

“GOOD-TO-KNOW” INFORMATION

Sending Out Information and Notifications

- TJJJ provided email addresses for each department are used as the primary means of sending out information and official notifications. It is the responsibility of the Chief to check this email account and forward to the appropriate person(s) as needed.
- Notifications and Reminders are sent out as a courtesy, not as a requirement on our part. Reporting submission deadlines are the responsibility of the department.
- Funding may be held if reporting is delinquent.

Payments & Disbursement Information

- Grants such as DSA and State Aid are paid automatically without any additional action from the department once approved.
- Grant Disbursement Information is available from the Comptroller website.
 - Currently Fluxx is not showing payments correctly, therefore please use this website until further notice.
 - <https://www.tjjd.texas.gov/probation-services/documents/>
- Reimbursements have to be requested by departments and approved before the payments are made.
 - Not all departments qualify for all types of reimbursements.
 - Reimbursement funding may be forfeit, if reporting is delinquent (see grant requirements).
 - Reimbursement Disbursement Information is available on the above listed website.

Report Due Dates

- **Reimbursement Reports** – submitted on a monthly basis in Fluxx, unless otherwise stated.
 - RDA Reimbursement Reports - due by 10th of each month
 - Reports delinquent by more than 90 days will not be paid, unless extenuating circumstances exist.
 - Detention Reimbursement Reports - due by 20th of each month
 - Reports submitted after the deadline may result in delayed or non-payment.
- **Quarterly Expenditure Reporting** – in Fluxx - Due for expenses incurred during each quarter.
 - Q1: 12/1 - 1/15
 - Q2: 3/1 - 3/31
 - Q3: 6/1 - 6/30
 - Q4: 9/1 - 9/30
 - Adjustment: 10-1 - 10/15
- **End of Year Reports** – Reports due based on activity throughout the year. Vary from grant to grant.
 - Assigned in Fluxx with due dates, as needed.
- **Refund Checks** – Departments with a surplus of grant funds at the end of the fiscal year are expected to return those funds to TJJJ. Include which grant(s) the funds are for, and how much if multiple refunds are on a single check.
 - Due in our mailbox by 11/1
 - Texas Juvenile Justice Department
Attn: Fiscal – County Grants
PO Box 12757 Austin, TX 78711
- **Certification of Local Expenditures (COL)** – Departments are required certify local expenses in order to comply with legal requirements regarding supplanting.
 - If the Local Match is not met or exceeded, a justification is required when submitting the certification.
 - Assigned in Fluxx and due by 12/1
 - **Only the Chief can submit.**
- **Independent Audit** – Departments are required to have an independent audit annually, unless awarded a waiver by TJJJ. Review the Audit Requirements for additional information.
 - Due by 3/1
 - Email to: probation.independent.audits@tjjd.texas.gov