



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 11 – Institution Accounting 8.0	EFFECTIVE DATE: 06/01/1983
TITLE: Compensation to Injured Inmates	REVISION DATE: 10/28/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

As provided in Wis. Stat. § 303.21, former inmates of state institutions may apply for worker's compensation benefits for injuries sustained in performance of assigned work at the institution. The inmate shall be compensated on the same basis as if the injury had been covered by Wis. Stat. Chapter 102 except that the total paid to any inmate may not exceed \$10,000 and may be paid in installments. Under Wis. Stat. § 20.865 (1) (dm), payment shall be made from the organization's revolving appropriation. If there is no revolving appropriation, payment shall be made from the general fund.

In order to be compensable, the injury must have permanently incapacitated or materially reduced the earning power of the applicant. Since Department of Health Services (DHS) Office of Legal Counsel (OLC) must determine whether claims are compensable under this standard, it may be necessary for OLC to authorize medical examinations of claimants. Since payment of worker's compensation is usually the responsibility of the institution in which the claimant was confined, that institution is responsible for payment of the examination costs. If there is no revolving appropriation, Department of Administration (DOA) will make such payment upon agency approval.

PROCEDURES

1. After OLC is advised by Department of Work Force Development that a former inmate is applying for worker's compensation, they will notify the respective institution by sending a letter requesting additional information. The institution supplies the requested information to OLC who reviews the data supplied and decides whether a decision should be made solely on the information on hand.
2. If a decision is made to secure an additional medical opinion concerning the eligibility for worker's compensation, OLC will instruct the respective institution to prepare the required purchase order. This instruction will include the vendor's name and address, the services to be provided, the appointment time, and the amount to be authorized. A special Encumbrance Authorization will be required.
3. The institution submits the vendor's copy of the purchase order to OLC. OLC gives the purchase order to the former inmate who will deliver it to the vendor when arriving for the scheduled appointment.
4. The vendor's invoice is to be forwarded to the institution for voucher preparation and forwarded to OLC for payment approval. OLC will review the charges on the invoice to the report they receive to ensure the invoice is correct.

5. OLC will indicate approval to pay on the invoice and forward it to the Bureau of Fiscal Services, Expenditure Accounting Section.

REFERENCES

[Wis. Stat. § 303.21](#)

CONTACTS

[Expenditure Accounting Section Chief](#)

[Lead Accountant](#)