

ILLINOIS DEPARTMENT OF CORRECTIONS

APPENDIX C

AGENCY ANALYSIS OF BUDGETARY AND ECONOMIC IMPACT

Agency: Illinois Department of Corrections

Part/Title: Rights and Privileges (20 Ill. Adm. Code 525)

Illinois Register Citation: 49 Ill. Reg. 12567; October 10, 2025. Issue 41.

Please attempt to provide as dollar-specific responses as possible and feel free to add any relevant narrative explanation.

1. Anticipated effect on State expenditures and revenues.

(a) Current cost to the agency for this program/activity.

*The Department cannot reasonably estimate the exact cost for the program at this stage however, it does recognize the possibility of incurring minimal overtime (for staff to scan the mail) during initial implementation. While the Department recognizes the possibility of minimal overtime during the implementation phase, it does not anticipate real or long-term expense as costs will be within the set limits of the Department's existing operating budget, which includes the same allocations for staffing and employee compensation. All workings related to scanning incoming non-privileged mail and preparation for multi-factor authentication for privileged mail have been provided with the same staffing allocation. Additionally, all scanners were provided to the Department at no cost as part of the ICSolutions contractual agreement. As outlined in the response to 1.(b), beginning Fiscal Year 2026 the rulemaking will increase costs as services related to mail digitization of non-privileged incoming mail will be handled by a third-party vendor.*

(b) If this rulemaking will result in an increase or decrease in cost, specify the fiscal year in which this change will first occur and the dollar amount of the effect.

*This rulemaking will increase state costs beginning in Fiscal Year 2026, with the anticipation of moving to a third-party vendor to digitize incoming non-privileged mail. The annual cost for mail scanning services is estimated at \$2,051,500. With implementation expected on January 1, 2026, the projected cost for Fiscal Year 2026 is \$1,025,800 for six months of service.*

(c) Indicate the funding source, including Fund and appropriation lines, for this program/activity.

*The General Office contractual appropriation from the General Revenue Fund (001-426-01-1200-0000).*

(d) If an increase or decrease in the costs of another State agency is anticipated, specify the fiscal year in which this change will first occur and the estimated dollar amount of the effect.

*There will be minimal expenses incurred by DHS for paper printing, which IDOC will reimburse through its operating budget. In the long term, this rule may contribute to reduced workers' compensation liabilities for the State by decreasing the number of staff exposures to hazardous substances in the mail. Although these savings cannot be quantified at present, the shift to offsite*

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*scanning presents a long-term opportunity to lower the risk of future claims and associated expenses.*

*The Department recognizes some entities may see a minimal increase in administrative costs associated with privileged mail. Registering in the multi-factor authentication (MFA) website and requesting authentication numbers may add to the labor hours associated with a privileged sender processing mail. The Department is working on continued operational improvement of the MFA System to aid in reducing administrative working hours for entities. This includes, but is not limited to, increased control number “batching” options and creating avenues for entities to contact the Department ahead of sending large amounts of legal correspondence to further facilitate the process. The Department is committed to working directly with those entities, to ensure any additional cost is minimal compared to the current processes for sending privileged mail.*

*In addition, the Department received a \$420,000 grant through the Illinois Secretary of State during Fiscal Year 2024. This grant has helped to expand the Department’s physical library collections with more current reading materials, restore and maintain books, and enhance circulation in facilities across the state. The Department also provides individuals in custody with access to a growing, comprehensive collection of electronic books through the tablet vendor’s interface.*

- (e) Will this rulemaking have any effect on State revenues or expenditures not already indicated above? Specify effects and amounts.

