



TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: GAP Transmittal
DATE: May 31, 2019

Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **June 1, 2019**.

SUMMARY OF CHANGES

GAP.09.53 Grant Administration

Removed many requirements and procedural steps from the previous version of this policy. Examples include:

- Removed the prohibition on accepting a grant that would necessitate additional requests of state funds.
- Removed references to obtaining specific approvals pursue a grant. However, the policy still requires final approval from executive director or designee to pursue or renew a grant.
- Removed the requirement for grant applications and renewal applications to go through an approval process.
- Removed the requirement for the grants coordinator to notify the executive director and director of internal audit when a grant is awarded.
- Removed the requirement to develop a work plan for each awarded grant.
- Removed several requirements relating to grant-funded procurements and added a statement that all grant-funded procurements must comply with state procurement requirements and terms of the specific grant. Additionally, added a statement that all federally-funded grant procurements must comply with 2 CFR 200, which contains requirements for federal procurements.
- Removed the list of grant-management responsibilities of the budget manager and staff from the requesting department.
- Removed the process for obtaining approval for proposed amendments to grants or contracts.
- Removed a requirement for the annual internal audit plan to include grant audits.
- Removed references that specify which TJJJ departments are responsible for conducting or coordinating evaluations of grant-funded programs.
- Removed the list of specific grant-related information that must be sent to the Office of the Governor. Clarified which state laws require TJJJ to send this information.

GAP.380.9105 Clothing, Bedding, Hygiene, and Hairstyles

- Repealed because topic is more appropriately addressed within internal manuals.

GAP.380.9155 Participation and Reporting Requirements of the Reading Improvement Program and Positive Behavior Support System

- Replaced the term *Positive Behavioral Interventions and Supports (PBIS) system* with the term *positive behavior support system*. The latter term is used in the relevant statute, Education Code §30.106, and will allow TJJJ to use positive behavior support systems other than solely PBIS.
- Modified the criteria used to determine whether a youth has sufficiently participated in the reading improvement program. Specifically, youth attendance during reading instructional periods will no longer be a possible factor in this determination.
- Modified the criteria used to determine whether a youth has sufficiently participated in the positive behavior support system. Specifically, the following will no longer be possible factors in this determination:
 - number of days the youth was removed from the designated education location for disciplinary reasons;
 - refusals to attend class;
 - number of available instructional minutes missed due to removal for a disciplinary reason or refusal to attend class; and
 - pattern of increased time spent in class.
- Added the following items as components of TJJJ's system for evaluating the effectiveness of the positive behavioral supports system, as required by Education Code §30.106:
 - validated measurement of systemic positive behavioral support interventions; and
 - the number of minutes students are out of the regular classroom because of disciplinary reasons.
- Clarified that students *receiving* (rather than students *eligible for*) special education services and ESL services are among the subgroups included in the analysis of school-related disciplinary actions.
- Removed definitions of terms that are no longer used in the policy.
- Removed a clause that applied only to youth committed to TJJJ's predecessor agency before September 1, 2010.