

**AUGUST 2014**

**JUVENILE COURT JUDGES' COMMISSION**

# **JUVENILE PROBATION SERVICES**

**ANNUAL GRANT INSTRUCTIONS  
FY 2014-15**



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**FY 2014-15 GRANT INSTRUCTIONS**

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# **Achieving our Balanced and Restorative Justice Mission**

## **Through**

### **Pennsylvania’s Juvenile Justice System Enhancement Strategy (JJSES)**

One of the most significant reforms in the history of Pennsylvania’s Juvenile Justice System occurred in 1995, when Act 33 of Special Session No. 1 of 1995 amended the Juvenile Act to clearly define three goals for Pennsylvania’s juvenile justice system: the protection of the community; the imposition of accountability for offenses committed; and the development of competencies to enable children to become responsible and productive members of the community. Since that time, juvenile justice professionals and community members throughout Pennsylvania have been working together to implement policies, practices and programs designed to achieve our balanced and restorative justice mission.

Over the past decade, a number of juvenile probation departments throughout Pennsylvania implemented a variety of “evidence-based practices” – which simply means applying research about “what works” to what we do on a daily basis with youth and families. However, the efforts to implement evidence-based practices were loosely supported and uncoordinated from a statewide perspective, and it was recognized that evidence-based practices would advance more quickly and comprehensively if juvenile probation departments received support at the state level.

In 2010, JCJC staff and the Executive Committee of the Pennsylvania Council of Chief Juvenile Probation Officers decided to embark upon a new Juvenile Justice System Enhancement Strategy (JJSES), designed to support the implementation of “evidence-based practices” to help us achieve our balanced and restorative justice mission. The first concrete step taken was to create the following *Statement of Purpose*, designed to reflect the underlying goals of our system and of the JJSES initiative:

#### ***JJSES Statement of Purpose***

*We dedicate ourselves to working in partnership to enhance the capacity of Pennsylvania’s juvenile justice system to achieve its balanced and restorative justice mission by*

- *Employing evidence-based practices with fidelity at every stage of the juvenile justice process;*
- *Collecting and analyzing the data necessary to measure the results of these efforts; and, with this knowledge,*
- *Striving to continuously improve the quality of our decisions, services and programs.*

A JJSES Leadership Team was developed consisting of JCJC staff, chief juvenile probation officers and PCCD staff. In 2011, a JJSES Framework was created to serve as a blueprint for implementing evidence-based practices throughout Pennsylvania’s juvenile justice system, and a JJSES monograph was written to describe each element of the JJSES Framework for juvenile justice professionals in Pennsylvania.

In May 2012, Governor Corbett signed Act 42 of 2012 into law, which amended the enabling legislation of the JCJC to require that: the agency collect and analyze data to identify trends and to determine the effectiveness of programs and practices to ensure the reasonable and efficient administration of the juvenile court system; make recommendations concerning evidence-based programs and practices to judges, the Administrative Office of the Pennsylvania Courts, and other appropriate entities; and post related information on the Commission's publicly accessible internet website. Also, in 2012, six regional JJSES planning sessions for county teams were held throughout the state designed to share information about, and serve as a springboard for, local JJSES implementation. Over 600 people, representing all sixty-seven counties, participated in one of the sessions.

The JCJC's Juvenile Probation Services appropriation was increased by \$2.5 million in FY 2013-2014, in conjunction with Governor Corbett's Juvenile Justice Reinvestment Initiative (JJRI), to identify and target evidence-based interventions, assess risk to reoffend, and analyze and collect offender-specific case plan data. The members of the Juvenile Court Judges' Commission voted unanimously at their May 2013 meeting to require that, as a condition of participation in the JCJC's Grant-in-Aid Program, all counties must submit JJSES implementation plans, for approval by JCJC staff, which address the following:

- Implementation of the Youth Level of Service (YLS) risk/need assessment instrument;
- Development of recommendations to the Court based upon the YLS results, including the identified risks and needs of each juvenile; and
- Development of standardized case plans based upon the YLS results, which target services to meet the identified risks and needs of each juvenile.

The FY 2014-2015 Juvenile Probation Services Grant appropriation remains at the same funding level as last year. During their May 2014 meeting, the members of the Juvenile Court Judges' Commission voted unanimously to require that all counties continue to enhance their implementation of JJSES and build upon the approved activities listed within their FY 2013-2014 JJSES implementation plan.

