

Grant P - JJAEP Program (Reimbursement)

Article I Section A

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article I. Grant Description

The Juvenile Justice Alternative Education Program (JJAEP) grant provides reimbursement to the juvenile board of a county with a population greater than 125,000 to operate a juvenile justice alternative education program subject to the approval of the Commission. This program is designed to provide an educational setting for students who have been expelled from the public schools.

COMMENTARY

Discussion and Interpretation:

Article I of this grant provides an overall description of the grant and its purpose and functions. This article is provided for informational and definitional purposes only and will not be monitored independently but in the context of the overall monitoring of other grant provisions, specifically including but not limited to the programmatic requirements.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article I Section A

Cross Reference(s):

Texas Education Code Chapter 37 - Discipline, Law and Order

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist: N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article II Section A-F

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article II. Grant Specific Definitions

A. Assessment Instrument. The assessment instrument selected by the Commission for assessing JJAEP student performance in the areas of reading and mathematics.

B. Discretionary Students. Students who are expelled from a public school for an offense listed under the Texas Education Code Section 37.007(b), (c), (f) or (i).

C. Juvenile Justice Alternative Education Program (JJAEP). Programs in counties with a population over 125,000 that are mandated to operate a JJAEP according to the requirements of the Texas Education Code Chapter 37 or a program in a county with a population between 72,000 and 125,000 that voluntarily operate a JJAEP.

D. Mandatory Students. Students who are required to be expelled from public school for an offense listed under the Texas Education Code Section 37.007(a), (d) or (e).

E. Other Students. Students enrolled in a JJAEP who have not been expelled from a public school (e.g., court ordered placement, etc.).

F. Texas Assessment of Knowledge and Skills (TAKS). The annual statewide assessment required under Chapter 39 of the Texas Education Code that is used to demonstrate student performance in the areas of reading and mathematics.

COMMENTARY

Discussion and Interpretation:

This article contains definitions of terms that are used throughout this grant. These definitions will not be monitored independently but will be monitored within the context of the grant requirements wherein the definition appears.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article II Section A-F

Cross Reference(s):

Texas Education Code Section 37.007 - Expulsion for Serious Offenses

Texas Education Code Chapter 39 - Public School System Accountability

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
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- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

TEXT OF GRANT REQUIREMENT

Article III. Performance Measures

A. Goal. The goal of the Juvenile Justice Alternative Education Program is to reduce delinquency, increase offender accountability and rehabilitate offenders through a comprehensive, coordinated, community-based juvenile probation system.

B. Program Objective. The objective of the JJAEP is to enable students to perform at grade level. The JJAEP shall provide an instructional program that results in a level of student academic achievement.

C. Program Performance. Grantee performance under the grant shall be determined using the following measures:

1. Academic achievement in reading and mathematics as assessed by the statewide assessment instrument TAKS (Texas Assessment of Knowledge and Skills) for students enrolled at least 90 school days;
2. Academic achievement as assessed by the change in pre- and post-test scores in the areas of reading and mathematics for students enrolled at least 90 school days;
3. The average rate of attendance for all JJAEP students;
4. Percent of students who complete the program and return to their home school, graduate or complete their GED while in the program; and
5. Percent of students who have a subsequent referral to a juvenile probation department one year after leaving the JJAEP.

COMMENTARY

Discussion and Interpretation:

The overall goal of this grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system. This goal is the standard goal of all Commission grants and is not monitored independently.

The program objective for this grant describes the purposes and main functions of this grant and shall be monitored based upon the individual program performance measures discussed below. Performance measures will not be monitored during on-site monitoring visits. Performance measures on all grants will be calculated by the Commission after the end of each fiscal year in the grant period and compiled into one report that reflects the Grantee's performance on all Commission grants. This report will be provided to the Grantee and the juvenile probation department by the Commission.

Program Performance

Program performance will be assessed using the performance measures outlined in Article III Section C. The Commission will calculate these measures based on data submitted by the Grantee in the monthly JJAEP Individual Student Data, JJAEP Monthly Attendance Rosters, the monthly extract data and with data collected from the Texas Education Agency's (TEA) Testing database.

