



CORRECTIONS EDUCATION

2025-26 GRANT AND FISCAL GUIDELINES

Basic Education for Adults

Washington State Board for Community and Technical Colleges

PO Box 42495

Olympia, WA 98504

SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Projected start date of grant	July 1, 2025
Billing deadline for all expenses incurred through September 30, 2025	October 31, 2025
Billing deadline for all expenses incurred through December 31, 2025	January 31, 2026
Billing deadline for all expenses incurred through March 31, 2026	April 30, 2026
Final budget revision deadline	June 15, 2026
Projected end date of grant	June 30, 2026
Billing deadline for all expenses incurred through June 30, 2026	July 15, 2026

Grant Contacts

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Overview

Community Based Corrections Education

The community-based Corrections Education Program is a collaborative initiative between the Washington State Department of Corrections (DOC) and the Washington State Board for Community and Technical Colleges (SBCTC) to provide education training to justice-impacted individuals in community settings. This program supports individuals who are on community supervision or reentry after incarceration by supporting them in their academic pursuits.

Colleges participating in this program must comply with DOC contract staff requirements and adhere to contracted expectations for navigator funding.

Prison-Based Corrections Education

The Prison-Based Corrections Education program operates within one of the eleven correctional facilities in Washington State through an interagency between the Washington State Department of Corrections (DOC) and the Washington State Board for Community and Technical Colleges (SBCTC). SBCTC contracts an affiliated college to provide high quality education services to incarcerated students. These programs are designed to equip students with academic credentials, industry-recognized certificates, and essential skills to support success.

Colleges participating in this program must operate within DOC facilities and adhere to all security, data, and fiscal policies outlined in the Interagency Agreement. The funding sources, allowable expenditures, and programmatic limitations must align with state regulations to ensure compliance.

Colleges are authorized to provide educational services in alignment with the interagency agreement including Adult basic education, English Language Acquisition, High School Equivalency, Career and Technical Education, Postsecondary Education.

All programs must be approved by the Department of Corrections and adhere to facility-specific requirements, including course delivery methods.

What Institutions May Apply

Washington state Career and Technical Colleges with Corrections Education programs are eligible to apply for this grant funding.

How Does the College Apply

Access the 2025-2026 Corrections Education application through the Online Grant Management System ([OGMS](#)).

If you do not have an account, contact your organization's [Security Contact](#) for access; you will also need your Security Contact to give you permission for FY26.

Submit completed grant applications, including attachments, to the SBCTC through OGMS no later than May 1st, 2025, at 11:55 p.m. SBCTC staff are available for assistance until 4:00 p.m. on May

1st, 2025.

Application Process

SBCTC suggests writing applications in a word processing program and pasting the application content into OGMS. This will help ensure you do not lose any content if the OGMS application times out.

Application Review

The Grant Application will be reviewed by Washington State Board for Community and Technical Colleges (SBCTC) staff. Feedback will be provided to colleges in order to refine or clarify application responses.

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds, but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Community-Based Correctional Education

Educational Services

Community-based Correctional Education programs will provide services to recruit, enroll, and retain justice-impacted students into postsecondary, vocational, pre-college and/or apprenticeship programs in regional services areas, including two-and four-year colleges, that must include the following core services:

- Perform regular outreach with regional and local community correction offices, community correction officers, reentry centers, and community reentry staff to increase access to educational opportunities available to justice-impacted individuals, including bi-monthly office hours at reentry centers.
- Monitor and respond to referrals from facility education navigators, community corrections officers, reentry centers, and community reentry staff in a timely manner to facilitate seamless transition for justice-impacted individuals.
- Engage in outreach with incarcerated students utilizing kiosks and coordinating with facility education navigators to support education reentry plans and support navigation of two-and four-year colleges, and apprenticeships.
- Provide comprehensive assistance to justice-impacted individuals, including support with enrollment, financial aid, career planning, referrals to apprenticeship programs, and other support services within higher education systems, including two-and four-year colleges.
- Connect and co-enroll participants in other support services available to at the college

including, when eligible, Basic Food Employment and Training, WorkFirst, Worker Retraining and services provided under the Workforce Innovation and Opportunity Act.