The link to the 2014 County EBP Implementation Survey is also included with your grant materials. The results of this survey should serve to inform the development of your FY 2014-2015 JJSES Plan and Budget. Your completed 2013 County EBP Implementation Survey has also been included with your grant materials to assist in the completion of your current survey.

If you need assistance in completing your implementation plan, please contact your JCJC Juvenile Court Consultant.

**Instructions**  
**FY 2014-15 Juvenile Probation Services Grant**  
**Contract Period: July 1, 2012 – June 30, 2017**

The instructions and forms for your county's Juvenile Probation Services Grant (the "Grant") for the period noted above are being sent to you by way of email. Please complete the forms as per the instructions and submit them to the Juvenile Court Judges' Commission in the manner and format requested.

The following are significant requirements and procedures that may impact the processing of your county grant-in-aid (GIA):

- Proposed JJSES Implementation Plans and Budgets must be submitted to the JCJC by **October 1, 2014**. These forms should not be signed by the chief juvenile probation officer and juvenile court administrative judge at the time of initial submission.
- Signatures of the chief juvenile probation officer and juvenile court administrative judge are to be obtained following approval of the JJSES Plan and Budget by JCJC staff.
- The Schedule of Staff Salaries must be completed and returned electronically.
- Please do not alter any of the forms.
- Counties may submit their forms electronically to [rtomassini@pa.gov](mailto:rtomassini@pa.gov) in order to expedite the approval process; however, all original forms should be mailed to:

**JUVENILE COURT JUDGES' COMMISSION**  
**Pennsylvania Judicial Center**  
**P.O. Box 62425**  
**Harrisburg, PA 17106-2425**

- The Award Notification/Invoice will not be processed until the Letter of Equity, financial statements, schedule of staff salaries, and approved JJSES plan and budget are completed by the county and submitted to the JCJC.
- Upon receipt of the Award Notification/Invoice; acquire signatures, date and return form to:

**JUVENILE COURT JUDGES' COMMISSION**  
**81 JCJC**  
**P.O. Box 69183**  
**Harrisburg, PA 17106**

- GIA funds must be deposited in an interest bearing account until said funds are used.
- The interest produced in the account must be used for the same purpose for which the grant was intended and an accounting of the interest must be made on subsequent financial statements.

If you have any questions concerning the grant, please contact Robert J. Tomassini, Director of Administration and Grant Programs, at (717) 705-6596 or via e-mail at [rtomassini@pa.gov](mailto:rtomassini@pa.gov).

**Juvenile Probation Services Grant**  
**July 1, 2014 – June 30, 2015**

**I. Purposes for Which Grants are Awarded**

- A. Implementation and sustainability of the JJSES;
- B. Expansion of paid juvenile probation services;
- C. Increase and maintenance of salaries for juvenile probation officers to enable a juvenile court to hold and recruit qualified probation officers;
- D. Support of training programs for juvenile probation personnel as provided or approved by the Juvenile Court Judges' Commission (JCJC);
- E. Support of Drug and Alcohol testing programs in county juvenile probation departments;
- F. Support for JCJC sponsored graduate education programs for juvenile probation officers;
- G. Continuation of the JCJC approved services, as applicable, supported during the county's past grant year; and
- H. Grant funds that are not expended in the fiscal year for which they are appropriated, may, with JCJC written approval, be carried forward to the following fiscal year and expended as directed by the JCJC.

**II. Standards and Conditions**

- A. Grants are awarded upon assurance that the county will comply with the Juvenile Court Judges' Commission Standards Governing:
  - Operation of a Juvenile Probation Merit System,
  - Use of Secure Detention Under the Juvenile Act, and
  - Hearings and Administrative Reviews for Children Held in Secure Detention as promulgated by the Commission.

These standards may be obtained for your review from the JCJC web site at <http://www.jcjc.state.pa.us>.

- B. Participation in the Commission's Statewide Juvenile Court Statistical Program, Outcome Measures Reporting Program, and Detention Monitoring and Reporting Program are required conditions for a county to be eligible for grant funding.
- C. Implementation of Pennsylvania's Juvenile Justice System Enhancement Strategy; the completion and submission of a yearly evidence-based practices (EBP) survey, and submission and approval of a JJSES Implementation Plan and Budget.

