

MARCH 2020  
JUVENILE COURT JUDGES' COMMISSION

**JUVENILE PROBATION SERVICES GRANT  
RESOURCE GUIDE**

**FY 2020-2021**



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## **Achieving Our Balanced and Restorative Justice Mission Through Pennsylvania's Juvenile Justice System Enhancement Strategy**

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, Juvenile Court Judges' Commission (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 Pennsylvania Commission on Crime and Delinquency (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 Juvenile Probation Services Grant 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.

## **JUVENILE PROBATION SERVICES GRANT**

### Policy and Procedure

#### **Authority**

The Juvenile Court Judges' Commission's (JCJC) enabling legislation ([The Juvenile Act - 42 Pa. C.S. §6374.](#)) provides the JCJC shall have the power, and its duty shall be to make annual grants to political subdivisions for the development and improvement of probation services for juveniles.

#### **Purpose of Awarded Funds**

1. Implementation and sustainability of the JJSES;
2. Expansion of paid juvenile probation services;
3. Increase and maintenance of salaries for juvenile probation officers to enable a juvenile court to hold and recruit qualified probation officers;
4. Support of training programs for juvenile probation personnel as provided or approved by the Juvenile Court Judges' Commission (JCJC);
5. Support of Drug and Alcohol testing programs in county juvenile probation departments;
6. Support for JCJC sponsored graduate education programs for juvenile probation officers; and
7. Continuation of the JCJC approved services, as applicable, supported during the county's past grant year.

#### **Standards and Conditions**

1. Grants are awarded upon assurance that the county will comply with the JCJC Standards Governing:
  - Operation of a Juvenile Probation Merit System,
  - Juvenile Court Intake,
  - The Use of Secure Detention Under the Juvenile Act, and

- Hearings and Administrative Reviews for Children Held in Secure Detention.

These standards may be obtained for your review from the following link:

[Juvenile Court Standards](#)

2. Participation in the JCJC'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.
3. Implementation of Pennsylvania's JJSES; the completion and submission of a yearly Evidence-Based Practices (EBP) survey, and submission and approval of a JJSES Implementation Plan and Budget 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.

## **Application Process**

1. The term of the grant is July 1, 2020 through June 30, 2021 and is subject to annual availability of funds.
2. The JCJC will notify the grantee annually of the amount of funds available.
3. The JCJC will notify the grantee annually of any special conditions or programs for which the funds are intended.
4. The grant application includes completion of the following documents:
  - Juvenile Probation Services Grant Agreement;
  - Financial Statement, an accounting of the actual expenditures of the grant funds and interest for the prior fiscal year;
  - Proposed Budget, for the expenditure of grant funds in the current fiscal year;
  - JJSES Implementation Plan and Signature Page;

- Equitable Compensation Letter which verifies 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; and
- Juvenile Probation Services Grant Award Notification/Invoice.

## **Payment Procedures**

1. Upon receipt of the completed and signed grant application materials, as outlined in the application process, the JCJC staff shall review the application. During this review staff will determine and certify that the expenditure of the grant funds in the previous fiscal year and the proposed expenditure of the grant funds in the current fiscal year conform to grant purposes and the Standards.
2. The grantee will receive one distribution containing the Juvenile Probation Services Grant. Training funds are not included in this distribution.
3. 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.

## **Permissible Expenditures**

Juvenile Probation Services Grant funds may be expended primarily for personnel expenses. In addition, these funds may also be expended for operations costs as outlined below.

1. Personnel Expenses:
  - Juvenile Probation Officer salaries to the extent the individual performs juvenile probation services and activities as identified in the JJSES framework.
2. Operations Expenses:

- Operations costs to support the implementation and sustainability of the JJSES, not to exceed 10% of the county's total allocation or \$10,000, whichever is greater. These expenditures may include services/products and activities, drug testing equipment, quality assurance staff, graduated response system and training related to the JJSES.
- These services and activities must be described in further detail within the narrative section of the JJSES Implementation Plan.

## Procedures

1. 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 JCJC, the Auditor General of the Commonwealth and other authorized state and federal personnel for examination and audit.
2. Separate accountability for the receipt and expenditure of grant funds shall be maintained in the county's accounting system.
3. Grant funds 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. All unexpended funds for which no written authorization has been obtained from the JCJC must be returned to the Commonwealth.
4. Completed financial statements and the return of unexpended funds for which no written authorization has been obtained from the JCJC are required before the awarding of any subsequent funds.
5. 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.

