



**OFF-CAMPUS SKILLS BUILDING INCENTIVE PROGRAM
SCREENING / APPROVAL REQUEST**

BCCY SCY SCYC

Referral by Education/Skills Building Incentive Program Multi-Disciplinary Team

Youth: _____ Client ID# _____ DOB: _____

Intake Date: _____ Facility: _____ Dorm: _____ Custody Level: _____

Full-Term Date: _____ Committing Court: _____

Judge(s): _____

Estimated Program Completion Date: _____

Committing Offense(s): _____

Amount of Time at Facility: _____ % of Sentence Served: _____ (897.1 only)

Crime Victim Notification (La. Ch. C. Art. 897.1) Yes No

Pending Charges / Detainer: Yes No

Escape History: _____

PC SCREENING

- Yes No Has youth obtained a GED or High School Diploma?
- Yes No If youth is under the age of 18, has written permission been obtained from a parent/guardian for youth to participate in the program?
- Yes No Has the youth been screened for possible security risk?
- Yes No Has the youth expressed an interest in the type of work this job entails?
If yes: High Medium Low
- Yes No If the youth is under the age of 16, will he be working no more than 8 hours per day or 48 hours per week?
- Yes No If the youth is a minor, have the policy work prohibitions been reviewed with the worksite supervisor to insure compliance with La. R.S. 23:241?
- Yes No Have youth reports submitted by the SPC been reviewed by all Team members?
- Yes No Have youth and worksite supervisor been advised of all security measures, including the use of the GPS for tracking and monitoring purposes?
- Yes No Has the youth completed the one-hour class in Life Skills instruction prior to employment?

897.1 - Sentencing Judge Approval for Off-Campus Skills Building Incentive Program

Approved Denied

Judge

Date

Sex Offender Bureau Notification Completed 48 Hours prior to Off-Campus Skills Building Incentive Program Assignment

Approved Denied

Central Office Furlough Coordinator

Date

Original to: Skills Building Program Coordinator

Copies to: Program Board
 Youth Portfolio