

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

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SUBJECT: JUVENILE FUND

CATEGORY: FISCAL

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**Policy**

The purpose of this policy is to establish a procedure to account for monies belonging to juveniles and to ensure the monies are returned to the juveniles upon release from IDJC custody.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) that juveniles are not allowed to have money in their possession while in the physical custody of the IDJC and that, as stipulated in the Contraband Detection and Disposition/Searches (620) policy/procedure money in the possession of a juvenile 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 administrative support staff (support staff) and District support staff instruct Fiscal Services Financial Technician when and how to distribute the funds, as part of release procedures, by following the distribution guidelines.

**Operating Procedures**

I. Juvenile Account Balances

- A. Assigned support staff access the Juvenile Fund worksheet prior to release to determine IDJC juvenile account balance information to complete the Facility Juvenile Check-out Form (DJC-179) or the Contract Provider Juvenile Check-out Form (DJC-180) in preparation for release from custody.
- B. Juvenile funds are retained in the Juvenile Fund account until the juvenile is released from IDJC custody; therefore, the DJC-179 or DJC-180 form is not routed to fiscal services when a juvenile transfers placement, per the Transfer of Juveniles in IDJC Custody (431) policy/procedure.

II. Withdrawal of Funds

Funds must be withdrawn from the Juvenile Fund at time of release and upon Fiscal Services receipt of a DJC-179 form or DJC-180 form.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

- A. If the juvenile does not have funds, the assigned facility support staff enters zero balance on the DJC-179 form, Section II, and initials. If there are funds, the assigned facility support staff e-mails the DJC-179 form to [accountspayable@idjc.idaho.gov](mailto:accountspayable@idjc.idaho.gov), for completion and the funds distribution is scheduled for date of release.
- B. The DJC-180 form is sent to the District support staff after the juvenile is released in the field by the contract provider. If the juvenile does not have funds, the District support staff enters zero balance on the DJC-180 form, Section IV, and initials. If there are funds, the District support staff e-mails the DJC-180 form to [accountspayable@idjc.idaho.gov](mailto:accountspayable@idjc.idaho.gov) for completion and funds distribution.

### III. Distribution of Funds Upon Release From Custody

#### A. Victim restitution

Court-ordered restitution, fines, and fees per Section I of the DJC-179 or DJC-180 forms shall be paid from the juvenile's account in an amount determined appropriate by the juvenile's treatment team, to include the JSC, JPO, and Rehabilitation Specialist. If a juvenile's fund balance is less than \$20, one hundred 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 forms.

Upon disbursement of juvenile funds, the accounts payable Financial Technician completes Section II of the DJC-179 form or Section IV of the DJC-180 form and returns it to the appropriate support staff.

*Reference:* [Glossary of Terms and Acronyms](#)

*Desk Manual(s):* N/A

*Related Policies:* [Release of Juveniles from IDJC Custody \(437\)](#)  
[Juvenile Restitution for IDJC Property Damage \(679\)](#)  
[Correspondence and Communication: Mail, Telephone, and Visitation \(674\)](#)  
[Contraband Detection and Disposition/Searches \(620\)](#)

*Related Forms:* [Juvenile Corrections Center Check-out Form \(DJC-179\)](#)  
[Contract Provider Juvenile Check-out Form \(DJC-180\)](#)