



ADMINISTRATIVE RULES OF MONTANA



20.28.125 COMPLETING THE PER DIEM WORKSHEET DATA SUMMARY

- (1) Section I-General Information: enter the name, telephone number, and physical address of the regional correctional facility, and the name of the facility administrator.
- (2) Section II-Financial Data Summary: on line A enter the most recently concluded fiscal year that corresponds to the accounting period of the cost submission.
 - (a) The form will automatically populate lines B through H with the totals from Schedules B through G.
 - (b) The form will automatically compute the total operating costs by adding the totals of Schedules B through G represented on lines B through H.
 - (c) The form will automatically calculate the actual operating per diem based on the costs divided by the number of actual prisoner days.
- (3) Section III-Inmate Population Information: Inmate population data must be submitted for the same accounting period as the cost data submitted. Enter the total daily inmate capacity, total actual annual prisoner days, and the average daily population of the regional correctional facility by prisoner type in the appropriate blocks. The average daily prisoner population data should be verifiable to daily count logs or similar control documents. If the facility houses local prisoners elsewhere for a fee, related costs of such an arrangement are not allowable for this rate computation and, therefore, those prisoners must be excluded from the prisoner population data.
- (4) Section IV-Per Diem: enter the requested per diem rate for housing state inmates and the per diem rate the federal government pays to house federal inmates at the facility if applicable.
- (5) Section V-Governing Body Contract: enter the name or names of the individuals authorized to represent and to act for the government body in per diem rate negotiations.
- (6) Section VI-Certification Statement: the MDOC Per Diem Calculation Worksheet for Regional Correctional Facilities form may be prepared by an individual who has knowledge of, and access to, the budget and accounting records for which the cost data are based; however, the form must be signed by the chief financial officer of the governing body or the equivalent officer.

Authorizing statute(s): 53-30-507, MCA

Implementing statute(s): 53-30-507, MCA

History: NEW, 2007 MAR p. 36, Eff. 1/12/07.