## Changes in the Grant Application

1. 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 JCJC. No change is to be made until the JCJC approves and verifies that the proposed change conforms to the Standards.

## Resource Materials

The following resources support the JCJC's Juvenile Probation Services Grant:

1. The Juvenile Act
  - Subchapter F, Section 6374, Power to make grants
2. 2020-2021 Pennsylvania State Budget, Appropriation 11005, Juvenile Probation Services
  - 71 P.S. Sec. 295.1

The following resources support the completion of the Juvenile Probation Services Grant process:

1. Juvenile Justice System Enhancement Strategy (JJSES) Monograph.
2. Advancing Balanced and Restorative Justice through Pennsylvania's Juvenile Justice System Enhancement Strategy.
3. Juvenile Probation Services Grant Tutorial.
4. FY 2020-2021 Grant Application Timeline & Checklist.
5. A copy of the county's JJSES Implementation Plan for FY 2019-2020.
6. 2019 JJSES Implementation Survey Report
7. 2019 county specific Youth Level of Service (YLS) data.

## Tutorial

The Juvenile Probation Services Grant Tutorial provides an overview on completing the JJSES Implementation Survey and Plan in SurveyMonkey, as well as more detailed instructions to assist in the completion of the Financial Statement and Proposed Budget. The Juvenile Probation Services Grant Tutorial can be found under the Probation Courses tab in the [JCJC Event Management System \(JEMS\)](#).

**JUVENILE PROBATION SERVICES GRANT**  
Financial Statement and Proposed Budget Instructions

**Fiscal Year 2019-2020 Financial Statement**

1. Purpose

- To provide an accounting of actual expenditures made from grant funds and interest during FY 2019-2020.

1. Completion of the Financial Statement

- "AMOUNT OF GRANT RECEIVED"
  - This line is pre-filled and contains the amount of grant funds received for FY 2019-2020. Do not enter any information here.
- "INTEREST EARNED FROM FY 2019-2020"
  - If interest was earned:
    - Enter the amount of interest earned by the county from the deposit of the grant funds.
  - If interest was **NOT** earned:
    - If no interest was earned by the county from the deposit of the grant funds, please enter \$0.00.
- "FY 2018-2019 APPROVED CARRYOVER AMOUNT"
  - If a carryover from FY 2018-2019 was received:
    - Enter operations expenses previously authorized by JCJC to be carried forward from FY 2018-2019 to FY 2019-2020.
  - If carryover from FY 2018-2019 was **NOT** received:
    - If no operations expenses were carried forward from FY 2018-2019 to FY 2019-2020, please enter \$0.00.

- "JUVENILE PROBATION OFFICERS"
  - Enter the name of each juvenile probation officer whose position was supported by the Juvenile Probation Services Grant allocation during FY 2019-2020.
  - Enter the total salary (rounded to the nearest dollar) for each juvenile probation officer listed.
  - Enter the percentage of full-time employment for each juvenile probation officer listed.
  - Enter the percentage of time performing duties specific to juvenile probation officer duties for each juvenile probation officer listed.
  - Enter the amount of the Juvenile Probation Services Grant expenditure used to support the salary for each juvenile probation officer listed.  
**NOTE: Only enter the portion of the salary being supported by the Juvenile Probation Services Grant.**
  - If necessary, use Page 2 (second tab on excel document) to list additional juvenile probation officers. This amount is automatically transferred and added to the main page (Page 1, first tab on excel document).
  
- "FY 2019-2020 EXPENDED OPERATIONS COSTS"
  - Enter a brief description of operational services/products and activities expended during FY 2019-2020 that were supported by the Juvenile Probation Services Grant. Activities should match the activities listed in your approved FY 2019-2020 JJSES Plan and Budget.
  - Enter the amount of grant expenditure used for each operational services/products and activities listed.
  - If necessary, use Page 3 (third tab on excel document) to list additional operations costs. This amount is automatically transferred and added to the main page (Page 1, first tab on excel document).

- “REQUESTED FY 2019-2020 OPERATIONS EXPENSES CARRIED FORWARD TO FY 2020-2021”
  - Enter operations expenses requested to be carried forward from FY 2019-2020 to FY 2020-2021. This amount must be approved in writing by the JCJC. If no operations expenses were approved by JCJC to be carried forward, please enter \$0.00.
- “TOTALS”
  - These lines contain formulas and are self-calculating. Do not enter any information here.

