

MARCH 2024
JUVENILE COURT JUDGES' COMMISSION

**JUVENILE PROBATION SERVICES GRANT
RESOURCE GUIDE**

FY 2024-2025

Table of Contents

Achieving Our Balanced and Restorative Justice Mission Through Pennsylvania’s Juvenile Justice System Enhancement Strategy	2
<i>JJSES Statement of Purpose</i>	2
POLICY AND PROCEDURE	4
Authority	4
Purpose of Awarded Funds	4
Standards and Conditions	4
Application Process	6
Payment Procedures	7
Permissible Expenditures	7
Procedures	8
Changes in the Grant Application	9
Resource Materials	9
Tutorials	10
Financial Statement and Proposed Budget Instructions	11
Fiscal Year 2023-2024 Financial Statement Instructions	11
Fiscal Year 2024-2025 Proposed Budget Instructions	14
Timeline and Checklist	17

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 statutorily establishing Balanced and Restorative Justice (BARJ) as the mission of Pennsylvania's juvenile justice system which clearly defined three goals: 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, community members, and stakeholders throughout Pennsylvania have been working together to implement policies, practices, and programs designed to achieve our balanced and restorative justice mission.

In 2010, the Juvenile Court Judges' Commission (JCJC), the Executive Committee of the Pennsylvania Council of Chief Juvenile Probation Officers (PCCJPO), and the Pennsylvania Commission on Crime and Delinquency (PCCD) conceptualized a new Juvenile Justice System Enhancement Strategy (JJSES), a comprehensive reform effort designed to support the implementation of "evidence-based practices" and aid in the achievement of 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 JCJC's publicly accessible internet website.

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 JCJC 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 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

Grants are awarded upon assurance that the county will comply with the following Standards and Conditions required for participation in the Juvenile Probation Services Grant Programs. These Standards and Conditions include:

1. Juvenile Court Standards Governing Operation of a Juvenile Probation Merit System.
2. Juvenile Court Standards Governing Juvenile Court Intake.

3. Juvenile Court Standards Governing The Use of Secure Detention Under The Juvenile Act.
4. Juvenile Court Standards Governing 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](#)

5. Complete and submit a Juvenile Justice System Enhancement Strategy (JJSES) Implementation Survey to be used to support the development of a JJSES Implementation Plan. The Plan must provide documentation of specific activities to support the implementation of the JJSES. This documentation must include but is not limited to: the utilization of the Youth Level of Service (YLS) risk/needs assessment; how the results of the YLS are incorporated into dispositional recommendations including those to the Court; and how the YLS results are utilized to support the development of a standardized case plan as per established county policy.
6. Implement and adhere to a YLS policy reviewed and approved by the JCJC.
7. Ensure the establishment and maintain certification of an internal YLS Master Trainer or partner with another county to provide YLS Master Trainer services.
8. Prepare and submit a proposed budget that complies with guidelines issued by the JCJC as to personnel and operational costs that are allowable for each.
9. Ensure the compensation provided to juvenile probation officers, including salaries, salary increases and bonuses, is equitable to the compensation provided to other county and court personnel, in accordance with subsection 200.1003 (a) of Title 37 of the Pennsylvania Code.
10. Provide the Commission with certified expenditure reports, schedule of staff salaries, personnel transaction reports, and certification that the compensation provided to juvenile probation officers and juvenile probation personnel who are not covered by collective bargaining agreements, including salaries, salary increases, benefits, and bonuses, is equitable to and competitive with the compensation provided to other county and court personnel, as well as with those of other components of the county criminal justice system, and/or human service

agencies, within the jurisdiction of county government, in a manner, format, and at intervals as determined by the JCJC.

11. Participate in the JCJC's Statewide Juvenile Court Statistical Program, Outcome Measures Reporting Program, and Detention Monitoring and Reporting Program.

Application Process

1. The term of the grant is July 1, 2024 through June 30, 2025 and is subject to annual availability of funds.
2. The JCJC will notify the grantee annually of the amount of funds available and any special conditions or programs for which the funds are intended.
3. The grant application includes completion of the following documents:
 - Juvenile Probation Services Grant Agreement, the legal agreement for the Juvenile Probation Services Grant entered into by and between the Commonwealth of Pennsylvania through the JCJC of the Office of General Counsel, and the individual counties, confirming the requirements and responsibilities of all parties;
 - Financial Statement, an accounting of how the county expended grant funds and interest earned from the previous fiscal year;
 - Proposed Budget, an accounting of how the county plans to expend grant funds in the current fiscal year;
 - JJSES Implementation Plan and Signature Page, signed by the county's Juvenile Court Administrative Judge and Chief Juvenile Probation Officer, and signed by JCJC's Executive Director indicating the county's JJSES Implementation Plan has been approved by the JCJC;
 - Equitable Compensation Letter, confirms compensation, including salaries, salary increases and bonuses, provided to the county's juvenile probation personnel is equitable with the compensation, including salaries, salary increases and bonuses, provided to other county and court employees;
 - Commonwealth Worker Protection and Investment Certification Form signed by grantees receiving State funds as required by The Worker Protection and Investment Executive Order;

Best practice is to complete and submit the above documents **no later than March 1, 2025**. Counties that submit the above documents **after May 1, 2025, are not guaranteed to receive payment** of their FY 2024-2025 Juvenile Probation Services Grant allocation.