- Collaborate with the Department reentry staff to support justice-impacted individuals in housing and additional reentry supports.
- Utilize the Department-provided monthly Education assistance data report to identify individuals close to release or in partial confinement and engage in outreach and provide education resources as needed.
- Track engagement, enrollment, progression, and completion outcomes for all program participants and report monthly.
- Document case notes of navigation services provided to individuals under DOC supervision, including in-person and virtual encounters in OMNI, including Chrono's and scorecard regularly.
- Participate in Board navigator meetings, the Department Reentry navigator meetings, and other trainings/meetings as assigned to facilitate sharing information, resources, and best practices to enhance the effectiveness of the navigator program.

Colleges will provide staff to serve as an advocate and navigator for participants and connect students with services and resources available at the community college. Appropriate titles for this position may be "Student Success Coaches", "Retention Specialists", "Transition Specialists", and/or "Corrections Education Reentry Navigators".

Colleges will ensure that staff are located on their main campus and are familiar with student support services while maintaining presence at local reentry centers.

The board will evaluate the effectiveness of the navigator program and the completion of core services by navigators annually.

Community-Based Navigators are considered DOC contracted staff and are expected to comply with all DOC policies and regulations. Per the Interagency Agreement, positions funded under this contract are not eligible for telework.

Prison-Based Corrections Education

Educational Programs

The College shall provide programs identified in the FY26 Correctional Education Service Plan. The delivery schedule will include evening and weekend classes, if needed to meet the facility needs. The College will provide copies of the class schedules to the superintendent or designee for each Institution prior to the start of each quarter.

The College may be required to host and/or participate in an advisory committee for each vocational program. Advisory committees are outlined by the Workforce Training and Education Coordinating Board (WTECB) and RCW Chapter 72.62.

Per the Interagency Agreement, positions funded under this contract are not eligible for telework.

FTES

Student FTES: In FY26, the Washington community and technical college system must provide instruction in approved and agreed upon basic skills, Pre-College education, vocational, and academic programs.

The College must use the formula of one annualized FTE equals 45 credits when reporting enrolled FTES. One credit equivalency equals 15 hours of instruction for adult basic skills and vocational programs. One credit equivalency equals 10 hours of instruction for courses in pre-college, related instruction and associate workforce degree programs.

The College must submit any changes to FTES to SBCTC no later than April 21, 2025.

In FY26, the Washington community and technical college system must produce at least 700 high school equivalency certificates, except in the event that testing security issues prevent the administration of GED tests at one or more correctional facilities for more than four weeks, 80 vocational completions, and 60 associate workforce degrees.

Facility Education Navigation

Provide student services to incarcerated students through identified facility education navigators that must include the following core services:

- Participate in facility orientations and provide ongoing guidance on accessing postsecondary and/or pre-apprenticeship programs available to students during incarceration.
- Guide reintegration into higher education, vocational, and/or apprenticeship settings post-release including two- and four-year colleges.
- Develop educational plans with students to be incorporated into the Individual Reentry Plans (IRP) with counselors, the Department reentry navigators, community corrections staff, and multidisciplinary teams in accordance with RCW 72.09.270.
- Assist students with applying for college including completing and submitting financial aid and scholarship applications, coordinating phone calls or virtual meetings with colleges and/or apprenticeships in the community, addressing student loan debt, and establishing repayment plans.
- Engage incarcerated students who complete their high school equivalency to explore additional pre-apprenticeship and postsecondary education opportunities, including access to employment data on specific programs.
- Assist students with acquiring high school and postsecondary transcripts from previous educational programs.
- Coordinate with Community-Based Education Navigators to facilitate a smooth transition from prison to postsecondary education and apprenticeship programs including two- and four-year colleges.

- Utilize the Department-provided Monthly Education Assistance data report to identify and engage in outreach to incarcerated individuals close to release and provide education resources as needed.
- Document case notes and navigation services provided to students in OMNI, including Chronos and Scorecard regularly.
- Participate in Board Navigator meetings, the Department Reentry Navigators meetings, and other trainings/meetings as assigned to facilitate sharing information, resources, and best practices to enhance the effectiveness of the navigator program.

The board will provide oversight of service delivery and work collaboratively with the Department of Corrections on a systemic approach to education navigation services provided by the colleges.