### **III. Application Process**

- A. The term of the grant is five (5) years (July 1, 2012 through June 30, 2017), and subject to annual availability of funds.
- B. The JCJC will notify the grantee annually of the amount of funds available.
- C. The JCJC will notify the grantee annually of any special conditions or programs for which the funds are intended.

### **IV. Payment Procedures**

- A. Upon receipt of the signed grant agreement in the initial fiscal year, and the signed Award Notification/Invoice in the initial and subsequent fiscal years, the Juvenile Court Judges' Commission staff shall review the application including required expenditure reports to determine and certify that the expenditure of the grant funds in the previous fiscal year conformed to grant purposes and Commission Standards.
- B. Payment of the grant is made upon approval of the application by the Commission and upon receipt of the letter of equity, financial statements for the previous year grant, schedule of staff salaries and JJSES plan and budget. The letter of equity must be signed by the President Judge or Administrative Judge of the Juvenile Court and the County Commissioners/County Executive verifying that the compensation, including salaries, salary increases, employee benefits, bonuses, and any other compensation provided to a county's juvenile probation personnel is equitable with the compensation, including salaries, salary increases, employee benefits, bonuses, and any other compensation provided to other county and court employees.
- C. The grantee will receive one distribution containing the Juvenile Probation Services Grant. Training funds are not included in this distribution.
- D. Grant funds shall be kept in an interest bearing account until expended. Pre-incurred expenditures may be immediately deducted from the grant funds upon receipt of the funds with the balance being deposited in an interest bearing account. Interest from the account must be expended for the purpose for which the grant was intended and must be reported on the subsequent financial statement.

### **V. Reports**

- A. All expenditure records shall be kept according to generally accepted accounting principles and standards. All detailed records to document expenditures including invoices, receiving records, correspondence and the like shall be properly executed and approved and shall be made available to representatives of the Juvenile Court Judges' Commission, the Auditor General of the Commonwealth and other authorized state and federal personnel for examination and audit.
- B. Separate accountability for the receipt and expenditure of grant funds shall be maintained in the county's accounting system.

- C. Financial Statements for the prior fiscal year shall be submitted with the current year's grant application, on forms provided and in the method directed by the Juvenile Court Judges' Commission. The reports are an accounting of the actual expenditures of the grant funds and interest.
- D. Written approval from the Juvenile Court Judges' Commission is required for the carryover of any funds. All unexpended funds for which no written authorization has been obtained from the Juvenile Court Judges' Commission must be returned to the Commonwealth.
- E. Completed financial statements and the return of unexpended funds for which no written authorization has been obtained from the Juvenile Court Judges' Commission are required before the awarding of any subsequent funds.
- F. The Schedule of Staff Salaries Spreadsheet (Form JCJC-21B) must be updated and returned via email in order for the grant to be processed.
- G. The Electronic Compliance Review Form STD-21B must be completed and submitted by all the counties that are required to do so. The results of the submission are reviewed and may be the basis for a non-discrimination on-site desk audit of the juvenile county probation department.

## **VI. Changes in the Grant Application**

Any change to the Grant Application and Agreement shall be deemed incorporated into and made a part of the agreement when written notification of the acceptance has been received from the Commission. No change is to be made until the Commission approves and verifies that the proposed change conforms to Commission Standards.

## **Financial Statement Instructions**

### **Juvenile Probation Services Grant Expenditures**

#### **I. Purpose**

- A. To provide an accounting of actual expenditures made from grant funds and interest during the previous fiscal year, July 1, 2013 through June 30, 2014.

#### **II. Permissible Expenditures**

- A. Grant funds for Juvenile Probation Services may be expended for:

- 1. Probation officers' salaries to the extent the individual performs juvenile probation services
  - a. Salary includes regular salary, overtime pay, on-call pay, incentive pay, and bonuses.
- 2. Juvenile Court Judges' Commission approved statewide impact projects and approved operational expenses which supported JJSES activities
  - a. Operational expenses may not exceed 10% of the county's total Juvenile Probation Services Grant allocation

#### **III. Funds**

- A. "AMOUNT OF GRANT RECEIVED"

- 1. This line contains the amount of funds received for the period July 1, 2013 to June 30, 2014.