- Juvenile Probation Services Grant Award Notification/Invoice, the invoice for payment of the Juvenile Probation Services Grant funds and details the amount of funds awarded to the juvenile probation department with the approval of county officials, as well as the JCJC.

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 Allocation 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 and/or quality assurance staff 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% or \$10,000 of the county's total allocation, whichever is greater. These expenditures may include services/products and activities, graduated response system, and training related to the JJSES, as well as drug testing equipment. These services/products and activities must be described in further detail within the narrative section of the JJSES Implementation Plan.
- The expenditure of operations funds to support a formalized graduated response system, including the purchase of incentives, will be authorized under the following conditions:
 - The county must include planned expenditures for graduated responses on the Proposed Budget document.
 - The county must submit their current graduated responses policy and matrix to the JCJC (there are functions built into the JJSES Implementation Survey and Plan in SurveyMonkey to upload these documents).
- The intention of the operations portion of the Juvenile Probation Services Grant is to support the implementation and sustainability of the JJSES. Operational expenditures outside of this purview will not be approved.
 - The purchase of food and/or beverage is **NOT** a permissible operations expenditure.

Procedures

1. The Juvenile Probation Services Grant is subject to audit by Commonwealth agencies and/or their designated representatives, including audits of actual cost incurred. 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.
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.

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 and Conditions.

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. 2024-2025 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 Tutorials.

4. FY 2024-2025 Grant Application Timeline & Checklist.
5. A copy of the county's JJSES Implementation Plan for FY 2023-2024.
6. 2023 JJSES Implementation Report
7. 2023 county specific Youth Level of Service (YLS) data.

Tutorials

The Juvenile Probation Services Grant Tutorials provide 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 Tutorials may be accessed under the Probation Courses tab in the [JCJC Event Management System \(JEMS\)](#).

JUVENILE PROBATION SERVICES GRANT Financial Statement and Proposed Budget Instructions

Fiscal Year 2023-2024 Financial Statement Instructions

1. Purpose

- To provide an accounting of actual expenditures made from grant funds and interest during FY 2023-2024.

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 2023-2024. Do not enter any information here.
- “INTEREST EARNED FROM FY 2023-2024”
 - 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 2022-2023 APPROVED AMOUNT CARRIED FORWARD TO FY 2023-2024”
 - If a carryover from FY 2022-2023 was received:
 - Enter amount previously authorized by JCJC to be carried forward from FY 2022-2023 to FY 2023-2024.
 - If carryover from FY 2022-2023 was **NOT** received:
 - If no carryover from FY 2022-2023 to FY 2023-2024 was received, please enter \$0.00.

- “JUVENILE PROBATION PERSONNEL”
 - Enter the name of each juvenile probation officer and/or quality assurance staff whose position was supported by the Juvenile Probation Services Grant allocation during FY 2023-2024.
 - Enter the total annual salary (rounded to the nearest dollar) for each juvenile probation officer and/or quality assurance staff listed.
 - Enter the percentage of full-time employment for each juvenile probation officer and/or quality assurance staff listed.
 - Enter the percentage of time performing duties specific to the juvenile justice system for each juvenile probation officer and/or quality assurance staff listed.
 - Enter the amount of the Juvenile Probation Services Grant expenditure used to support the salary for each juvenile probation officer and/or quality assurance staff listed. The percentage of the salary supported by grant funds cannot exceed the percentage of time performing duties specific to the juvenile justice system. **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 and/or quality assurance staff. This amount is automatically transferred and added to the main page (Page 1, first tab on excel document) in the “Juvenile Probation Personnel amount transferred from Page 2” line.
 - “JUVENILE PROBATION PERSONNEL AMOUNT TRANSFERRED FROM PAGE 2”
 - This line contains formulas and is self-calculating. Do not enter any information here.
 - “JUVENILE PROBATION PERSONNEL TOTAL”
 - This line contains formulas and is self-calculating. Do not enter any information here.

