25 and younger (potential eligible juveniles) will exception to manual processing so 30-day pre-release MA can be authorized, if needed. The system will continue to attempt to automate the opening of MA Inmate Release applications submitted for individuals age 26 and older that are submitted within 15 days of the release date and that are successfully held and sent to the Electronic Client Information System (eCIS) at 15 days prior to the release date.

### **Identification of an MA Inmate Release Application for a Juvenile**

When an MA Inmate Release application is received in eCIS, it is marked as "PRE-RLS MA". To assist the caseworker with identifying juvenile release applications, eCIS will attempt to classify them in a sub-category of release applications after the application has been screened and label them as "PRE-RLS JUVENILE" on the caseworker's WLD if one of the following criteria is met:

- The individual is under age 21.
- The individual is age 21-25 and either answered 'Yes' to receiving foster care at age 18 or older on their MA Inmate Release COMPASS application or

received MA in a foster care category/PSC (31, 33, 35) at age 18 or older in an eligible setting (all facility codes except 73 and 74).

**NOTE:** The age of the individual used for the above criteria will be evaluated 30 days prior to the release date noted on the MA Inmate Release application.

**NOTE:** If one of the above criteria is not met or the system is unable to classify the release application as “PRE-RLS JUVENILE”, the application will remain labeled as “PRE-RLS MA”. The CAO must review the MA Inmate Release application received and the individual’s age and former foster care situation to determine whether the individual may be eligible for 30-day pre-release coverage.

#### Case Processing Steps for an MA Inmate Release Application

The CAO will process pre-release MA for a juvenile release application received from an SCI or county prison with a Non-Continuous Eligibility (NCE) to cover the 30-day pre-release period. The CAO will use new Discharge Code 16 to identify this population and drive new system functionality. A new system notice, 914 E, has been created for the 30-day pre-release NCE and will be sent after the NCE is authorized. A new worker-cleared alert, CHNG 261, has been created to notify the caseworker to process ongoing MA 15 days prior to the individual’s release.

This is the flow for juvenile MA Inmate Release applications received from an SCI or county prison and the specific steps the CAO must take:

1. The SCI will submit a pre-release event through EDX or the county prison will submit an MA Inmate Release COMPASS application up to 45 days before release for the juvenile. Both paths that can be used to submit MA Inmate Release applications will come to eCIS as a COMPASS application.
2. After the application is imported, the clerical worker will view this on their WLD as a “PRE-RLS MA” application.
3. Once the clerical worker performs file clearance and the release application has been screened, if the release application can be identified by the system as a juvenile release, the application will be labeled as a “PRE-RLS JUVENILE” application on the caseworker’s WLD.
4. If the individual is currently in MG99, the caseworker will:
  - a. Select Program Add.
  - b. On the Household screen, if the mailing address on the Household screen is the correctional facility’s address, update it to match the

residence address that is in the system or update it to the address the individual is being released to if it is different than the residence address in the system.

**NOTE:** For individuals incarcerated in an SCI, the Department of Correction's Processing Center address should be used (See [PMA 19552-392](#)).

- c. Navigate to the Program Request screen and process an NCE for the individual being released 30 days prior to the release date, with the NCE end date being the day before the release date.

**EXAMPLE:** Sam (age 20) is being released on March 31. The CAO will enter the NCE begin date as March 1 and the NCE end date as March 30.

**NOTE:** Even if the juvenile release application is not received 30 days in advance, the CAO will go back 30 days from the release date to authorize a 30-day NCE. For example, if the CAO receives a juvenile release application on April 10 with a release date of April 15, the CAO will process a 30-day NCE from March 16 – April 14.

- d. On the Facility screen, enter the release date in the Discharge Date field (this should be the day after the NCE end date) and select "Discharge Code 16 - 30 days pre-release services".
- e. If there are other individuals in the household, only enter income information for the individual being released. Income information for other household members should be zeroed out when running the NCE for the pre-release period.
- f. Run eligibility and send the 914 E notice for the authorized NCE period. The individual will remain open in MG99.
- g. Alert CHNG 261 will be created to notify the caseworker to take action 15 days prior to the release date to process ongoing MA.

**NOTE:** This alert will be created if the discharge date selected on the Facility screen for Facility Code 72 is one day after the NCE end date and the Discharge code selected is 16 when the case is committed.

- h. 15 days prior to the individual's release date, create a new Application Number (A#), go to Program Add, and process ongoing MA, using the release date as the MA Begin Date.



5. If the individual is new, the caseworker will:

- a. Select Case Open.
- b. On the Household screen, make sure the residence and mailing addresses reflect what was reported on the release application.
- c. Navigate to the Program Request screen and pend ongoing MA and process an NCE for the individual being released 30 days prior to the release date, with the NCE end date being the day before the release date.

**EXAMPLE:** Marvin (age 20) is being released on March 31. The CAO will enter the NCE begin date as March 1 and the NCE end date as March 30.

**NOTE:** Even if the juvenile release application is not received 30 days in advance, the CAO will go back 30 days from the release date to authorize a 30-day NCE. For example, if the CAO receives a juvenile release application on April 10 with a release date of April 15, the CAO will process a 30-day NCE from March 16 - April 14.

