

BUDGET ADJUSTMENT REQUEST INSTRUCTIONS

- Item 1. County Name and County Number
- Item 2. TJPC Grant and Fiscal Year (ex. Grant H FY2012)
- Item3. Budget Adjustment Request Completion Date
- Item 4A thru 8A Current budget amount (include any previous adjustments)
- Item 4B thru 8B Identify adjustments (increases or decreases) for each category. (ex. -\$10,000 for decrease and +\$10,000 for increase).
- Item 4C thru 8C Amended budget amounts after adjustments.
- Item 9A thru 9C Total rows 4 thru 8 in columns A, B and C
- Item 10 Submit explanation for budget adjustment request. (Please review description of categories listed below to assist as supporting documentation in explanation).

Salaries & Fringe Benefits - Salaries and fringe benefits for staff employed by the department under the direction of the juvenile board.

Travel - Reimbursement for travel for official business of the juvenile probation staff and in a multi-county jurisdiction.

Operating Expenses - Operating expenses for the probation office, including postage, telephone, office supplies, printing, and other costs directly related to juvenile probation services, such as registration fees for staff training and the cost of the certified annual audit required by TJPC rule as detailed in Title 37, Texas Administrative Code Section 341.6 (c)

Non-Residential Services - Psychological, psychiatric, and other professional diagnostic, evaluation, and therapeutic treatment services; medical and dental diagnosis, evaluation, treatment, and supplies; vocational and education fees and supplies, related programs, services, supplies, and tutoring not provided by public schools; transportation and meals; clothing and personal hygiene supplies; and other non-residential services related to the objectives of and approved in writing in advance by TJPC.

Residential Services. Residential services means the provision of services to a juvenile that has been placed in a pre-adjudication secure detention facility, a short-term secure detention facility (i.e., holdover), a post-adjudication secure correctional facility, a non-secure correctional facility, a residential child-care facility or an out-of-state residential placement facility.

- Item 11 The request should be signed by the Chief Juvenile Probation Officer, Project Director or Fiscal Officer.