

APPLICATION FOR PRE-NOVEMBER 1, 1988, CREDIT

Offender Name: _____ DOC 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

Offender Signature

CM/PPO/CO When Application is Verified

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

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

1. Ensure the form is available to all offenders. Offender 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 work week. 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" (achievement, meritorious, and emergency time credit are not to factor in the comparison). In any month where the old credit exceeds the new, the offender 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 offender 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.