*\*Please be certain that the total juvenile probation officer salaries plus total operations costs is equal to the total grant allocation listed at the top of the Financial Statement form.*

## **Fiscal Year 2020-2021 Proposed Budget**

1. Purpose
  - To provide a proposed budget that supports each county’s plan to implement and sustain services/products and activities consistent with the JJSES.
2. Completion of the Proposed Budget
  - “FY 2020-2021 JUVENILE PROBATION SERVICES GRANT AWARD”
    - This line is pre-filled and contains the total grant award for the 2020-2021 fiscal year. Do not enter any information here.
  - “FY 2019-2020 APPROVED CARRYOVER AMOUNT”
    - If a carryover from FY 2019-2020 was approved:
      - Enter operations expenses authorized by JCJC to be carried forward from FY 2019-2020 to FY 2020-2021. This amount must have been previously approved in writing by JCJC.
    - If carryover from FY 2019-2020 was **NOT** approved:

- If no operations expenses were carried forward from FY 2018-2019 to FY 2019-2020, please enter \$0.00.
- “JUVENILE PROBATION OFFICERS”
  - Enter the name of each juvenile probation officer whose position will be supported by the Juvenile Probation Services Grant allocation during FY 2020-2021.
  - Enter the total salary (rounded to the nearest dollar) for each juvenile probation officer listed.
  - Enter the percentage of full-time employment for each juvenile probation officer listed.
  - Enter the percentage of time performing duties specific to juvenile probation officer duties for each juvenile probation officer listed.
  - Enter the amount of the Juvenile Probation Services Grant expenditure used to support the salary for each juvenile probation officer listed.  
**NOTE: Only enter the portion of the salary being supported by the Juvenile Probation Services Grant.**
  - If necessary, use Page 2 (second tab on excel document) to list additional juvenile probation officers. This amount is automatically transferred and added to the main page (Page 1, first tab on excel document).
- “FY 2020-2021 PROPOSED OPERATIONS COSTS”
  - Enter the proposed expense type that will be supported by Juvenile Probation Services Grant during FY 2020-2021 in the appropriate column. Activities should match the activities listed in your FY 2020-2021 JJSES Plan.
  - Operations expenses authorized by the JCJC to be carried forward from FY 2019-2020 to FY 2020-2021 must also be included in this section.
  - Enter the vendor, quantity, and brief description of the services/products and activities that will be supported by Juvenile

Probation Services Grant during FY 2020-2021 in the appropriate columns.

- Enter the amount of grant expenditure that will be used during FY 2020-2021 for each operational services/products and activities listed.
- If necessary, use Page 3 (second tab on excel document) to list additional expenses. This amount is automatically transferred and added to the main page (Page 1, first tab on excel document).
- "TOTALS"
  - These lines contain formulas and are self-calculating. Do not enter any information here.

*\*Please be certain that the total juvenile probation officer salaries plus total operations costs is equal to the total grant allocation listed at the top of the Proposed Budget form.*

## **JUVENILE PROBATION SERVICES GRANT**

### Timeline and Checklist

Phase 1 – On March 16, 2020 a link to access the 2020 JJSES Implementation Survey & Plan will be emailed to all chief juvenile probation officers. The target date for completion and submission of the Implementation Survey & Plan is June 1, 2020.

#### **2020 JJSES Implementation Survey & Plan Submission**

Upon approval by the JCJC, the chief juvenile probation officer will receive an email notification the JJSES Implementation Plan is approved.

#### **JJSES Implementation Plan Approval**

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Phase 2 – Following the passing of the state budget, the chief juvenile probation officer will receive the Grant Agreement, Financial Statement, Proposed Budget, JJSES Signature Page, and Equitable Compensation Letter via email.

*The completed documents may be scanned and emailed to Angel Stewart, [angstewart@pa.gov](mailto:angstewart@pa.gov) or mailed to the Juvenile Court Judges' Commission, Pennsylvania Judicial Center, P.O. Box 62425, Harrisburg, Pennsylvania 17106-2425.*

- FY2020-21 Juvenile Probation Services Grant Agreement**
  - FY2019-20 Financial Statement**
  - FY2020-21 Proposed Budget**
  - JJSES Plan Signature Page**
  - Equitable Compensation Letter**
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Phase 3 – The Award Notification and Invoice will be emailed to chief juvenile probation officers. To complete the Grant Process, print the notification/invoice, acquire signatures, date and *return as per the email address on the invoice.*

#### **Award Notification and Invoice**

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If you have any questions concerning the grant process, please contact Angel Stewart, Director of Administration and Grant Programs, at 717.783.7835 or via email at [angstewart@pa.gov](mailto:angstewart@pa.gov).