- B. "INTEREST FROM JULY 1, 2013 TO JUNE 30, 2014"

- 1. Insert the amount of interest earned by the county from the deposit of these grant funds. If the county had made grant related expenditures equal to or greater than the amount of the grant prior to receiving the funds, \$0.00 may be entered on the appropriate line. **Do not leave this line blank.**

- C. "JUVENILE PROBATION OFFICERS"

- 1. Insert the name of each juvenile probation officer whose position was supported by the Juvenile Probation Services Grant allocation during FY 2013-2014.
- 2. Insert the percentage of full-time employment and percentage of time performing duties specific to juvenile probation officer duties for each juvenile probation officer listed.

3. Insert the portion of each juvenile probation officer's salary supported by the Juvenile Probation Services Grant.

D. "OPERATIONS EXPENSES FY 2013-2014"

1. Provide a brief description of operational activities expended during FY 2013-2014 and supported by the Juvenile Probation Services Grant. (Activities should match the activities listed in your approved FY 2013-2014 JJSES Plan and Budget)
2. Insert the total cost of each operational expense listed.

E. "APPROVED FY 2013-2014 OPERATIONS EXPENSES CARRIED FORWARD TO FY 2013-2014"

1. Insert operations expenses authorized by JCJC to be carried forward from FY 2013-2014 to FY 2014-2015. This amount must have been previously approved in writing by the JCJC. If no operations expenses were approved by JCJC to be carried forward, enter -0-.

F. "TOTALS"

1. These lines contain formulas and are self-calculating. **Do not insert any amounts on these lines.**

**TO BE SUBMITTED WITH SIGNATURES TO:**

**Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
P.O. Box 62425  
Harrisburg, PA 17106-2425**

# JJSES Implementation Plan and Budget

## FY 2014 - 15

### I. Purpose

- A. To describe each county's plan to implement and sustain services and activities consistent with Pennsylvania's Juvenile Justice System Enhancement Strategy, and the expenditures requested to support the plan, during fiscal year July 1, 2014 through June 30, 2015.

### II. Permissible Expenditures

Juvenile Probation Services funds may be expended for:

- A. Probation officers' salaries to the extent the individual performs juvenile probation services and activities as identified in the JJSES framework. These services and activities must be described in the narrative section of the JJSES Implementation Plan. This may include SPS positions previously supported by JCJC Specialized Probation Services funds.
- B. Operations costs related to the implementation and support of JJSES related activities, not to exceed 10% of the county's total allocation or \$10,000, whichever is greater. These expenditures are limited to services and supplies, drug testing equipment, support staff/quality assurance staff and training related to JJSES activities; and must be described in the narrative section of the JJSES Implementation Plan.

### III. Completion of JJSES Implementation Plan

The JJSES Implementation Plan consists of three sections:

**Part One** – Describes the current status of your county's implementation of activities included in your FY 2013-2014 JJSES Implementation Plan and any impact those activities have had on your department. (Example – How EBP 101for stakeholders has impacted the level of engagement for service providers and other system partners; how the use of the YLS has diverted low risk juveniles from formal court involvement)

**Part Two** – Lists the planned JJSES activities to be implemented during FY 2014-2015. These activities should enhance and build upon last year's activities.

- a. It is only necessary to list the activities being implemented during FY 2014- 2015.
- b. Counties are not required to include activities in all stages of the JJSES if the county is not ready to implement activities within those stages or has already implemented activities within those stages.
- c. Counties should use their completed EBP survey, the JJSES monograph and last year's JJSES Implementation Plan, at minimum, to assist with identifying the proposed activities listed in this section.
- d. The document "Summary of Juvenile Justice System Enhancement Strategy Implementation Plans: Summary of Activities to be Completed in FY 2013-14"

has also been included with your grant materials. This document contains a statewide listing of approved activities included in all FY 2013-14 JJSES Implementation Plans and may serve as an example of potential activities to be included in your current plan.

- e. Whenever possible include any available data which supports the implementation of the proposed activity.

