

DEPARTMENT UPDATE:



UNUSED COMMISSARY FUNDS

THE PROCEDURE FOR PEOPLE WHO HAVE LEFT THE DEPARTMENT'S CUSTODY TO CLAIM THEIR UNUSED COMMISSARY FUNDS HAS CHANGED. EFFECTIVE IMMEDIATELY, AT LOCATIONS WHERE COMMISSARY FUNDS ARE MADE AVAILABLE, THE DEPARTMENT WILL RETURN UP TO \$200 OF COMMISSARY FUNDS IN CASH. FUNDS BEYOND \$200 WILL BE RETURNED BY CHECK.

Only Former / Released Incarcerated Individuals can claim their unused commissary funds and the claim must be done *in person* at a DOC Cashiers Window located at Manhattan Court, Brooklyn Court and Rikers Island Central Cashiers free of charge.

To claim the funds, please be prepared to provide:

- Photo ID
- Former book/case #
- NYSID #
- Valid, physical address and active contact number (if receiving check for funds exceeding \$200)

Checks for unused commissary funds exceeding \$200 must be made upon request by Former / Released Incarcerated Individual via completion of form and will be made available to said Individual three (3) business days after said request is made and received.

Check will be Valid for 90 days. After 90 days, check will be VOID and new request must be made in person as well as form filled out by Former / Release Incarcerated Individual.