

**Level 5 Placement Fund****L-FY2005**

Effective date 09/01/2004, L-FY2005

Latest Revision 09/01/2004, L-FY2005

**I. GRANT DESCRIPTION.**

- A. The Level 5 Placement Fund is designed to provide secure post-adjudication correctional placement resources to local juvenile probation departments for the placement of approximately 283 offenders annually who have been assigned a Progressive Sanctions Model Guideline Level 5 or higher or who otherwise meet the offense eligibility criteria.

**II. GRANT SPECIFIC DEFINITIONS.**

- A. **Aftercare Service Plan.** A plan designed by the juvenile probation department and/or the placement facility to identify the juvenile's needs and the intervention planned to address those needs during the aftercare/follow-up period.
- B. **Aftercare Services.** Identified goals and interventions to be addressed during the aftercare period. These may include but are not limited to participation in programs and counseling, continued probation, regular contact with juvenile probation officers, attending school or attaining a high school diploma.
- C. **Eligible Placement Day.** A placement day that is eligible for payment under the Level 5 Placement Fund grant is defined as:
1. The day that a juvenile is admitted into a facility regardless of the time of day;
  2. Each day or partial day the juvenile is present in the facility at least during all or part of the non-program hours (e.g., sleeping hours); or
  3. The day the juvenile is discharged as long as the juvenile is discharged from the facility after 12:00 p.m. and was present at least during all or part of the non-program hours (e.g., sleeping hours).
- D. **Secure Post-Adjudication Correctional Facility.** A secure facility administered by a juvenile board or a privately operated facility certified by the juvenile board that includes construction and fixtures designed to physically restrict the movements and activities of the residents, and is intended for the treatment and rehabilitation of youth who have been adjudicated.
- E. **Progressive Sanctions Model Assigned Level.** The Progressive Sanctions Model Level that is actually given to the juvenile in a disposition event by the juvenile court, juvenile prosecutor or the juvenile probation department.
- F. **Progressive Sanctions Model Guideline Level.** The Progressive Sanctions Model Level that is recommended for a juvenile offender in a disposition event based upon the offender's offense and criminal history according to the model guidelines.

**III. PERFORMANCE MEASURES.**

- A. **Goals.** The goal of the Level 5 Placement Fund is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system.
- B. **Program Objectives.** The objective of the Level 5 Placement Fund is to increase the lengths of stay for juveniles court-ordered into secure post-adjudication correctional facilities thus reducing commitments to the Texas Youth Commission.
- C. **Program Performance.** Grantee performance under the grant shall be determined using the following measure:
1. Total number of placements made utilizing funds from this grant.

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**IV. PROGRAMMATIC COMPONENTS.**

- A. **Aftercare Services Plan.** The Grantee shall afford aftercare services to the juvenile for a minimum of 90 calendar days after the juvenile exits the facility.
- B. **Eligibility/Target Population.** The Grantee shall be eligible for Level 5 Placement Funds for a juvenile who has been court ordered into a secure post-adjudication correctional facility and who meets at least one of the following criteria:
1. Have a Progressive Sanction Model Guideline Level of 5 or higher;
  2. Have an adjudication for a felony offense that includes, as an element of the offense, the possession, carrying, using, or exhibiting of a deadly weapon;
  3. Have an adjudication for a felony offense and used or exhibited a deadly weapon during the commission of the conduct or during immediate flight from commission of the conduct; or
  4. Have an adjudication for a felony sex offense in which a juvenile court:
    - a. Requires registration under the Texas Sexual Offender Registration Program pursuant to Chapter 62 Texas Code of Criminal Procedure for all purposes;
    - b. Requires registration but provides that the registration information is not public information and is restricted to use by law enforcement and criminal justice agencies and public or private institutions of higher education; or
    - c. Defers the decision on requiring registration until the respondent has completed treatment for the respondent's sexual offense as a condition of probation or while committed to TYC.
- C. **Determination of Offense Eligibility.** If a juvenile meets the offense criteria or any of the statutory exceptions based on the most recent primary disposition offense, a departure from the guidelines shall not have been made that assign a Progressive Sanctions Model Level 5.
- D. **Final Report.** The Grantee shall submit the *Application Approval/Adjustment/Final Report Form* [TJPC-FIS-38-04] along with the last payment claim for each placement.
- E. **Length of Placement.** The Grantee shall be eligible to receive payment for a placement for a period not to exceed 180 calendar days unless this timeframe is extended by prior written approval by the Commission based upon the special and reasonable circumstances of the case.

**V. PROGRAMMATIC REPORTING.**

- A. **Annual Reports.** See General Grant Requirements.
- B. **Quarterly Reports.** None.
- C. **Monthly Reports.**
1. **Request for Payment Form.** The *Request for Payment Form* [TJPC-FIS-46-04] is generated by the Commission once the application has been approved and the funds have been encumbered for the Grantee. The Grantee shall submit on a monthly basis the *Request for Payment Form* [TJPC-FIS-46-04] along with the corresponding monthly invoice from the facility.
- D. **Other Periodic Reports.** See also General Grant Requirements.
1. **Adjustment Form.** If under the terms or conditions of the placement, a change or adjustment (e.g., rate change, transfer from one facility to another facility) is required, the Grantee shall submit the *Application Approval/Adjustment/Final Report Form* [TJPC-FIS-38-04] detailing any necessary adjustments and the form shall be signed by the Chief Juvenile Probation Officer.