**Part Three** – Lists county specific YLS data for FY 2013-2014.

#### **IV. Completion of the Proposed Budget**

- A. The total grant award is listed at the top of the budget form.
- B. List all proposed expenditures supported by the Juvenile Probation Services Grant during FY 2014-2015 in the appropriate sections.

##### **Juvenile Probation Officers:**

- a. List only the names of individual juvenile probation officers whose positions will be supported by the Juvenile Probation Services Grant during FY 2014-2015.
- b. List the dollar amounts allocated to each position in the middle column. **NOTE: Only enter the portion of the salary being supported by the Juvenile Probation Services Grant.**
- c. Use Page 2 (second tab) on budget sheet if necessary to list additional juvenile probation officers. (This amount is automatically transferred and added to the main budget page)

##### **Operations Costs:**

- a. Total requested costs may not exceed 10% of the total allocation, or \$10,000, whichever is greater.
- b. Acceptable expenditures include: JJSES related services and supplies, drug testing equipment, support staff/quality assurance staff overseeing JJSES activities, and training associated to the JJSES.
- c. List only the proposed services and activities which will be supported by the Juvenile Probation Services Grant during FY 2014-2015.
- d. Enter the requested expense type in the appropriate column.
- e. Enter the vendor, quantity, brief description of the service/product in the appropriate columns.
- f. Enter the total cost of each service/product in the appropriate column.

- g. Use Page 3 (third tab) on budget sheet if necessary to list additional expenses.  
(This amount is automatically transferred and added to the main budget page)

Please be certain that the total salaries plus total operations equals the total JCJC allocation listed at the top of the proposed budget form.

**V. Submission of JJSES Implementation Plan and Proposed Budget**

- A. The proposed JJSES Plan and Budget should not be signed by the chief juvenile probation officer and juvenile court administrative judge at the time of initial submission to the JCJC. These forms may be submitted electronically to [rtomassini@pa.gov](mailto:rtomassini@pa.gov) or by U.S. Mail to:

**Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
P.O. Box 62425  
Harrisburg, PA 17106-2425**

- B. Upon approval of the JJSES Plan and Budget, and notification by JCJC staff, signatures of the chief juvenile probation officer and juvenile court administrative judge are to be obtained on the approved JJSES Implementation Plan and Budget. The signed, original documents are to be mailed to the address above.

## INSTRUCTIONS FOR THE COMPLETION OF SCHEDULE OF STAFF SALARIES

Complete and return via e-mail to [rtomassini@pa.gov](mailto:rtomassini@pa.gov)

Class of county	Review, and correct if necessary, the classification entered for your county pursuant to the County Code
Vacant Positions	Enter <b>both</b> the number of existing vacant positions and newly created positions not filled as of June 30, 2014.
Starting Salary	Update base starting salary for a probation officer.
Union	Update whether or not juvenile probation officers are represented by a union by entering Y or N.
CJPO Administer Adult Probation Office	Update by entering Y or N if the Chief Juvenile Probation Officer also administers the adult probation office.
CJPO Administer other county or court office	Update by entering Y or N if CJPO administers any other office. If Y, enter name of office in next block.
Month & year employed as CJPO	Enter date CJPO was appointed to position as Chief Juvenile Probation Officer.
# Hours in work week	Update number of hours in standard workweek for probation officers. If hours of work are different for management employees, enter those hours in second gray block.
Juvenile Probation Staff	Review the list of all juvenile probation officers <b>REGARDLESS</b> of funding source and enter the names for any probation officers not listed. <b>DO NOT</b> list secretaries, probation aides or others not classified as juvenile probation officers.
Gender	Enter M for male, F for female.
Race / Ethnicity	Code race by entering W for White, B for Black, A for Asian, or O for other. Code Ethnicity by entering H for Hispanic and N for Non-Hispanic. Example W/H. <b>Each person must have both a Race and Ethnicity.</b>
Position	Review or enter code for each position by entering <b>I</b> for Chief, <b>II</b> for supervisor and <b>III</b> for line staff. If the code has changed for a person, please revise.
Month & Year hired	Review or enter month & year each probation officer was hired by the Juvenile Court prior to June 30, 2014
Month & Year employment ended	Indicate month & year that any probation officer ended employment between <b>July 1, 2013 and June 30, 2014</b> . See (under salary) specific instructions for entering salary of those leaving your employ.
% of Full-time employment	Review or enter percentage of the work week each staff person works. For example, full-time staff is 100%; part-time staff working 20 hours of 40 hour workweek = 50%, etc.
% of time spent in Juvenile	Enter percentage of each staff's time spent on juvenile probation work. For example, a probation officer with a caseload of both adults and juveniles who spends one-half of the workweek on juvenile = 50%.
Annual Salary	Enter salary for each probation officer as of June 30, 2013. Part-time salaries should reflect total monies budgeted for the year. Do not calculate salary based on percentage of time spent in Juvenile. <b>For those ending or beginning employment in FY '13-14, enter annual salary, not expenditure.</b>
Level of Education	Review and enter the correct level of education for each probation officer, <b>B</b> for bachelor's degree, <b>M</b> for master's degree, <b>D</b> for doctorate, and <b>EP</b> for "exceptional person" pursuant to JCJC standards and testing.

