

## **Withholding of Grant Funds: Policy and Timetable**

Preceding the formal process described below, agency staff will work with departments to identify areas of non-compliance and possible corrective actions. The initiation of Stage 1 will not occur until these informal tools have been shown to be ineffective.

- I. Stage 1
  - a. Department chief will receive formal notification (email and telephone) of items requiring corrective action.
  - b. To avoid advancing to Stage 2, the department must receive approval of a corrective action plan within 14 calendar days<sup>1</sup> of notification.
  
- II. Stage 2
  - a. Department will receive Non-Compliance Citation Report and any outstanding waiver requests or requests for non-formula funding will be pended; Chair of governing board will receive written (email) notification.
  - b. The department must receive approval of a corrective action plan within 30 calendar days<sup>2</sup> of receipt of report, otherwise the department will advance to Stage 3.
  
- III. Stage 3
  - a. Department Chief will receive written notice (signed letter, scanned and emailed) of first payment to be withheld and associated procedures; general practice (subject to unique conditions of each case) will be as follows:
    - i. If notification is given between the first and tenth day of a month other than July, the first payment withheld will be the following month's payment.
    - ii. If notification is given between the eleventh and final day of a month other than June, the first payment withheld will be the second following month's payment.
    - iii. If notification is given between the eleventh day of June and the tenth day of July, the first payment withheld will be the following September payment.
  - b. Payments will be withheld until the department has fully completed an approved corrective action plan.
  - c. Upon satisfactory completion of the plan, withheld payments may be restored, except that:
    - i. Payments withheld in prior fiscal years will not be restored.
    - ii. Payments withheld for more than 60 calendar days may not be restored, or may be only partially restored, as determined by the Executive Director on a case-by-case basis.
  - d. In the event that withheld payments are not fully restored, the department may appeal to the TJJ Board and receive a hearing at the next public meeting.

The Executive Director may expedite advancement between stages if a department is identified as non-compliant in the same area more than one time in the same two-year period.

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<sup>1</sup> If a department's corrective action plan meets with the approval of the Executive Director but requires TJJ Board action, this time period may be extended as necessary for that approval to be requested and granted. If Board approval is not granted, the department shall advance to the next stage.

<sup>2</sup> See previous footnote.