Technology Access and Support

DOC will screen and approve or reject requests for access to the Offender Management Network Information (OMNI) and the Internet. The Superintendent will ensure computers with OMNI and Internet access are located in a secure area and offenders do not have access to the secure area.

The College must provide a complete and accurate inventory of all College-owned IT equipment in each institution. The College will complete an annual equipment inventory by September 1st, 2025. Further, the Colleges understand that no new equipment may be introduced without prior written approval from DOC. Additions to the inventory must be approved and inspected by local Institution IT staff.

DOC will maintain and provide administrative support for IT hardware, including printers, and software connected to the administrative LAN.

The College will comply with all Information Services Board (ISB) Standards and DOC policies to prevent any security breaches through the use of computer equipment and networking technology.

Student Services Technology Support

The College provides computer support and access for students in Computer Lab and Tutoring Centers. Computer Lab and tutoring Centers would provide:

- Access to computers outside of scheduled instructional time for incarcerated students in adult basic education, professional-technical programs, and reentry.
- Access for students to develop their reentry portfolio, practice computer skills through self-guided software tutorials, and complete homework assignments.
- Tutoring services.
- Monitoring of student use of computers to ensure compliance with Department and College policies.
- Documentation of computer lab and tutoring center use in OMNI.

Facilities, Equipment & Property

DOC will provide the safe and necessary facilities to properly house the educational program.

This shall include all present equipment and furnishings including, but not limited to, furniture, cabinets, blackboards, bulletin boards, etc. and their replacement when necessary. If expansion becomes necessary, DOC will assume the responsibility for providing adequate housing and furnishings.

This shall not include provisions for installing additional infrastructure in support of educational program areas including, but not limited to, internal LAN installations, electrical outlet access, lighting, and ventilation. Additional infrastructure must be agreed upon by the Board, the institution, and the DOC IT Division including funding responsibilities.

At times, DOC may determine a need to install upgrades to existing infrastructure to meet changing standards. Where this infrastructure is presently provided by the college, such infrastructure shall remain intact as necessary to provide contracted educational programming until such time as upgrades are completed.

DOC will provide all janitorial service, telephone (SCAN access), postage, and building maintenance in the same manner as these services are furnished in other areas of the facility, and, upon approval by DOC, may include the repair and/or renovation of present instructional equipment or new equipment purchased during the grant period that is owned and/or provided by DOC.

Grant funds may not be used for purchase or replacement of furnishings. DOC will include the College's needs in the replacement of furnishings used for educational programs.

The College must maintain a current inventory of all correctional education equipment. For each inventoried item, ownership must be listed. Any equipment purchased before July 1, 2003, belongs to DOC. Any equipment purchased on or after July 1, 2003, belongs to the SBCTC. DOC will ensure that equipment purchased with correctional education grant funds will be used for correctional education and not for other institutional needs. Education equipment may not be used by non-education staff or removed from the education areas unless pre-authorized by the Superintendent, DOC Education Services Unit, and SBCTC.

The College must notify SBCTC of its intent to remove equipment and the impact of the removal.

The College must work collaboratively with the correctional institution to maintain and support offender education equipment.

The College must ensure that equipment owned by the College shall not be used by non-educational staff or removed from the educational program unless pre-authorized by the College.

DOC owned equipment may not be used by non-educational staff or removed from the educational programs unless pre-authorized by DOC.

The College will be responsible for and make restitution for any loss or damage to property due to the College's negligence. The amount of restitution will be based on the depreciated value of the property.

Reporting and Coding

Reports

The data within ctcLink is used to complete a portion of the reporting by the State Board.

To collect narrative information or data not available through ctcLink, a quarterly compliance report will be due on the following schedule. SBCTC will provide reporting templates after college grant applications are approved. SBCTC reserves the right to adjust information requested on reporting templates quarter-to-quarter.

- i. Summer quarter – due by November 25, 2025
- ii. Fall quarter – due by February 25, 2026
- iii. Winter quarter – due by June 25, 2026
- iv. Spring quarter – due by August 25, 2026

Data Entry

The College must ensure timely and accurate Offender Management Network Information (OMNI) data entry when and if available. SBCTC and DOC will provide support for problem reporting, adding codes, and training for OMNI.