**JUVENILE PROBATION PERSONNEL TRANSACTION REPORT**

**POSITION INFORMATION**

COUNTY:

JOB TITLE:

STARTING SALARY:

DATE OF APPOINTMENT:

POSITION STATUS:  VACANCY

NEW POSITION

**APPOINTEE INFORMATION:**

EMPLOYEE NAME:

SOCIAL SECURITY NUMBER:

**EDUCATION:**

UNDERGRADUATE DEGREE / MAJOR:

COLLEGE / UNIVERSITY:

DATE CONFERRED:

GRADUATE DEGREE / MAJOR:

DATE CONFERRED:

**APPOINTING AUTHORITY:**

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Judge

Date

**AUTHORIZED SIGNATURE:**

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Chief Probation Officer

Date

**PRINT FORM, SIGN & SUBMIT**

*Pursuant to the mandatory JCJC Standard "Operation of a Juvenile Probation Merit System", this form should be completed and submitted, with a copy of appointee's college transcript, to JCJC within ten (10) days after any new or vacant position has been filled.*

*Send to:*

**Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
P.O. Box 62425  
Harrisburg, PA 17106-2425**

DATE: \_\_\_\_\_

Mr. Keith B. Snyder  
Executive Director  
Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
601 Commonwealth Ave., Suite 9100  
P.O. Box 62425  
Harrisburg, PA 17106-2425

Dear Mr. Snyder:

Please be advised that the compensation, including salaries, salary increases, employee benefits, bonuses, and any other compensation provided to \_\_\_\_\_ County's juvenile probation personnel is equitable with the compensation, including salaries, salary increases, employee benefits, bonuses, and any other compensation provided to other county and court employees.

Sincerely,

\_\_\_\_\_  
President Judge Date

\_\_\_\_\_  
Chairman/County Executive Date

\_\_\_\_\_  
County Commissioner Date

\_\_\_\_\_  
County Commissioner Date

# JUVENILE COURT JUDGES' COMMISSION GRANT APPLICATION FY 2014-15

## CHECKLIST

**1 – Complete and submit the 2014 County EBP Implementation Survey. The link to the on-line survey is included in the message sent to all chiefs containing grant instructions and forms.**

- 2014 County EBP Implementation Survey
- 

**2 – Return unsigned copy of forms listed below. (Forms may be returned via US Mail to the address below or via email to [rtomassini@pa.gov](mailto:rtomassini@pa.gov))**

- JJSES Implementation Plan
- Juvenile Probation Services Grant/Proposed Budget

**Upon approval by the JCJC, signatures are to be obtained by the chief juvenile probation officer and administrative juvenile court judge. The signed form must be returned to the address listed in Section 3 below.**

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**3 – Return signed and dated original hardcopy of all forms listed below via U.S. Mail to:**

Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
P.O. Box 62425  
Harrisburg, PA 17106-2425

- Equitable Compensation Letter
  - JPS Financial Statement
  - Approved JJSES Implementation Plan and Budget
- 

**4 – Complete electronic copy and return via email to [rtomassini@pa.gov](mailto:rtomassini@pa.gov)**

- Schedule of Staff Salaries
- 

**5 – Upon receipt of Award Notification/Invoice, acquire signatures, date and return as per address on form**

- Award Notification/Invoice

**MAIL Form Only** Do not include transmittal letter or other documents

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