- d. On the Individual Non-Financial Questions screen, select Yes to Facility.
- e. On the Facility screen, select the individual who is incarcerated, Source "CJIS," Facility Code 72, and the county of placement should be the county in which the carceral facility is located. To determine Admission date, review Data Exchange 10. Enter the release date in the Discharge Date field (this should be the day after the NCE end date) and select "Discharge Code 16 - 30 days pre-release services".
- f. If there are other individuals in the household, only enter income information for the individual being released. Income information for other household members should be zeroed out when running the NCE for the pre-release period.
- g. Run eligibility and send the 914 E notice for the authorized NCE period.
- h. Alert CHNG 261 will be created to notify the caseworker to take action 15 days prior to the release date to process ongoing MA.

**NOTE:** This alert will be created if the discharge date selected on the Facility screen for Facility Code 72 is one day after NCE end date and the Discharge code selected is 16 on case commit.

- i. 15 days prior to the individual's release date, select Case Open, and process ongoing MA, using the release date as the MA Begin Date.

**NOTE:** If an ongoing MA segment was not pended, a new A# must be created.

### Case Processing for Release Received on Data Exchange (DX) 10

The CAO should always use the release application to process the individual's MA if both a release application and information from a county prison is available.

DX 10 hits from Source "DOCC-JNET" with Mode of "B" for "batch" and Reason of "PRC" for "Incarceration Release – County Jail" are considered verified upon receipt for MA (See [Operations Memorandum \(Ops Memo\) 20-09-06](#)). If the CAO receives this hit on DX 10 and there is not a release application, they will take the following steps:

1. Review DX 10 to ensure the individual was released into the community and was not transferred to an SCI or another county prison.
2. Review the case record. If the individual was released into the community and is in MG99, the CAO must reinstate benefits without an application (See [Ops Memo 18-08-04](#)).
3. Review the case record to check if the individual meets Section 5121 of the CAA, 2023 criteria (See 'Impacted Population' section.)
4. If the individual is in MG99 and meets the criteria:
  - a. Create an A#.
  - b. Select Program Add.
  - c. On the Household screen, make sure the residence and mailing addresses reflect the individual's release address.
  - d. Navigate to the Program Request screen and process an NCE for the released individual 30 days prior to the release date, with the NCE end date being the day before the release date.

**EXAMPLE:** Kristin (age 19) was released on March 31. The CAO will enter the NCE begin date as March 1 and the NCE end date as March 30.

**NOTE:** Even if the juvenile release information is not received 30 days in advance, the CAO will go back 30 days from the release date to

authorize a 30-day NCE. For example, if the CAO receives juvenile release information on DX 10 on April 16 with a release date of April 15, the CAO will process a 30-day NCE from March 16 - April 14.

- e. On the Facility screen, enter the release date in the Discharge Date field (this should be the day after the NCE end date) and select “Discharge Code 16 - 30 days pre-release services”.
- f. If there are other individuals in the household, only enter income information for the individual being released. Income information for other household members should be zeroed out when running the NCE for the pre-release period.
- g. Run eligibility and send the 914 E notice for the authorized NCE period. The individual will remain open in MG99.
- h. Create another A#, select Program Add, and process ongoing MA, using the release date as the MA Begin Date.
- i. Send an email to the resource account **PW, CAA Screens and CM** ([RA-PWCAASCREENSANDCM@pa.gov](mailto:RA-PWCAASCREENSANDCM@pa.gov)) so that the Office of Medical Assistance Programs (OMAP) FFS can track this individual and ensure TCM services are coordinated for 30 days post-release.

**NOTE:** If a release application is received, the CAO does not have to send an email to OMAP’s resource account (See Step ‘i’).

**NOTE:** If the CAO receives a DX 10 “DOCC-JNET” release hit for an individual who is an eligible juvenile impacted by Section 5121 of the CAA, 2023, and the individual is not in MG99 and is receiving MA in a non-incarceration MA category, the CAO will review the individual’s eligibility and take any necessary steps to ensure the individual has MA eligibility in a non-incarceration MA category for the full 30-day pre-release period and that their eligibility is reviewed for ongoing MA at the appropriate address. The CAO will also send an email to the resource account **PW, CAA Screens and CM** ([RA-PWCAASCREENSANDCM@pa.gov](mailto:RA-PWCAASCREENSANDCM@pa.gov)) so that OMAP FFS can track this individual and ensure TCM services are coordinated for 30 days post-release.

## **Processes and Information for Juvenile Release from all Carceral Settings (YDC/YFC, SCIs, County Prisons)**

### Release Date Changes

If the release date changes or is canceled, the CAO must take steps to ensure the individual is placed back in suspended MA following YDC/YFC and SCI/County Prison (MG99) suspension procedures. Any prior actions taken to provide 30 days pre-release MA do not need to be corrected, but the individual needs to be placed back in suspension. When the CAO is again notified of the juvenile's release, they will follow the release procedures.