The performance measures will be calculated as described below:

1. Performance measure one (1) will be calculated by measuring the academic achievement in reading and mathematics as assessed by the statewide assessment instrument TAKS (Texas Assessment of Knowledge and Skills) for students enrolled at least 90 school days prior to taking the test. TAKS data will be provided by the Texas Education Agency and matched to all juveniles enrolled in the JJAEP.
2. Academic achievement as assessed by the change in pre- and post-test scores in the areas of reading and mathematics for students enrolled at least 90 school days;

3. The average rate of attendance for all JJAEP students;

4. Percent of students who complete the program and return to their home school, graduate or complete their GED while in the program; and

5. Percent of students who have a subsequent referral to the juvenile probation department one year after leaving the JJAEP.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Review and analyze data submitted by the Grantee in the JJAEP Individual Student Data, JJAEP Monthly Attendance Rosters, Monthly extract data and in data collected from the Texas Education Agency's (TEA) Testing database;
2. Calculate the following for the grant period:
 - a. The academic achievement in reading and mathematics as assessed by the statewide assessment instrument TAKS (Texas Assessment of Knowledge and Skills) for students enrolled in a JJAEP at least 90 days prior to taking the test;
 - b. The academic achievement as assessed by the pre-and post-assessment instrument in the areas of reading and mathematics for students enrolled in the JJAEP at least 90 school days;
 - c. The average rate of attendance for all JJAEP students;
 - d. The percent of students who complete the program and return to their home school, graduate or complete their GED while in the program; and
 - e. The percent of students who have a subsequent referral to the juvenile probation department one year after leaving the JJAEP and who exited for a reason other than incomplete.

Verification Documents:

1. JJAEP Individual Student Data
2. JJAEP Monthly Attendance Rosters

3. Monthly extract data
4. Texas Education Agency (TEA) testing data

METHODOLOGY

Compliance Methodology:

Performance measures are calculated by the Commission using data provided by the Grantee and are reported at the end of each fiscal year in the grant period. Appropriate statistical analysis tools are utilized by the Commission in the calculation methodology for each grant.

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article III Section A-C

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator: False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IV Section A

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IV. Programmatic Components

A. Eligibility Requirements. Prior to the release of any funds under the provisions of this grant, the Grantee shall provide to the Commission a copy of the executed Memorandum of Understanding between the Grantee and the independent school districts located in the Grantee's county in accordance with the Texas Education Code Section 37.011(k) and a copy of the JJAEP school calendar per school year for the current grant period. The Grantee shall ensure that the following eligibility requirements are met.

COMMENTARY

Discussion and Interpretation:

Each year the juvenile board of the county and each independent school district located in the county are required to adopt a Memorandum of Understanding (MOU) no later than September 1 of each school year which addresses each of the required elements under the Texas Education Code (TEC) Section 37.011(k). The juvenile board is also required to have an official JJAEP school calendar for the current school year.

This provision of the grant requires that a copy of the executed MOU and the school calendar be submitted to the Commission annually before any funds can be released. Prior to releasing any funds, the Commission reviews the documentation to ensure the required MOU has been executed and that there will be 180 education days during the school year. The JJAEP may apply annually to the Commission for a waiver as allowed under TEC Section 37.011(f) to operate less than 180 days. A copy of the waiver request form can be located on the Commission's website at www.tjpc.state.tx.us.

This grant provision will not be monitored during the course of a regularly scheduled visit but at the beginning of each fiscal year.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Review the MOU to ensure that each school district in the county and the juvenile board have executed the MOU; and
2. Review the school calendar to ensure that there are 180 education days planned or if less, that a waiver has been submitted and approved by the Commission.

Verification Documents:

1. Memorandum of Understanding
2. School Calendar
3. Application for a Waiver of the Required 180 Days of Operations, if applicable

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 3 - Critical

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
Application for a Waiver of the Required 180 Days of Operation [TJPC-JJAEP-05-04]

Citation(s):
Grant P - JJAEP Program
Reimbursement Article IV Section A

Cross Reference(s):
Texas Education Code Section 37.011(f) - JJAEP Operation Days

Texas Education Code Section 37.011(k) - Juvenile Justice Alternative Education Program MOU

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

TEXT OF GRANT REQUIREMENT

Article IV. Programmatic Components

A. Eligibility Requirements. Prior to the release of any funds under the provisions of this grant, the Grantee shall provide to the Commission a copy of the executed Memorandum of Understanding between the Grantee and the independent school districts located in the Grantee's county in accordance with the Texas Education Code Section 37.011(k) and a copy of the JJAEP School Calendar per school year for the current grant period. The Grantee shall ensure that the following eligibility requirements are met.

1. Student Basic Eligibility Requirements. Students eligible for JJAEP funding shall meet the following three requirements:

a. The student must have been expelled by the school district for a mandatory expulsion offense listed in Section 37.007(a), (d) or (e) of the Texas Education Code;

b. The school district must have notified the school district police department or local law enforcement (i.e., filed an offense report) regarding the alleged incident, which is the basis of the expulsion; and

c. A law enforcement entity must have made a formal referral of the case to the juvenile court for juvenile offenders or forwarded the case to the criminal court prosecution intake for adult offenders or have completed an offense report on the incident.