*No additional effects on State revenues or expenditures are anticipated beyond those outlined above.*

#### 2. Economic effect on persons affected by the rulemaking.

- (a) Indicate the economic effect and specify the persons affected:

Positive

Negative

No effect

*Persons affected: Friends/family members of individuals in custody, other State agencies, and organizations may experience economic disadvantages. The Department cannot reasonably estimate the exact economic effect at this stage but does recognize the possibility. Affected persons may incur additional minimal expenses such as, costs associated with mailing a publication as opposed to dropping it off or the cost to mail photos through a verifiable vendor.*

*Dollar amount per person: Cannot calculate, undetermined*

*Total Statewide cost: Cannot calculate, undetermined*

- (b) If an economic effect is predicted, please briefly describe how the effect will occur. (Example Additional continuing education courses will require an expenditure of approximately \$100 per year for course fees by 10,000 licensed

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professionals.)

*The Department recognizes some changes to the rule will impact families and friends sending mail or publications to individuals in custody. These changes are related to sending photographs from a verifiable vendor, rather than sending from a household. This would be a choice made by the public, if they intend for the individual in custody to receive the physical photograph and not a scanned copy. If they opt for a scanned copy, they can send them in how they had prior to the rule change and incur no additional cost. The Department also recognizes the change to “publisher only” deliveries for books/publications may have a perceived increase in costs to the individual in custody and their friends/family. To help keep this cost as low as possible, the Department allows for donated books and used books provided by a publisher. In addition, many publishers allow free shipping to individuals in custody, which will also assist in keeping associated expenses with the rule change low.*

- (c) Will the rulemaking have an indirect effect that may result in increased administrative costs?

*Exact administrative costs cannot be quantitatively estimated at this stage however, the Department does recognize that entities who frequently send large amounts of privileged mail to individuals in custody may incur some administrative costs associated with training staff and utilizing the system such as, registering in the MFA website and requesting control numbers.*

*Examples of potential administrative costs may include, but are not limited to,*

- Man hours associated with ensuring unique identifiers for each piece of mail sent. Some entities may incur limited additional staff time to ensure mail includes a unique identifier. For entities with existing tracking systems, the impact is expected to be minimal. For others, particularly those sending high volumes of mail, some additional administrative effort may be required. The Department cannot reasonably estimate this impact because it varies by mail volume and existing practices.*
- Cost associated with training their staff on the new system. Entities that regularly send mail may incur minor administrative costs to train staff on the MFA application. Training is expected to be brief and incorporated into existing processes. The Department cannot reasonably estimate these costs because training approaches and usage levels vary by entity.*
- Cost for those from the general public to mail publications as opposed to dropping off at the facility. The Department acknowledges that some members of the public may incur additional costs to mail publications that were previously dropped off in person. These costs may include postage or shipping. Note, those from the general public may also benefit from potential savings, such as reduced transportation expenses, time efficiency, and accessibility. The Department cannot reasonably*

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*estimate this impact because it depends on individual behavior and mailing frequency.*

- *Cost to send photos through a verifiable vendor as opposed to regular mail. The Department acknowledges that requiring photographs to be sent through a verifiable vendor may result in additional costs for some individuals or families. Any such costs will vary based on vendor pricing and usage. The Department cannot reasonably estimate this impact because costs are set by third-party vendors and individual choices.*

*The Department anticipates that cost will be minimal however, the Department is fully committed to working directly with any entity to alleviate prohibitive costs and ensure they do not exceed the current cost to process mail. Opportunities to reduce potential administrative costs and lessen the burden include, but are not limited to, collaborating with the entity to expand control number “batching” options and ensuring proactive communication between the Department and entity to better prepare for and streamline large amounts of legal correspondence, which will further facilitate processing and reduce labor hours.*

*No indirect administrative costs are anticipated for incoming non-privileged mail. The rule changes the method by which non-privileged mail is processed and introduces a security vetting mechanism for privileged mail, but it does not create new reporting, oversight, or administrative requirements outside the existing workflow.*

Will there be any change in requirements such as filing, documentation reporting or completion of forms? Compare to current requirements.

*Parties sending privileged mail may be required to participate in the MFA system or to comply with other safety and security measures applied to such mail. Mailroom staff will scan the mail until outside mail scanning services are fully implemented.*