

Memo en español está publicado en el bulletin board.

Exhibit# A

Scott Walker  
Governor

Jon E. Litscher  
Secretary



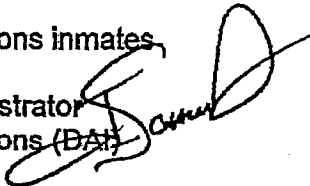
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Department of Corrections

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**DATE:** October 3, 2016

**TO:** Division of Adult Institutions inmates [POST FOR INMATES]

**FROM:** Jim Schwochert, Administrator  
Division of Adult Institutions (DAI) 

**SUBJECT:** Trust Account Software Program

On or around November 2016, the Division of Adult Institutions (DAI) will roll out a new trust account software system called Wisconsin Integrated Corrections System (WICS). This program will convert the current system that DAI uses, which is called Wisconsin Inmate Trust System (WITS), into WICS, the system that the cashiers unit already utilizes.

During recent testing, DOC discovered a distribution irregularity that affects fines, court costs and attorney fees. The DOC along with its vendor is working diligently to correct the distribution issue but the issue will not be corrected before WICS is implemented. This memo is intended to notify you that while deductions may be deferred for fines, court costs and attorney fees for the brief time period it takes to fix the issue, these funds are still due and payable.

We are aware that inmates have a duty to pay their debts and obligations; and payments on these specific obligations will resume immediately once the software issue is addressed. Other obligations will continue to be processed, per DOC policy, during this time. If you wish to make a manual payment towards your obligation, please send a completed DOC-184, Disbursement Request, to your business office indicating which payment needs to be paid.

Additionally, to ensure that you are aware of obligations as reflected in both WITS and WICS, we will begin to send out monthly statements from each system for your review.

WITS statements were sent out on 9/30/16. This is your WICS obligation statement.

The balances between WICS and WITS may not match. We are working on reconciling the two systems and although the balances between the two systems may not match, they do represent outstanding obligations that reflect real charges that you were ordered to pay. Obligations that one system may have shown as paid, may still show as an open balance in the other system. If this has occurred, your payments were still applied to another case or obligation that you incurred.

RE. Trust Account Software Program

The Inmate Obligation Report contains the balances currently due in WICS and is the statement of record for most court ordered obligations, DCC obligations and supervision fees. The DAI WITS Trust Account Statement is the statement of record for current transactions including but not limited to, loans, filing fees, WWS, DNA surcharge, Child Pornography surcharge, child support, disbursements, board, transportation, room, medical copay, institution restitution.

Until the two systems merge, we will provide both statements monthly to you so you can track how your funds are being applied. You are encouraged to save the statements so you can see how your balances are changing over time.

If you feel that the combined balances are in error, please send a DOC-761, Interview/Information Request, to your business office. Please note: obligations that are active in WICS will remain or become active upon conversion.

While we cannot foresee all the issues that may arise during this conversion, we ask for your patience over the next few months while we roll out this new software system. Should new issues arise, we will work diligently to resolve them as quickly as possible.

cc: Cathy Jess, DOC Deputy Secretary  
DOC Office of Legal Counsel  
DOC Corrections Complaint Examiners  
DAI Staff