2. Eligible Categories of Students. Only students meeting the basic eligibility requirements under Section IV (A) and who fall under one of the following categories shall be funded during the 180-day regular school year.

a. Students Under Juvenile Court Jurisdiction. This category includes:

i. Students pending a juvenile court disposition of their case; and

ii. Students placed on deferred prosecution or court-ordered probation.

b. Students Outside Juvenile Court Jurisdiction. This category includes:

i. Students 17 years of age or older who are expelled for conduct committed on or after turning age 17;

ii. Juvenile offenders who are not placed on deferred prosecution or court-ordered probation; and

iii. Juvenile offenders found by a court or jury to have not engaged in delinquent conduct or conduct indicating a need for supervision.

c. Students Adjudicated for Other Offenses. This category includes:

i. A student expelled for a mandatory offense under Texas Education Code Section 37.007(a), (d) or (e), who is adjudicated for or convicted of a lesser included offense as a result of a plea bargain or lack of evidence, if the adjudication or conviction is based upon the conduct or incident for which the student was expelled.

d. Students From Other Counties. Students who reside in a county other than the Grantee's county, or who attend school in a district outside the Grantee's county shall be eligible for funding under this grant for a period of no more than 90 actual attendance days per student provided the following conditions are met:

i. The student meets the basic eligibility requirements found in Subsections IV (A) (1) and (2);

ii. The Grantee, the juvenile board in the County where the student resides, and the student's expelling school district have entered into a memorandum of understanding patterned after Texas Education Code Section 37.011(k); and

iii. Before the Grantee will be eligible to receive funds under this section, the Grantee shall first provide the Commission with a copy of the executed memorandum of understanding and seek written approval for funding of the particular student by submitting a completed Out of County Student Form [TJPC-JJAEP-02-04].

e. Ineligible Students. A student shall become ineligible for funding on the earliest of the following dates:

i. The date of completion of the requirements of the juvenile court order or deferred prosecution agreement; or

ii. The end of the expulsion term.

COMMENTARY

Discussion and Interpretation:

Eligibility Requirements

Students that meet the three (3) requirements listed in the grant language under Section IV (A) (1) are eligible for funding under this grant. These students are defined as "Mandatory Students" under Article II of this grant.

Mandatory student attendance days shall be funded by the Commission during the 180-day regular school year if they meet the basic eligibility requirements and fall under one of the eligible categories of students stated in this provision of the grant.

Students From Other Counties

Students who reside in a county other than a JJAEP county, or who attend a school district outside the JJAEP county shall be eligible for funding under this grant provision for a period of no more than 90 actual attendance days per student, provided that the student meets the basic eligibility requirements and the JJAEP, the juvenile board in the county where the student resides, and the expelling school district have entered into a MOU patterned after Texas Education Code Section 37.011(k). Before the JJAEP will be eligible to receive funds under this section, the JJAEP shall first provide the Commission with a copy of the executed MOU and seek written approval for the funding for each student falling under this

Grants P - JJAEP Program (Reimbursement)**Article IV Section A**

provision. Approval should be sought by completing the Out of County Student Form [TJPC-JJAEP-02-04], this form can be located on the Commission's website at www.tjpc.state.tx.us.

Ineligible Students

A student becomes ineligible for funding under this provision of the grant when either the student's term of expulsion expires or the student completes the requirements of the juvenile court order or deferred prosecution agreement. If a student remains in the JJAEP after either of the above conditions occurs then funding for this student shall no longer be provided under this grant.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Prior to the monitoring visit, generate a listing of all mandatory students who have attended or are currently attending the JJAEP during the grant period. Select a systematic sample of students;
2. On the day of the monitoring visit, request the student files of the students selected in the systematic sample;
3. Review the sample of student files to ensure the students meet the eligibility requirements by reviewing the notice of expulsion and the report by law enforcement (or other appropriate documentation). If there is no law enforcement documentation, determine if the county received Commission approval for an exemption;
4. Review the systematic sample of student files to ensure that students placed in the JJAEP have not been funded past the eligibility period (i.e., date in expulsion notice and/or the term of probation); and
5. Determine if the JJAEP accepts out-of-county mandatory students, and if so:
 - a. Determine if the Grantee has an executed MOU with the out-of-county ISD and juvenile board where the student resides;
 - b. Review completed Out-of-County Student Form for Commission approval; and
 - c. Determine if the Commission has funded more than 90 student attendance days per student under this provision.

The Reviewer may:

1. Interview the program administrator regarding students who have remained in the program after their eligibility date to determine under what authority the student has remained in the program.

