

INFORMATION THAT IS GOOD TO KNOW

Sending Out Information and Notifications

- We will use the TJJD 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@TJJD.Texas.gov, Kristin.M.Hammock@TJJD.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 15th and reimbursement payments by the end of the month
- **Grant disbursement** information is also available on the Comptroller website and here: [Documents, Continuum of Care - Texas Juvenile Justice Department](#)
- **Reimbursements** like Detention Reimbursements (DET), and RDA have to be requested by departments and approved before the payments are made.
- Reimbursement funding may be forfeited if reporting is delinquent (see grant requirements).

Report Due Dates

- **Reimbursement Reports** – submitted each month in Fluxx, unless otherwise stated.
 - RDA Reimbursement Reports - due by 10th of each month.
 - Detention Reimbursement Reports - due by 20th 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 let us know if you're experiencing delays.
- **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.
 - 1st Quarter:** Opens December 1st, due by January 15th.
 - 2nd Quarter:** Opens March 1st, due by March 31st.
 - 3rd Quarter:** Opens June 1st, due by June 30th
 - 4th Quarter:** Opens September 1st, due by September 30th
 - Adjustment period:** Opens October 1st, due by October 15th, 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 TJJD. 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, addressed to:

Texas Juvenile Justice Department
Attn: Fiscal – County Grants
PO Box 12757 Austin, TX 78711

- **Certification of Local Expenditures (CoL)** – Departments are required to certify that their local expenses 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.
 - **CoL opens October 15th, due by December 1st**
- **Independent Audit** – Departments are required to have an independent audit annually, unless awarded a waiver by TJJD. Review the Audit Requirements for additional information.
 - Department must find, hire, and follow up with their auditor on their own.
 - Waivers and updated audit guidance will be finalized and distributed to depts before November 1st.
 - Your Independent Audit report is due by March 1st
 - Email to: probation.independent.audits@tjjd.texas.gov