- “FY 2023-2024 EXPENDED OPERATIONS COSTS”
 - Enter a brief description of operational services/products and activities expended during FY 2023-2024 that were supported by the Juvenile Probation Services Grant. Activities should match the activities listed in your previously approved FY 2023-2024 Proposed Budget and JJSES Implementation Plan.
 - 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) in the “Operations costs transferred from Page 3” line.
- “OPERATIONS COSTS TRANSFERRED FROM PAGE 3”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “OPERATIONS TOTAL”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “FY 2023-2024 REQUESTED AMOUNT CARRIED FORWARD TO FY 2024-2025”
 - Enter operations expenses requested to be carried forward from FY 2023-2024 to FY 2024-2025. This amount must be formally requested in writing and subsequently approved in writing by the JCJC. If no operations expenses were requested or approved by JCJC to be carried forward, please enter \$0.00.
- “TOTAL EXPENDITURES”
 - This line contains formulas and is self-calculating. Do not enter any information here.

Fiscal Year 2024-2025 Proposed Budget Instructions

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 2024-2025 JUVENILE PROBATION SERVICES GRANT AWARD"
 - This line is pre-filled and contains the total grant award for the 2024-2025 fiscal year. Do not enter any information here.
- "FY 2023-2024 APPROVED AMOUNT CARRIED FORWARD TO FY 2024-2025"
 - If a carryover from FY 2023-2024 was requested/approved:
 - Enter amount authorized by JCJC to be carried forward from FY 2023-2024 to FY 2024-2025. This amount must have been formally requested in writing and approved in writing by JCJC.
 - If carryover from FY 2023-2024 was **NOT** requested/approved:
 - If no carryover from FY 2023-2024 to FY 2024-2025 was requested/approved, please enter \$0.00.
- "JUVENILE PROBATION PERSONNEL"
 - Enter the name of each juvenile probation officer and/or quality assurance staff whose position will be supported by the Juvenile Probation Services Grant allocation during FY 2024-2025.
 - Enter the total annual salary (rounded to the nearest dollar) for each juvenile probation officer and/or quality assurance staff listed.
 - Enter the percentage of full-time employment for each juvenile probation officer and/or quality assurance staff listed.
 - Enter the percentage of time performing duties specific to the juvenile justice system for each juvenile probation officer and/or quality assurance staff listed.

- Enter the amount of the Juvenile Probation Services Grant expenditure proposed to support the salary for each juvenile probation officer and/or quality assurance staff listed. The percentage of the salary supported by grant funds cannot exceed the percentage of time performing duties specific to the juvenile justice system. **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 and/or quality assurance staff. This amount is automatically transferred and added to the main page (Page 1, first tab on excel document) in the "Juvenile Probation Personnel amount transferred from Page 2" line.
- "JUVENILE PROBATION PERSONNEL AMOUNT TRANSFERRED FROM PAGE 2"
 - This line contains formulas and is self-calculating. Do not enter any information here.
- "JUVENILE PROBATION PERSONNEL TOTAL"
 - This line contains formulas and is self-calculating. Do not enter any information here.
- "FY 2024-2025 PROPOSED OPERATIONS COSTS"
 - Enter the proposed expense type that will be supported by Juvenile Probation Services Grant during FY 2024-2025 in the appropriate column. Activities should match the activities listed in your FY 2024-2025 JJSES Plan.
 - Operations expenses authorized by the JCJC to be carried forward from FY 2023-2024 to FY 2024-2025 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 2024-2025 in the appropriate columns.

- Enter the amount of grant expenditure that will be used during FY 2024-2025 for each operational services/products and activities listed.
- If necessary, use Page 3 (third 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) in the "Operations costs transferred from Page 3" line.
- "OPERATIONS COSTS TRANSFERRED FROM PAGE 3"
 - This line contains formulas and is self-calculating. Do not enter any information here.
- "TOTAL EXPENDITURES"
 - This line contains formulas and is self-calculating. Do not enter any information here.

JUVENILE PROBATION SERVICES GRANT Timeline and Checklist

Phase 1 – On March 18, 2024 a link to access the 2024 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, 2024.

2024 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

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, Equitable Compensation Letter, and Worker Protection and Investment Certification Form via email. Best practice is to complete and submit the documents **no later than March 1, 2025. Payment is not guaranteed for counties that submit the documents after May 1, 2025.**

The completed documents may be scanned and emailed to JCJC's Director of Administration and Grant Programs, Angel R. Stewart, at angstewart@pa.gov.

- FY 2024-2025 Juvenile Probation Services Grant Agreement**
 - FY 2023-2024 Financial Statement**
 - FY 2024-2025 Proposed Budget**
 - JJSES Plan Signature Page**
 - Equitable Compensation Letter**
 - Worker Protection and Investment Certification Form**
-

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

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