Verification Documents:

1. Student file:
 - a. Notice of Expulsion
 - b. Offense report/behavior incident report
 - c. Court order

METHODOLOGY**Compliance Methodology:**

Systematic Sample. The reviewer will sample a computer-generated, non-sequential number (i.e., nth) of expenditures in a required sample size which will be determined by applying the Commission's approved sampling methodology. Each file in the sample will be reviewed for compliance with the required elements of the grant requirement and will either pass or fail. The compliance grade for the grant requirement will be a percentage of the total possible points based upon the number of files that are in compliance with the grant requirement. For example, if the reviewer pulls 30 files for

this grant and 24 of the files comply with the grant requirement, the compliance grade will be 80 percent of the total points available for the particular grant requirement.

Example: For a Level 1 grant requirement, 80 percent would equate to 8 of the possible 10 points; for a Level 2 grant requirement, this would be 16 of the possible 20 points; and for a Level 3 grant requirement, this would be 24 of the possible 30 points.

Monitoring Methodology: Sample %
Sample: 7 Mandatory Students
Point Value: 10
Total Points Possible: 30
Scoring Methodology: 0 - 10
Level: Level 3 - Critical

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
Out of County Student Form [TJPC-JJAEP-02-04]

Citation(s):
Grant P - JJAEP Program
Reimbursement Article IV Section A

Cross Reference(s):
Texas Education Code Section 37.011(k) - Juvenile Justice Alternative Education MOU

www.tjpc.state.tx.us

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A

Reviewer Preparation Checklist Required: True
Reviewer Preparation Checklist:

1. Prior to the monitoring visit, generate a listing of all mandatory students who have attended or are currently attending the JJAEP during the grant period. Select a systematic sample of students;

Grant P - JJAEP Program (Reimbursement)

Grants P - JJAEP Program (Reimbursement)

Article IV Section A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

- Chief Administrative Officer: False
- Professional Staff: False
- Program/Facility Administrator: False
- Juvenile Board Chair: False
- Ancillary Staff: False
- Juvenile: False



FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IV Section B

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IV. Programmatic Components

B. Exemption Requests. The Grantee may make written student funding requests for students who do not meet the eligibility requirements under Subsections IV (A) (1) and (2). A funding request shall state the reasons why the student was expelled from the home school and why the student does not meet the eligibility requirements under Subsections IV (A) (1) and (2). No student shall be funded without the express permission of the Commission. The Commission reserves the right to deny funding for any ineligible student.

COMMENTARY

Discussion and Interpretation:

This provision of the grant requires approval from the Commission for any student for which funding under this grant is being sought for a student that does not meet all the basic eligibility requirements.

This provision will be monitored under the Eligibility Requirements.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article IV Section B

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:

9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation

Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IV Section C

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IV. Programmatic Components

C. Counties With Populations Between 72,000 and 125,000. A Grantee in this category shall have notified the Commission in writing no later than August 1 in the previous fiscal year of its intent to apply for funds in order to be eligible to receive the initial lump sum payment described in the State Financial Assistance Contract. A Grantee in this category shall have its JJAEP implemented and fully operational by January 6 of each fiscal year for the current grant period. A program is fully operational when it is admitting students. If program operations have not begun by January this grant will be terminated. If the grant is terminated under this Section, the Commission retains the right to request a refund of all funding provided to Grantee by the Commission under this grant.

COMMENTARY

Discussion and Interpretation:

In accordance with the rules set forth by the legislature for the use of JJAEP funds, counties with a population below 125,000 and greater than 72,000 can choose to operate a JJAEP and be funded in the same manner as a county with a population of 125,000 or greater. This standard requires that a county funded under this provision to begin operation of the JJAEP no later than January 6th of the first year which funding is received.

Counties choosing to operate a JJAEP under this provision of the grant shall be monitored in the same manner as the counties with a population greater than 125,000.

This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. If the Grantee fails to comply with the grant provision, the Commission may issue a Non-Compliance Citation Report (NCCR).

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 3 - Critical

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program
Reimbursement Article IV Section C

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:

9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

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Secondary Documentation:

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- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IV Section D

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IV. Programmatic Components

D. Extended School Year Funding. The Commission makes no express or implied representation or guarantee of future funding for extended year programs (i.e., summer school). The Commission may, at its discretion and according to guidelines developed by the Commission, fund students attending the JJAEP during the extended school year if funds are available at the end of the regular school year from appropriations for this purpose. If said funding is ultimately available, the Commission shall execute an amendment to the State Financial Assistance Contract to allocate said funding according to guidelines and priorities to be developed by the Commission.

COMMENTARY

Discussion and Interpretation:

This provision of the grant sets forth that funding for extended year or summer school programs are not guaranteed but when funds are available the Commission with execute an amendment. This provision is not monitored and is provided for information only.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article IV Section D

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:

9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation

Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE

ADMINISTERED TO THE

FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

TEXT OF GRANT REQUIREMENT

Article V. Programmatic Reporting

A. Annual Reports. See General Grant Requirements.

B. Quarterly Reports. None.

C. Monthly Reports.

1. Monthly Attendance Roster. The Grantee shall submit a monthly attendance roster detailing which students were in attendance, absent or on inactive status at the JJAEP for every school day in the month on or before the 10th calendar day of the following month.

