

# INFORMATION THAT IS GOOD TO KNOW

## Sending Out Information and Notifications

- We will use the TJJJ provided email addresses for each county as the primary means of sending out information and notifications. It is the responsibility of each department to check this email account and forward those messages to the appropriate people as needed.
- Notifications and Reminders are sent out as a courtesy, not as a requirement on our part.
- It is the responsibility of each department to ensure that all the required reporting is completed
- Funding may be withheld if reporting is delinquent.
- If you have questions or concerns, please email us. [Brandi.Wagner@TJJJ.Texas.gov](mailto:Brandi.Wagner@TJJJ.Texas.gov), [Kristin.M.Hammoc@TJJJ.Texas.gov](mailto:Kristin.M.Hammoc@TJJJ.Texas.gov)

## Payments & Disbursement Information

- Grants such as **DSA** and **State Aid** are paid automatically without any additional action from the department once approved.
- You can expect most grant payments by the 15<sup>th</sup> of the month.
- You can expect most reimbursement payments by the end of the month.
- **Grant Disbursement** Information is also available from the Comptroller website.
  - <https://www.tjjd.texas.gov/probation-services/documents/>
- **Reimbursements** like Detention Reimbursements, and RDA have to be requested by departments and approved before the payments are made.
  - Reimbursement funding may be forfeit, if reporting is delinquent (see grant requirements).

## Report Due Dates

- **Reimbursement Reports** – submitted on a monthly basis in Fluxx, unless otherwise stated.
  - RDA Reimbursement Reports - due by 10<sup>th</sup> of each month.
  - **Detention Reimbursement** Reports - due by 20<sup>th</sup> of each month.
  - Reports submitted after the deadline may result in delayed or non-payment.
  - Reports delinquent by more than 90 days will not be paid, please communicate with us if you are not able to report.
- **Quarterly Expenditure Reporting** – you'll find reports in your Fluxx portal under reports. These are for expenses incurred during each quarter. Required for most grants, and your Local Budget.
  - **1<sup>st</sup> Quarter:** Opens January 1<sup>st</sup>, due by January 15<sup>th</sup>.
  - **2<sup>nd</sup> Quarter:** Opens March 1<sup>st</sup>, due by March 31<sup>st</sup>.
  - **3<sup>rd</sup> Quarter:** Opens June 1<sup>st</sup>, due by June 30<sup>th</sup>
  - **4<sup>th</sup> Quarter:** Opens September 1<sup>st</sup>, due by September 30<sup>th</sup>
  - **Adjustment period:** Just in case you missed anything,
- **Refund Checks** – Departments with a surplus of grant funds at the end of the fiscal year are expected to return those funds to TJJJ. In the memo on the check include which grant, or grants 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
  - Please address the check envelope  
**Attn: Fiscal – County Grants**  
**PO Box 12757 Austin, TX 78711**
- **Certification of Local Expenditures (COL)** – Departments are required to certify local expenses in order to comply with legal requirements regarding supplanting. **Legally Only the Chief can submit.**
  - If the Local Match is not met or exceeded, a justification is required when submitting the certification.
  - This report is assigned in Fluxx and due by February 28<sup>th</sup>.
- **Independent Audit** – Departments are required to have an independent audit annually, unless awarded a waiver by TJJJ. Review the Audit Requirements for additional information.

- Department must find, hire, and follow up with their auditor on their own.
- Your Independent Audit report is due by March 3<sup>rd</sup>.
- Email to: [probation.independent.audits@tjtd.texas.gov](mailto:probation.independent.audits@tjtd.texas.gov)