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2. **Aftercare Services Plan.** No later than 15 calendar days after the date the juvenile exits the placement, the Grantee shall submit to the Commission one of the following documents detailing the aftercare services to be provided for the juvenile and the juvenile's family:
  - a. *Aftercare Service Plan* [TJPC-FIS-14-04];
  - b. Field Supervision Case Plan, Title 37 Texas Administrative Code Section 341.38(a);
  - c. Field Supervision Case Plan Review, Title 37 Texas Administrative Code Section 341.38(b); or
  - d. Field Supervision Exit Plan, Title 37 Texas Administrative Code Section 341.41.
3. **Final Report Form.** The *Application Approval/Adjustment/Final Report Form* [TJPC-FIS-38-04] shall be submitted to the Commission along with the last payment claim for each placement.
4. **Initial Application.** Prior to a placement, the Grantee shall submit an *Application for Placement Fund Program* [TJPC-FIS-12-04]. The Grantee shall also include the juvenile court order of placement and a copy of the most current Referral History from CASEWORKER or a similar referral history from the Grantee's computer system when CASEWORKER is not available.
  - a. **Approval of Application.** Upon approval of the Grantee's application for payment funding under this grant, the Commission will mail to the Grantee the *Application Approval/Adjustment/Final Report Form* [TJPC-FIS-38-04]. This document shall serve as the approval for the placement payment, an adjustment form and the final report form that is required to be submitted with the last payment claim for that juvenile.

**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.

**VII. APPLICABLE LAW.** The Grantee shall comply with the following applicable state and federal laws under this grant.**A. Applicable Standards.**

1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
  - a. Chapter 341 – Texas Juvenile Probation Commission.
  - b. Chapter 342 – Housing Non-Texas Juveniles in Texas Detention and Correctional Facilities.
  - c. Chapter 343 – Standards For Secure Juvenile Pre-Adjudication Detention And Post-Adjudication Correctional Facilities.
  - d. Chapter 349 – General Administrative Standards.

**B. General Statutes.**

1. **Federal Law.** See General Grant Requirements.
2. **State Law.** See Also General Grant Requirements.
  - a. **Code of Criminal Procedure.**
    - i. Chapter 62 – Sex Offender Registration Program.

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- b. **Texas Family Code, Title III, Juvenile Justice Code.**
  - i. Chapter 59 – Progressive Sanctions Model.
- c. **General Appropriations Act, H.B. 1, R.S., 78<sup>th</sup> Legislature, 2003, Article V.**
- d. **Texas Government Code, Title 7, Uniform Grant and Contract Management.**
  - i. Chapter 783 - Uniform Grant and Contract Management Act.

**C. Policy.**

- 1. **Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2, 2004.**

**VIII. FINANCIAL COMPONENTS.**

- A. **Allowable Expenditure of Funds.** Grant funds shall only be expended in the residential services category.
- B. **Unallowable Expenditure of Funds.** All expenditures other than those listed in Section VIII (A) are unallowable.
- C. **Financial Match Requirements.** None.
- D. **Funding Adjustments.**
  - 1. **Reduction of Grant Payments.** None.
  - 2. **Unexpended Balances.** None.
  - 3. **Overpayments.** See General Grant Requirements.
  - 4. **Refunds Due.** See General Grant Requirements.
- E. **Timely Expenditure of Grant Funds.** None.
- F. **Audits.** None.
- G. **Financial Assurances.** See General Grant Requirements.
- H. **Service Provider.** See General Grant Requirements.

**IX. FINANCIAL REPORTING.**

- A. **Annual Reports.** None.
- B. **Quarterly Reports.** The Grantee shall report the expenditure of all funds received through this grant on the *ISP Placement and Residential Cost Report* [TJPC-FIS-49-04]. The report shall be received by the Commission no later than January 15, April 15, July 15 and October 15 of the fiscal year, respectively. Funds may be temporarily suspended if the *ISP Placement and Residential Cost Report* is not received by the due date.
- C. **Monthly Reports.**
  - 1. **Payment Request Form.** The Grantee shall submit a *Request for Payment Form* [TJPC-FIS-46-04] each month for the previous month for which payment is sought.
    - a. **Final Claims.** All final claims for the contract period shall be submitted no later than 45 days after the contract period (i.e., October 15).

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2. **Submission of Invoices.** The Grantee shall submit to the Commission the monthly billing document or invoice from the facility concurrently with the *Request for Payment Form* [TJPC-FIS-46-04].
- D. **Other Periodic Reports.** None.

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X. **FINANCIAL MONITORING.**

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