2. JJAEP Individual Student Data. The Grantee shall collect the JJAEP individual student data as requested by the Commission and in accordance to standards for each student admitted into the JJAEP upon admission and exit from the JJAEP. The Grantee shall accumulate said information for all students admitted and exited in a given month. If the Grantee's county utilizes the Caseworker program, the Grantee agrees to submit said data to the Commission electronically through the Caseworker program by the 10th calendar day of the following month. All data must be entered into Caseworker by the last day of the reporting month. If the Grantee's county does not utilize the Caseworker program, the Grantee agrees to submit said data via the Commission's internet database or through a format specified to the Commission not later than the 10th calendar day of the following month.

3. Monthly Activity Report. The Grantee shall complete the JJAEP Monthly Activity Report on a monthly basis. The report shall be completed and submit on or before the 10th calendar day of the following month via the Commission's internet database.

D. Other Periodic Reports. None

The NCCR will be issued even in situations where extenuating circumstances exist unless written notification has been received by the Commission prior to the tenth (10th) calendar day of the month explaining the circumstances and the department's efforts to correct the situation. A timeline for submission must be included with the notification.

The importance of accurate and timely data cannot be overestimated. Data provided to the Commission are used to produce reports, and performance and contract measures, which may have an impact on the laws and budget of juvenile justice entities. Additionally the data are provided to outside entities seeking juvenile justice information for needs such as grant proposals, research papers and projects.

Other Periodic Reports

This grant has no periodic reporting requirements in addition to those required in the General Grant Requirements. Periodic reports due under General Grant Requirements will be discussed and monitored under that grant.

COMMENTARY

Discussion and Interpretation:

Annual Reports

This grant has no additional annual reporting requirements in addition to those required in the General Grant Requirements. Annual reports due under General Grant Requirements will be discussed and monitored under that grant.

Quarterly Reports

There are no quarterly reports for this grant.

Monthly Reports

This grant provision requires that accurate program data shall be submitted to the Commission's Juvenile Justice Alternative Education (JJAEP) internet database by the 10th of each month for the previous month's program activities. Data collected on the Monthly Activity Reports are used to determine the effectiveness of the program and the population served monthly. The Grantee shall be responsible for simultaneously forwarding a copy of the Monthly Attendance Roster to the Commission.

Compliance with this grant will be monitored by the Education Services Division of the Commission. Monthly data shall be submitted on or before the 10th calendar day of each month following the reporting period. After the data due date, the Commission will determine delinquency in reporting. If the Grantee submits the data after the 10th calendar day of the month the Grantee shall be considered non-compliant and shall receive a delinquency notice. Failure to submit monthly data within the required timeframe after issuance of the delinquency notice shall result in the issuance of a Non-Compliance Citation Report (NCCR) by the Commission.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 1 - Administrative

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Grants P - JJAEP Program (Reimbursement)

Article V Section A-D

Citation(s):

Grant P - JJAEP Program Reimbursement Article V Sections A-D

Cross Reference(s):

General Grant Requirements - All Grants Article V Sections A-D

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator: False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

Grants P - JJAEP Program (Reimbursement)

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VI Section A-D

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VI. Programmatic Monitoring

- A. On-site Monitoring Visits. See General Grant Requirements.
- B. Unannounced On-site Monitoring Visits. See General Grant Requirements.
- C. Desk Audits. See General Grant Requirements.
- D. Other. None.

COMMENTARY

Discussion and Interpretation:

Section VI of this grant addresses the types of monitoring that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. There are no specialized programmatic monitoring techniques (i.e., Other) applicable to this grant. This grant provision is for informational purposes only and will not be monitored.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article VI Sections A-D

Cross Reference(s):

General Grant Requirements - All Grants Article VI Sections A-D

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:

9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VII Section A-C

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VII. Applicable Law, Policy and Procedure

The Grantee shall comply with the following applicable state laws, federal laws and policies and procedures under this grant:

A. Applicable Standards.

- 1. Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.
 - a. Chapter 348 - Juvenile Justice Alternative Education Programs.
 - i. Exemption. The Commission administratively revokes the requirements under TAC Section 348.31 (3)(A) during the term of this grant.

B. General Statutes.

- 1. Federal Law. See General Grant Requirements.
- 2. State Law. See Also General Grant Requirements.
 - a. Texas Education Code, Title II – Public Education.
 - i. Chapter 37- Discipline; Law and Order.
 - b. Texas Family Code, Title III, Juvenile Justice Code.
 - i. Chapter 60 – Uniform Interstate Compact on Juveniles.
 - c. Texas General Appropriations Act.
 - d. Texas Government Code, Title 7, Uniform Grant and Contract Management.
 - i. Chapter 783 - Uniform Grant and Contract Management Act.

