

PIECP ADMINISTRATION

1. Certificate Holders

Eligibility:

All departments of correction and juvenile justice agencies authorized by law to administer prison industry programs are eligible to apply for PIECP certification.

Obtaining PIECP Certification Materials/Application:

Interested applicants may contact the Bureau of Justice Assistance (BJA) to obtain a PIECP Certification Application. Please see below for BJA's contact information:

Bureau of Justice Assistance

Phone: 202-616-6500

Email: AskBJA@usdoj.gov

Website: <https://bja.ojp.gov/>

Certification Application Process:

An eligible, prospective Certificate Holder should submit a completed [Certification Application](#) to BJA. BJA and the PIECP Training and Technical Assistance Provider will review the application, and BJA will provide a final determination regarding application approval and certification.

Following BJA's approval of a Certificate Holder's application, BJA will send the applicant a written Notice of Certification. The Chief State Correctional Officer must sign the Notice of Certification and return it to BJA. BJA will then provide the Certificate Holder with the PIECP Certificate. The Certificate Holder should keep the Notice of Certification and the PIECP Certificate on file during the duration of PIECP activity and through the end of the 12th month following termination of the PIECP Certificate.

Certificate Categories:

There are two PIECP Certificate Categories:

- (1) Single Agency – The Certificate Holder is authorized by law to hold a PIECP Certificate for a single federal, state, or local department of correction. A single agency Certificate Holder may designate Cost Accounting Centers (CACs) only within its own department of correction.

- (2) Umbrella Authority – The Certificate Holder is authorized by law to hold a PIECP Certificate for a state and/or multiple local departments of correction located within the same state. A certified umbrella authority may designate CACs within its membership agencies (state and/or multiple local departments of correction) and within private prisons operated on behalf of the Certificate Holder, and it assumes all responsibility for monitoring CAC compliance.

Other Notification/Reporting Requirements:

The following circumstances, which may affect a Certificate Holder's continued compliance or eligibility, require written notification to BJA and the PIECP Training and Technical Assistance Provider:

- (1) CAC re-designation
- (2) CAC un-designation
- (3) Changes in deductions, benefits, and/or voluntary participation
- (4) Notification from the state Department of Economic Security (DES) of any displacement or wage issues
- (5) Changes in legislation or regulation that may affect the Certificate Holder's continued compliance or eligibility in PIECP
- (6) Any change to the Certificate Holder's program or CAC that the Certificate Holder believes affects continued compliance

Any of these notifications may require additional action on the part of the Certificate Holder in order to maintain PIECP compliance.

PIECP Certification Termination:

BJA may terminate a Certificate Holder's PIECP Certification if the Certificate Holder is found to be out of compliance with any of the program's mandatory criteria and unwilling or unable to reach compliance within a reasonable period of time, or if, without reasonable cause, the certificate was inactive for more than 6 consecutive months.