Budget & Invoicing Guidance

Budget Activity: Program Management

The following list identifies eligible expenses for the **Program Management** activity (also known as a budget line or line item).

Salaries, Wages, and Benefits

Salaries, wages, and benefits for staff that administer the grant and provide general oversight of the program. Duties may include but are not limited to program oversight, supervision of faculty/staff, grant administration, registering students, monitoring enrollments, managing budgets, tracking purchases, and reporting.

In your budget narrative, please be sure to include all position titles to be funded by this grant activity, percentages of effort/FTE/hourly wage information, salary and benefit amounts, and a brief description of duties by position as they relate to this grant activity. If possible, please put each position on a new line of text.

Examples:

- Corrections Director, .8 FTE, Salary: \$70,000, Benefits: \$25,000; program oversight, supervision of faculty, grant administration, budget tracking and reconciliation
- Office Assistant, 20 hours/week @ \$20/hour, Salary: \$20,800, Benefits: \$12,000; administrative assistance to director; LACES and SMS data entry

Budget Activity: Student Support

The following list identifies eligible expenses for the **Student Support** activity (also known as a budget line or line item).

Salaries, Wages, and Benefits

Salaries, wages, and benefits for staff that support students. Duties may include but are not limited to providing instructional support, administering assessments, addressing student behavior, and attending facility meetings that include students.

Note: Advising and counseling activities should **not** be included in this activity. Include them in the Advising budget activity.

In your budget narrative, please be sure to include all position titles to be funded by this grant activity, percentages of effort/FTE/hourly wage information, salary and benefit amounts, and a brief description of duties by position as they relate to this grant activity. If possible, please put each position on a new line of text.

Examples:

- Program Director, 10%, Salary: \$9,000, Benefits: \$3,000; addresses individual student behavior issues
- Program Coordinator, 25%, Salary: \$17,500, Benefits: \$6,000; administers assessment tests
- HSE Examiner, .5 FTE, Salary: \$35,000, Benefits: \$10,000; administers HSE tests
- Instructional Tech, 1 FTE, Salary: \$70,000, Benefits: \$25,000; assists students in classrooms

Budget Activity: Faculty

The following list identifies eligible expenses for the **Faculty** activity (also known as a budget line or line item).

Salaries, Wages, and Benefits

Salaries, wages, and benefits for faculty.

Note: Instructional Techs should **not** be included in this activity. Include them in the Student Support budget activity.

In your budget narrative, please be sure to include all position titles to be funded by the grant, percentages of effort/FTEF/hourly wage information, salary and benefit amounts, and the type of training by position as they relate to the grant. If possible, please put each position on a new line of text.

Examples:

- BEDA Instructors, 6.45 FTEF, Salary: \$451,500, Benefits: \$149,000
- Drywall Instructor, .7 FTEF, Salary: \$49,000, Benefits: \$16,000

- IT Core Instructor, 1 FTEF, Salary: \$70,000, Benefits: \$25,000

Budget Activity: Advising

The following list identifies eligible expenses for the **Advising** activity (also known as a budget line or line item).

Salaries, Wages, and Benefits

Salaries, wages, and benefits for advising and counseling staff.

In your budget narrative, please be sure to include all position titles to be funded by the grant, percentages of effort/FTEF/hourly wage information, salary and benefit amounts, and the type of training by position as they relate to the grant. If possible, please put each position on a new line of text.

Examples:

- Advisor, 1 FTEF, Salary: \$70,000, Benefits: \$25,000, provide advising and counseling to incarcerated students.

Budget Activity: General

The following list identifies eligible expenses for the **General** activity (also known as a budget line or line item). Expenses are broken out by category (also known as a budget column) as follows.

Goods and Services

Items with an individual acquisition cost less than \$10,000 or a useful life of less than one year or services of a routine nature necessary to carry out grant activities.

Any laptops purchased with these funds for use by students in correctional facilities must be the laptops specified in [Appendix A](#).

Examples: textbooks, instructional materials and tools, copying, postage, fax, telephone, printing

Travel

Expenditures for transportation, meals, hotel, and other expenses associated with traveling related to allowable grant activities. Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual ([SAAM](#)), [Chapter 10.90](#). Please note, when the grant recipient (the college) reimburses travel under this grant using state funds, the same OFM travel rates and regulations must be applied.