C. Policy and Procedure.

- 1. Texas Juvenile Probation Compliance Resource Manual, Volumes 1 – 2.

COMMENTARY

Discussion and Interpretation:

This grant is governed by a variety of applicable state and federal laws, regulations and policies. This grant provision details the specific laws and policies that are applicable to the grant. This provision will not be monitored independently herein this grant but compliance with all monitored laws and regulations will be monitored in the General Grants Requirements and/or within the context of the specific grant provision wherein the requirement most logically fits.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A
Sample: N/A
Point Value: 0
Total Points Possible: 0
Scoring Methodology: N/A
Level: Level 1 - Administrative

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
N/A

Citation(s):
Grant P - JJAEP Program
Reimbursement Article VII Sections A-C

Cross Reference(s):
N/A

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

A. Allowable Expenditure of Funds. The Grantee shall expend any funds received pursuant to this grant for those costs that are reasonable, necessary and directly related to the creation and ongoing operation of a JJAEP.

B. Unallowable Expenditure of Funds.

1. Any expenditure not authorized in Section VIII (A) is unallowable.

COMMENTARY

Discussion and Interpretation:

This grant provision addresses the allowable and unallowable expenditure of funds as reimbursed under this grant. Expenditures shall be made in accordance with Generally Accepted Accounting Principles (GAAP), the Commission's Expenditure Guidelines and shall be expended and classified as outlined by the budget categories in Article VIII, Sections A and B of this grant. The Expenditure Guidelines document may be found on the Commission's website at www.tjpc.state.tx.us. If any expenditure fails to meet these requirements, the Grantee will be in non-compliance with these grant provisions.

Funds to be reimbursed may be expended for any expenditure that is 1) reasonable, 2) necessary and 3) directly related to the operation of the JJAEP.

No funds disbursed under this grant shall be used for any type of residential services, including but not limited to: any residential treatment services, detention of a juvenile that has been placed in a secure pre- or post- adjudication facility or a short-term detention facility (i.e. holdover).

Financial Documentation

The Grantee shall maintain complete and accurate accounting records for each expenditure paid with funding from this grant. The accounting records shall include all supporting documentation substantiating an expenditure. The types of documentation that support an expenditure include, but are not limited to the following:

- Requisitions or purchase orders;
- Receipts;
- Packing slips;
- Invoices;
- Timesheets;
- Payroll;
- Mileage reports;
- Cancelled checks; and
- Bank statements

The exact type of documentation the reviewer will look at is based on the type of expenditure that is identified. A chart to show examples of documentation for each type of expenditure can be found on the Commission website at www.tjpc.state.tx.us.

Example 1: The reviewer is looking at an expenditure document for a probation officer's mileage for transportation to the home of a JJAEP student. Supporting documentation may include beginning and ending mileage to substantiate the total miles reimbursed and/or electronic verification of mileage from the departure address to the destination.

Example 2: The Grantee purchased a fax machine for the JJAEP at a cost of \$300.00. The county does not classify the item or amount as equipment. The purchase was made on September 2, 2004, the check cleared the bank on September 6, 2004 and was recorded in the General Ledger as paid.

Both of the expenditures in the examples above are allowable for FY 2005.

Expenditure Detail Report

To determine compliance with this grant provision, the Commission will request an expenditure detail report. This report lists all of the transactions of the Grantee for the applicable grants and may be listed alphabetically, chronologically or by fund/account. Each transaction (i.e., expenditure) shall be properly recorded in the Grantee's general ledger from which the expenditure detail report is generated. The expenditure detail report can normally be obtained from the county auditor or county treasurer.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Prior to the monitoring visit, request from the Grantee an expenditure detail report for this grant for a randomly selected calendar month of the identified fiscal year;
2. On the day of the monitoring visit, select a systematic sample of transactions from the expenditure detail report for review. The reviewer will request that the Grantee provide payment vouchers with applicable supporting documentation attached for each selected transaction in the sample;
3. Analyze the expenditure documentation for allowability. The reviewer will verify that each expenditure is in compliance with the requirements in Article VIII Sections A and B of this grant;
4. Analyze the expenditure to assure the payment is a reasonable and necessary expenditure under this grant;

5. Verify whether the payment is correctly coded to the grant being reviewed;
6. Identify whether the date the expenditure occurred or was encumbered during the identified fiscal year; and
7. Verify that the payment cleared the bank by reviewing substantiating documentation (e.g., cancelled checks, bank statements, etc.) and that the amount matched the approved document total.