### CE and Pre-Release/Post-Release Eligibility

Individuals under age 19 are eligible for a 12-month CE period, which spans from the date of the MA/CHIP eligibility determination until the date of the individual's annual renewal. As discussed above, MA and CHIP recipients who become incarcerated will be placed in suspended MA. However, incarceration is not an exception to CE (See [Ops Memo 23-12-05](#)).

#### Pre-Release:

Since an incarcerated juvenile will be considered a household of one with little to no income, it will be rare for them to be determined ineligible for pre-release MA. Additionally, if they are under age 19 and are still within their 12-month CE period, they must be determined eligible for MA unless they meet an exception to CE. If an MA or CHIP individual is incarcerated and their 30-day pre-release period is within their 12-month CE period and the individual is determined ineligible for MA and they do not meet an exception to CE, the CAO will authorize them in the MA CE category, MG 18 C.

If the individual does not meet eligibility criteria for MA and does not qualify for CE, they should be determined ineligible, and the applicable ineligibility notice should be issued. For example, if an individual is ineligible due to their citizenship status, the CAO will process the NCE allowing eCIS to reject the individual and send the appropriate notice of ineligibility due to citizenship.

In the rare situation an individual is determined eligible for CHIP 30 days prior to release, the CAO will authorize CHIP and send a manual CHIP notice that will use language from the 914 E notice (if the individual is in an SCI or county prison) or the 914 F notice (if the individual is in a YDC/YFC). For any CHIP NCE issuance, the CAO must follow the existing process which is detailed in [CHIP Desk Guide - CHIP NCE](#).

#### Post-Release:

- If an MA recipient under age 19 is incarcerated and released from incarceration during their 12-month CE period, and they are determined

eligible for MA upon release, they have been determined eligible for a new eligibility period and no further action is needed.

- If an MA recipient under age 19 is incarcerated and released from incarceration during their 12-month CE period, and they are determined ineligible for MA upon release, they must be placed in MG 18 C and their renewal date must be set to the MA renewal date from their CE period prior to their suspension.
- If a CHIP recipient is incarcerated and released from incarceration during their 12-month CE period, and they are determined eligible for MA upon release, they have been determined eligible for a new eligibility period and no further action is needed.
- If a CHIP recipient is incarcerated and released from incarceration during their 12-month CE period, and they are determined ineligible for MA upon release, they must be placed in MG 18 C and their renewal date must be set to the CHIP renewal date from their CE period prior to their suspension.

For more detailed information about children under 19 leaving substitute placement (foster care/YDC/YFC) and CE, please see [Ops Memo 23-12-05](#), Revised Medical Assistance (MA) 12-Month Continuous Eligibility (CE) for Children under Age 19.

#### Processing Eligibility for Pre-Release and Post-Release

The CAO may process a juvenile's pre-release MA in one case record and then process a juvenile's eligibility as of their release date in another case record. This is more likely to occur with juveniles being released from a YDC/YFC. There is no prohibition on processing in two separate case records as long as the CAO follows appropriate release processing procedures, and the eligible juvenile has MA coverage for the pre-release period and post-release period as applicable.

#### Address to Use for Pre-Release and Post-Release Notices

The eligibility notice for the individual's pre-release eligibility and the eligibility notice for the individual's ongoing eligibility as of their release date should be sent to the individual's release address. The carceral facility will also receive a copy of the notice if they are set up to receive a provider notice in Case Processing. Additionally, the SCIs will receive eligibility information on the daily file exchange they have with DHS and the YDC/YFCs will receive eligibility information from the CAO via the Eligibility/Ineligibility form.

### Delivery System for Pre-Release Services

The 30-day pre-release period will be covered by FFS to ensure the limited-service provision as required by law. The CAO will implement this in the following manner:

- For YDCs/YFCs using the current process of keeping these individuals in an eligible MA category (PSC 31, 33, or 35) with Facility Code 73 and not allowing the release date to be entered until the system date is within 15 days of the discharge date.
- For SCIs/county prisons authorizing a non-incarceration MA category as an NCE 30 days prior to the release and not allowing ongoing MA to be authorized until 15 days prior to the release date.

### Coordination of Pre-Release MA Services and Tracking

The YDCs/YFCs and the SCIs/County Prisons will notify OMAP FFS when they have submitted the Notification/Confirmation of Release form or the MA Inmate Release application to the CAO by sending an email to resource account **PW, CAA Screens and CM** so that OMAP FFS can track these individuals and coordinate their care.

**NOTE:** It is essential for the CAO to use “Discharge Code 16 - 30 days pre-release services” on the Facility screen in Case Processing when entering discharge information for a juvenile being released from incarceration for tracking purposes.

### NEXT STEPS

1. Share and review this Ops Memo with appropriate staff.
2. Direct questions on this Ops Memo to your Area Manager.
3. This Ops Memo will become obsolete once it is incorporated in the appropriate Policy Handbook Chapters.

### ATTACHMENTS

Attachment 1: [Notification/Confirmation of Release Form](#)

Attachment 2: [Eligibility/Ineligibility Form](#)

Attachment 3: [Manual Notice, 914 F](#)