Examples: travel to related meetings, travel to training and professional development, faculty and staff travel from campus to/from correctional education site

Contracts

Professional or technical services provided by a consultant (contractor) to accomplish a specific study, project, task, or other work statement. Please note that the rules that apply to the grantee (the college) under this grant must also be applied to the contractor.

Note: *Interagency agreements (contracts between two or more public entities) are considered*

services and should be budgeted and invoiced in the “goods and services” category.

Capital Assets

Capital assets are defined as property or equipment with a useful life in excess of one (1) year and a per unit acquisition cost of \$10,000 or more.

Indirect/Facilities and Administration (F&A)

Corrections Education grants are made up of a combination of Department of Corrections, Local, and State funding. Grant recipients may claim up to 11.74% of non-state funds in the grant for indirect/F&A. SBCTC calculates the maximum indirect/F&A amounts and provides them to grant recipients in the grant resources section of the Online Budget and Invoicing System ([OBIS](#)).

Indirect costs should be invoiced proportionate to expenses and billed during the invoice period in which the expenses are incurred, up to the dollar amount budgeted. Grant recipients may not claim indirect/F&A funds on any unspent funding.

Budget Activity: Navigator

The following list identifies eligible expenses for the *Navigator* activity (also known as a budget line or line item).

Salaries, Wages, and Benefits

Salaries, wages, and benefits for Navigator position.

In your budget narrative, please be sure to include all position titles to be funded by the grant, percentages of effort/FTEF/hourly wage information, salary and benefit amounts, and the type of training by position as they relate to the grant. If possible, please put each position on a new line of text.

Examples:

- Navigator, .8 FTEF, Salary: \$41,600, Benefits: \$15,000, assist students in the community with enrolling in selecting college programs and enrolling in college

Goods and Services

Items with an individual acquisition cost less than \$10,000 or a useful life of less than one year or services of a routine nature necessary for the Navigator to carry out grant activities.

Examples: copying, postage, fax, telephone, printing, etc.

Travel

Expenditures for transportation, meals, hotel, and other expenses associated with traveling related to allowable grant activities for the Navigator position. Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual ([SAAM](#)), [Chapter 10.90](#). Please note, when the grant recipient (the college) reimburses travel under this grant using state funds, the same OFM travel rates and regulations must be applied.

Examples: travel to related meetings, travel to training and professional development, faculty and

staff travel from campus to/from correctional education site

Budget Revisions

SBCTC approval of a revised budget is required if there is more than a 10% variation in expenditure levels for any individual budget cell.

Budget revisions must be submitted to SBCTC via the Online Budget & Invoicing System ([OBIS](#)).

Final budget revision deadline: June 15, 2026

See the OBIS user manual (available in the Resources section of [OBIS](#)) for information on how to create and submit a budget revision. Be sure to update the budget narrative answers as applicable.

Invoicing

Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant shall be requested or paid. All costs must be reported for the period incurred.

Reimbursement requests must be submitted at least quarterly, but not more than monthly via [OBIS](#). All costs must be submitted for reimbursement in accordance with the schedule shown below.

For expenses incurred	Invoice no later than
July – September	October 31, 2025
October – December	January 31, 2026
January – March	April 30, 2026
April – June	July 15, 2026

All financial reports, including reimbursement requests, must be certified upon submission. Please read the certification statement within the OBIS invoice module and click on the check box to attest to the statement.

Invoices may be pulled for pre-payment review by SBCTC financial staff. If this is done, the invoice will be placed in “Audit” status in OBIS and the recipient institution will receive an automated email detailing the next steps. It is important to provide all requested back-up documentation as soon as possible, as OBIS will not allow additional budget revisions or invoices for the same award to be submitted while an invoice is in “Audit” status.

Grant Terms & Information

General

Funding for this grant is provided through the Washington State Department of Corrections.

Allowable Costs

All expenditures submitted for reimbursement under this grant must be necessary and reasonable for proper and efficient administration of the approved grant program/project(s).

The following state and federal regulations must be followed:

Applicable Washington State Regulations

The State Administrative and Accounting Manual ([SAAM](#)) must be followed.