The reviewer may:

1. Interview appropriate personnel regarding the reviewed documentation.

Verification Documents:

1. General ledger
2. Chart of accounts
3. Expenditure detail report
4. Payment voucher
5. Supporting documentation:
 - a. Requisition/purchase order
 - b. Invoice/billing instrument
 - c. Receipts and/or packing slip
 - d. Mileage log
 - e. Timesheets and payroll documentation
 - f. Other acceptable documentation
6. External documentation
 - a. Bank statements, cancelled checks, EFT transaction
 - b. Other acceptable documentation

METHODOLOGY

Compliance Methodology:

Systematic Sample. The reviewer will sample a computer-generated, non-sequential number (i.e., nth) of expenditures in a required sample size which will be determined by applying the Commission's approved sampling methodology. The reviewer may judgmentally select expenditures based upon dollar amount thresholds using the nth number methodology. Each expenditure in the sample will be reviewed for compliance with the required elements of the grant requirement and will either pass or fail. The compliance grade for the grant requirement will be a percentage of the total possible points based upon the number of expenditures that are in compliance with the grant requirement. For example, if the reviewer pulls 30 expenditures for this grant and 24 of the expenditures comply with the grant requirement, the compliance grade will be 80 percent of the total points available for the particular grant requirement. Example: For a Level 1 grant requirement, 80 percent would equate to 8 of the possible 10 points; for a Level 2 grant requirement, this would be 16 of the possible 20 points; and for a Level 3 grant requirement, this would be 24 of the possible 30 points.

Monitoring Methodology: Sample %

Sample: P1 Financial Expenditures

Point Value: 10

Total Points Possible: 30

Scoring Methodology: 0 - 10

Level: Level 3 - Critical

REFERENCE MATERIAL

Recommended Best Practices:

The Grantee should maintain complete financial policies and procedures in accordance with GAAP for all state, local and federal funds. The Grantee's policies and procedures should follow those of the designated lead county if in a multi-county jurisdiction and the guidelines should address but not be limited to the areas listed below.

Accounting System

1. The accounting system users are identifiable and limited in order to safeguard against loss; and
2. Separation of duties related to the receipt, expenditure, adjustment, and transfer of funds.

Accounts Receivable

Procedures to ensure accurate accounting for revenues/funds when received should include, but are not limited to:

1. Reviewing the grant guidelines prior to receipt of funds;
2. Monitoring the budget and predetermined expenditure plan; and
3. Ensuring account coding is correctly applied to revenues/funds throughout the grant period.

Accounts Payable

Procedures to ensure accurate accounting for expenditures when requested or paid should include, but are not limited to:

1. Expenditure authorization is received prior to any purchase order request and payment;
2. Transactions are documented and/or executed by personnel with different job duties;
3. Transactions are reconciled by someone who did not perform them; and
4. A verification practice is in place to prevent double payment.

Sample Form(s):

Expenditure Guidelines [TJPC-FIS-17-04]

Reviewer Guidelines for Allowability of Expenditures [TJPC-FIS-13-05]

Grants P - JJAEP Program (Reimbursement)

Article VIII Section A-B

Citation(s):

Grant P - JJAEP Program Reimbursement Article VIII Sections A-B

Cross Reference(s):General Grant Requirements- All
Grants Article VIII Section A-B**Board Opinion:**

RFI Opinion:

EFFECTIVE DATES**Grant Provision Effective Date:** 9/1/2005**CRM Last Modified On:** 9/1/2005**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** True**Pre-Monitoring Preparation Checklist:**

1. Please provide an expenditure detail report for this grant for the following month: _____. This expenditure report along with all the corresponding payment vouchers and applicable supporting documentation for the selected month shall be provided to the reviewer on the day of the monitoring visit.

Reviewer Preparation Checklist Required: True**Reviewer Preparation Checklist:**

1. Prior to the monitoring visit, request from the Grantee an expenditure detail report for this grant for a randomly selected calendar month of the identified fiscal year.

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VIII Section C

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

C. Financial Match Requirements. None.

COMMENTARY

Discussion and Interpretation:

This grant provision has no required match.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article VII Section C

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver

Secondary Documentation:

- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VIII Section D

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

D. Funding Adjustments.

- 1. Reduction of Grant Payments. See General Grant Requirements.
- 2. Unexpended Balances. None.
- 3. Overpayments. See Also General Grant Requirements.

a. In the event an overpayment is discovered through any means, the Commission may deduct the amount of the overpayment from the next scheduled payment under this grant to the Grantee.

