

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

NUMBER
204

REVISED
02/24/14

REVIEWED
02/24/14

FORMERLY
5/6/750.08

EFFECTIVE
12/03/01

PAGES
2

SUBJECT: JUVENILE FUND

CATEGORY: FISCAL

APPROVAL: 
SHARON HARRIGFELD, DIRECTOR

Policy

The purpose of this policy is to establish a procedure to account for juveniles' monies and to ensure the monies are returned to the juveniles.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) that juveniles will not be allowed to have money in their possession while in the physical custody of the IDJC because it is considered contraband. Fiscal Services creates a trust account (Juvenile Fund) for each juvenile who has money either in their possession at IDJC intake or receives money while in custody. Juvenile personal monies are deposited by the facility per facility deposit procedures and Fiscal Services credits the amount to the juvenile account. Assigned facility OS2 and District OS2 instruct Fiscal Services Financial Technician when and how to distribute the funds, as part of release planning, by following the distribution guidelines.

Operating Procedure

I. Juvenile Account Balances

The Juvenile Fund worksheet is located in the IDJC Datacenter/Accounting/Juvenile Fund. Assigned facility OS2s and District OS2s have ready access to the Juvenile Fund for IDJC juvenile account balance information during custody and to complete checkout forms in preparation for release from custody.

II. Withdrawal of Funds

Funds must be withdrawn from the Juvenile Fund at time of release and upon Fiscal Services receipt of a Facility Checkout Form (DJC-179) or Contract Provider Checkout Form (DJC-180). Any exception for use of funds during commitment must be approved by the Director.

As part of the checkout process for juvenile, the assigned facility OS2 or District OS2 must determine if a balance exists.

- A. If the juvenile does not have funds, the assigned facility OS2 enters zero balance on DJC-179, Section II, and initials. If there are funds, the assigned facility OS2 faxes DJC-179 to the accounts payable Financial Technician for completion and the distribution is scheduled for date of release.
- B. The DJC-180 is faxed to District OS2 after the juvenile is released in the field by contract provider. If the juvenile does not have funds, the District OS2 enters zero balance on DJC-180, Section III, and initials. If there are funds, the District OS2 faxes DJC-180 to the accounts payable Financial Technician for completion and distribution.

III. Distribution of Funds Upon Release from Custody

A. Victim Restitution

Court-ordered restitution, fines, and fees per Section I of DJC-179 or DJC-180 shall be paid from the juvenile's account in the amount of 50 percent of those funds. If a juvenile's fund balance is less than \$20, 100 percent of that balance will be utilized to pay any court-ordered restitution, fines, or fees owed.

B. Juvenile

Any remaining money in a juvenile's account will be disbursed with a warrant to the juvenile at the address indicated in Section I of DJC-179 or DJC-180.

Upon disbursement of juvenile funds, the accounts payable Financial Technician completes Section II of DJC-179 or Section III of DJC-180 and returns it via fax or email to the appropriate assigned facility OS2 or District OS2.

Reference: *Glossary of Terms and Acronyms*

Desk Manual(s): N/A

Related Policies: *Release of Juveniles in State Custody (437)*
Juvenile Restitution (5/6/740.14)
Correspondence and Communication (5/6/740.09)
Contraband, Acquisition & Disposition/Searches (620)

Related Forms: *Facility Checkout Form (DJC-179)*
Contract Provider Checkout Form (DJC-180)