

# YOUTH SERVICES POLICY

<b>Title:</b> Youth Canteens <b>Next Annual Review Date:</b> 05/26/2018	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 9. Youth Fiscal Services <b>Number:</b> B.9.2
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<b>References:</b> ACA Standards 2-CO-1B-12 and 1B-13 (Administration of Correctional Agencies); and 4-JCF-6B-11 (Performance-Based Standards for Juvenile Correctional Facilities; and La. R.S. 24:513; YS Policy No. A.3.7 "Procurement of Supplies and Equipment" and A.3.1 "Asset Management"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 05/26/2009

**I. AUTHORITY:**

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish Youth Services' (YS) policy regarding the operation and accountability of youth canteens.

**III. APPLICABILITY:**

Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Deputy Undersecretary, and Facility Directors.

**IV. DEFINITIONS:**

**Unit Head** - Deputy Secretary, Facility Directors, and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, Deputy Undersecretary, and their support staff.

**V. POLICY:**

It is the Deputy Secretary's policy that a youth canteen shall be available at each secure care facility and shall be operated in accordance with State accounting procedures.

**VI. PROCEDURES:**

A. The Deputy Secretary, or his/her designee, shall be responsible for approving items for resale at youth canteens.

- B. A Canteen Review Committee comprised of representatives from the YS Central Office and the facilities shall meet annually to make recommendations concerning the addition or deletion of items on the approved list of items for resale in the canteens.
- C. Youth canteen operations shall be accounted for in accordance with facility procedures, which require the submission of quarterly financial reports to YS Central Office Accounting. All financial reports are to be maintained for a three year period in accordance with the State's record retention laws.
- D. Units shall purchase approved canteen items in accordance with YS Policy No. A.3.7 "Procurement of Supplies and Equipment".
- E. Unit Heads shall ensure that written procedures are established to address the following at a minimum:
  - 1. Canteen Staff Responsibility
    - a. Receiving Canteen Items - Items received shall be inspected for damage and verified against packing slips and purchasing documentation.
    - b. Stocking Canteen Items - Each youth canteen shall be stocked with a variety of approved items dependent on storage space and budget limitations.
    - c. Issuing Canteen Items -
      - 1) Youth fund balances shall be reviewed to verify that funds are available for purchases.
      - 2) For all canteen purchases, youth shall be identified in-person and shall be required to sign a receipt acknowledging items purchased and received.
  - 2. Pricing - A list of updated prices for available canteen items shall be maintained at each youth canteen.
  - 3. Hours of Operation - Each Unit Head shall develop a schedule for canteen operations and make the youth canteen available to youth to ensure they have an opportunity to purchase authorized items.
  - 4. Expenditure Limitations - Each Unit Head shall specify a maximum spending limit per youth per canteen visit except for those items determined to be exempt from this limit by the canteen committee.

F. Inventory

A physical inventory shall be completed in accordance with YS Policy No. A.3.1 "Asset Management".

G. Other Sales

Each Unit Head may authorize the sale of non-canteen items from the youth canteen such as indigent envelopes, postage, etc.

H. Access

Only authorized canteen staff and youth shall enter the canteen during operating hours. After hours entry must be approved by the Unit Head.

I. Audits

The youth canteen may be audited independently by the Legislative Auditor on an annual basis in accordance with La. R.S. 24:513 and the report shall be available as a public document.

**Previous Regulation/Policy Number:** B-09-005 / B.9.2

**Previous Effective Date:** 10/15/1998

**Attachments/References:**