- 4. Refund Due. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

Compliance with funding adjustment requirements for this grant will be monitored under the funding adjustments of the General Grant Requirements and is discussed in detail there.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article VIII Section D

Cross Reference(s):

General Grant Requirements - All Grants Article VIII Section D

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:
False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VIII Section E

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

E. Timely Expenditure of Grant Funds. None

COMMENTARY

Discussion and Interpretation:

This grant is a reimbursement grant and provides funding for students only after a student attendance day has been incurred. There is no required timely expenditure of these funds.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article VI Section E

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:

N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist: N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver
- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VIII Section F

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

F. Audits. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

Compliance with the audit provisions of this grant will be monitored under the audit provisions of the General Grant Requirements and is discussed in detail there.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article VIII Section F

Cross Reference(s):

General Grant Requirements - All Grants Article VIII Section F

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VIII Section G

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

G. Financial Assurances. See Also General Grant Requirements.

1. All students for whom JJAEP grant funds were collected were eligible for funding as defined in Section IV (A) of this grant.

a. Actual student attendance days reported on the Attendance Voucher [TJPC-JJAEP-01-05] are verifiable and in agreement with the Grantee's monthly attendance roster.

b. The amount of funds received is reconciled with reported student attendance days and unearned funds have been refunded to the Commission.

COMMENTARY

Discussion and Interpretation:

This grant contains two specific financial assurances in addition to those contained in the General Grant Requirements. These assurances shall be included in the annual independent audit and all assurances will be tested via the independent audit.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article VIII Section G

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A

Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article VIII Section H

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

H. Service Provider. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

Compliance with the service provider requirements will be monitored under the General Grant Requirements. The service provider requirements are discussed in the General Grant Requirements.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article VIII Section H

Cross Reference(s):

General Grant Requirements - All Grants Article VIII Section H

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IX Section A

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IX. Financial Reporting

A. Annual Reports. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

This grant does not require any annual financial reports.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology:

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article IX Section A

Cross Reference(s):

General Grant Requirements - All Grants Article IX Section A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IX Section B

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IX. Financial Reporting

B. Quarterly Reports. None.

COMMENTARY

Discussion and Interpretation:

There are no Quarterly Reports that apply to this grant.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article IX Section B

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

List Supporting Documentation

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IX Section C

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IX. Financial Reporting

C. Monthly Reports. The Grantee shall complete the JJAEP Attendance Voucher [TJPC-JJAEP-01-05] and submit it to the Commission on or before the 10th calendar day of the following the month for which reimbursement is claimed.

COMMENTARY

Discussion and Interpretation:

This provision requires that the Grantee submit the JJAEP Attendance Voucher monthly to the Commission. The voucher may be faxed or mailed to the Commission and must contain the signature of the program administrator. Vouchers are due to the Commission on the 10th day of the month following the reporting period.

Detailed information on student attendance accounting procedures can be found in the Compliance Resource Manual for the Texas Administrative Code Section 348.7(g)(1).

This grant provision will be monitored during an on-site monitoring visit.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Complete the attendance audit per 348.7(g)(1); and
2. Compare the corresponding monthly JJAEP Attendance Voucher to attendance audit to ensure the number of mandatory student attendance days were accurately funded.

Verification Documents:

1. JJAEP Attendance Voucher

METHODOLOGY

Compliance Methodology:

This standard will be monitored using a combination of sampling and non-sampling techniques. The non-sampling techniques may include the review and analysis of relevant written documentation, interviewing of selected personnel and personal visual observations of program operations made by the reviewer. Sampling techniques may include the use of block samples, systematic samples and/or random samples of pertinent files, records, documents or interviews. A program will be in compliance with the standard if all required elements of the standard are met and are verifiable by the reviewer during the monitoring visit using the result of both the sampling and non-sampling methods.

Block Sample. The reviewer will utilize a computer generated block sample of one randomly selected month within the current school year. The reviewer will review all documentation for the sample timeframe.

Monitoring Methodology: Sample %
Sample: 1 Payment Voucher
Point Value: 10
Total Points Possible: 30
Scoring Methodology: 0 - 10
Level: Level 3 - Critical

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
JJAEP Attendance Voucher [TJPC-JJAEP-01-05]

Citation(s):
Grant P - JJAEP Program
Reimbursement Article IX Section C

Cross Reference(s):
37 TAC Section 348.7(g)

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article IX Section D

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article IX. Financial Reporting

D. Other Periodic Reports. None.

COMMENTARY

Discussion and Interpretation:

There are no Other Periodic Reports that apply to this grant.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article IX Section D

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant P - JJAEP Program (Reimbursement)

Article X Section A-B

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article X. Financial Monitoring

- A. Annual Monitoring. See General Grant Requirements.
- B. Periodic Monitoring. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

Article X of this grant addresses the types of financial monitoring methodologies that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. This grant provision is for informational purposes only and will not be monitored.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A
Point Value: 0
Total Points Possible: 0
Scoring Methodology: N/A
Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant P - JJAEP Program Reimbursement Article X Sections A-B

Cross Reference(s):

General Grant Requirements - All Grants Article X Sections A-B

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
 N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
 N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____