



JUSTICE AND PUBLIC SAFETY CABINET

Steven L. Beshear
Governor

Department of Corrections

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J. Michael Brown
Secretary

LaDonna H. Thompson
Commissioner

To: All supervising officers

From: Cortney Shewmaker, DCA for Parole
Kentucky Department of Corrections

Date: April 4, 2012

RE: Work for time credit for Kentucky parolees

Pursuant to Kentucky DOC policy and procedure and KRS 439.345, Kentucky parolees are entitled to work for time credit. Per CPP 27-20-03, work for time credit is awarded if the offender provides documentation of verifiable wage-earning employment hours worked. For every forty (40) hours of employment worked, the offender shall receive one (1) day of work for time credit. Proof of employment must in the form of a copy of the paycheck stub or a letter from the employer detailing the dates and hours worked. If a letter from an employer is submitted, it must include contact information for the employer for verification purposes.

Proof should be mailed to the: Kentucky Department of Corrections
P.O. Box 2400
Frankfort, KY 40602-2400
Attn: Offender Information Services

Employment can be submitted from June 8, 2011.
Questions can be directed to:
Cortney Shewmaker, DCA for Parole, 502-564-4221 x 325.