Equipment

The College must maintain a current inventory of all correctional education equipment. For each inventoried item, ownership must be listed. Any equipment purchased before July 1, 2003, belongs to the Department of Corrections (DOC). Any equipment purchased on or after July 1, 2003, belongs to the college. DOC will ensure that equipment purchased with correctional education grant funds will be used for correctional education and not for other institutional needs. Education equipment may not be used by non-education staff or removed from the education areas unless pre-authorized by the Superintendent, DOC Education Services Unit, and SBCTC.

Expenditure Accounting

These funds must be kept in an account separate from all other funding sources.

For colleges these funds must be set up as a cost-reimbursement/as-incurred grant and be accounted for as grant and contract (fund 145). SBCTC reimbursement for this grant must be coded to 4020120. Set this grant up using the following information:

- Grant Type: Cost Reimbursable
- Sponsor ID: FIN00107
- F&A Distribution Department: 98219
- F&A Rate Type: IND
- F&A Base Budget: SALRY
- FA Rate %: 11.74
- Project Type: 02012
- Fund: 145
- Revenue Account: 4020120
- Contract Asset Account: 1010180

When entering this grant into ctcLink, be sure to select budget items based on the types of expenses the college will have. To view ctcLink budget items/accounts and expense accounts that

roll up to each budget item/account, visit the ctcLink [Project Tree](#) QRG.

To add a new activity to an existing grant in ctcLink follow the [Adding an Activity to an Active Grant](#) QRG. Use this QRG to add new funding to the grant for a new activity or to add funds in an existing activity not previously entered in ctcLink.

Monitoring

SBCTC may schedule monitoring visits during and after the grant period to evaluate the fiscal progress and performance of the program and provide technical assistance. The purpose of monitoring is to ensure regulatory and contractual compliance on the part of grant recipients. To ensure compliance with grant requirements and to ensure that financial records support program expenditures, SBCTC staff will schedule on-site and/or virtual visits.

Records Retention

Financial management systems shall reflect accurate, current, and complete disclosure of all cost expenses for grant activities. Grant recipients must maintain books and records, supported by source documentation that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by SBCTC or its designee for at least six years after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest. Additional information on records retention may be found in Chapter 7 of the [SBCTC Policy Manual](#).

Termination

This grant may be terminated by the SBCTC upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient prior to termination shall at the option of the SBCTC, become the property of the SBCTC. If termination shall occur pursuant to this section, reimbursement to grant recipient shall be made on the basis of work performed prior to the effective date of termination as mutually agreed upon by both parties. Determination of final adjustments, either payments or refunds, shall also be mutually agreed upon by both parties.

Termination for Cause

If for any reason, the grant recipient violates any terms and conditions of the Adult Basic Education program, SBCTC will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within thirty (30) days. If failure or violation is not corrected, this grant may be terminated immediately by written notice from SBCTC.

Savings

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the SBCTC may terminate the grant under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at the SBCTC's discretion under those new funding limitations and conditions.

Appendix A: Laptop Purchasing



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
Reentry Division
P.O. Box 41120 • Olympia, Washington 98504-1123

March 4, 2024

TO: Washington State Board for Community and Technical Colleges

RE: Secure Student Laptops – Sole Source Vendor

The Department of Corrections has approved laptops from [Justice Tech Solutions](#) for SBCTC and college providers to issue the Securebook 6.0 JTS model to students who are enrolled in Adult Basic Education, pre-apprenticeship, and postsecondary programming only. Wi-fi enabled Securebook 6 may be purchased, however, wi-fi capabilities will need to be disabled before the distribution of laptops. Older versions of Justice Tech Solutions devices are no longer authorized for distribution.

These laptops have been tested and vetted by the Department of Corrections IT Cybersecurity staff. Based on the security framework and design of Justice Tech Solutions, they are currently the only approved vendor.

Security Features Include:

- No webcam
- No mic
- No pluggable ports (no usb, network, etc...)
- Custom encrypted docking station
- Alternate boot passwords
- Custom bios features
- Clear plastic framework

Thank you,

A handwritten signature in blue ink, appearing to read "Kristen Morgan".

Kristen

Kristen N. Morgan, MPA
Education Services Administrator, Reentry Division
Washington State Department of Corrections
kristen.morgan@doc1.wa.gov | 360.485.2749

"Working Together for SAFE Communities"



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Washington State Board for Community and Technical Colleges