

**APPLICATION FOR PRE-NOVEMBER 1, 1988, CREDIT**

Inmate Name: \_\_\_\_\_ ODOC Number: \_\_\_\_\_

County of Conviction and Case Number: \_\_\_\_\_

Date Crime was Committed if Reception was November 1, 1988, or Later: \_\_\_\_\_

(RECORDS USE ONLY)

Month/year	Work/Program Assignment Applied	Number of Days Worked	Pre Class 11-1-88 Level Credit	Difference Credit To Be
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USE ADDITIONAL FORM IF REQUIRED

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
CM/PPO/CO When Application is Verified

Copies: Original to Records Manager (File in Section 2)  
Inmate  
Sentence Administration Coordinator

## **INSTRUCTIONS FOR APPLICATION FOR PRE-NOVEMBER 1, 1988, CREDIT FORM**

1. Ensure the form is available to all inmates. Inmate must complete the form.
2. Completed forms are to be directed to the supervising case manager or officer for verification. If, during verification, the number of days worked cannot be determined because of a purged monthly earned credit report, count the days based on a five day workweek. Known seven day week jobs should be counted as such. Once the verification is complete, the form is to be given to the records manager.
3. The records manager will compare the pre-November 1, 1988, credit on the verified application to the class level earned credits on the "Consolidated Record Card" (DOC 060211H) (achievement, meritorious, and emergency time credit are not to factor in the comparison). In any month where the old credit exceeds the new, the inmate is entitled to the difference between the two. If the total of the applicable credits would result in immediate discharge, or discharge within 30 days, the credit should be granted.

If applicable credit would not result in immediate discharge, or discharge within 30 days, the application is to be denied. The records manager will notify the inmate through the supervising case manager or officer that their application is denied and to re-apply when the credit would result in discharge within 30 days.