

YOUTH SERVICES POLICY

Title: Reimbursable Expenses	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.9
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References: ACA Standards 2-7068 and 2-7115 (Juvenile Probation and Aftercare Services); YS Policy Nos. A.3.2 "Travel"; and A.4.2 "Standard Operating Procedures for Contract Providers"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 01/29/2016

I. AUTHORITY:

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

II. PURPOSE:

To establish the Deputy Secretary's policy on reimbursable program related expenses for contract providers, as well as youth related expenses incurred by Community Based Services (CBS) employees during youth transports.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Regional Directors, Regional Managers, and all employees of CBS.

IV. DEFINITIONS:

Community- Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

Probation and Parole Officer/Juvenile (PPO/J) - Includes CBS probation officers (Probation and Parole Officer 1, 2 and 3/Juvenile).

Supervising PPO/J - The probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

V. POLICY:

YS/OJJ shall reimburse the provider for certain program-related expenses not covered by a per diem contract and deemed necessary for youth in custody.

VI. PROCEDURES FOR CONTRACT PROVIDERS:

Before an item or a service not already available through an existing contract is purchased, the following criteria must be met:

- A. The item or service must be provided to promote the health, well-being, and/or treatment goals of the youth.
- B. The item or service is not available, nor fundable through any other source, including the youth's family. (Refer to Standard Operating Procedures for Contract Providers, Section 3.16.1)
- C. The cost of the item or service is not specifically funded by the per diem paid to the provider, nor uses the cost of other items or services submitted by the provider for the purpose of any part of a per diem rate.
- D. Prior approval for the purchase of any item or service not covered by the contract per diem shall be obtained from the Regional Director.
- E. Each attempt to locate an alternative source of funding shall be documented in the JETS case narrative by the Probation and Parole Officer/Juvenile (PPO/J).
- F. When purchasing emergency medications, medical supplies or equipment prescribed by a physician or other health care professional licensed to provide such services and the item or service is directly related to the treatment of an existing condition, the following resources shall be used in the following order until the purchase is successfully made:
 - 1. Ask the youth's parents to purchase the needed item;
 - 2. Use the youth's Medicaid card or medical insurance; or
 - 3. Request the facility where the youth is assigned to purchase the item.
- G. Payment for goods or services shall be made only in the form of reimbursement. Following approval from the Regional Director/designee, the provider shall purchase the good or service and submit the original receipt/invoice to the PPO/J for reimbursement. The 156A process shall be utilized for reimbursements. The PPO/J shall be responsible for submitting the 156A to designated Central Office staff for approval and payment of said item.
- H. A basic wardrobe shall be provided to any youth placed in the custody of YS/OJJ when the youth has insufficient clothing and no means to provide for clothing. Requests for initial clothing purchases shall include a clearly documented need and shall be submitted to the PPO/J within the first 15 days of placement.

The initial clothing purchase shall be limited to less than \$350.00 per youth and shall constitute a one-time expenditure. The initial purchase of clothing does not require the approval of the Regional Director. (Refer to Standard Operating Procedures for Contract Providers, Section 3.16.1).

Replacement clothing shall be purchased at the expense of the provider. Clothing left behind when a youth runs away from a facility shall be immediately secured, inventoried and delivered to the supervising region upon discharge.

- I. School expenses shall be reimbursed to the provider for certain expenses directly related to educational or vocational services; however, reimbursement shall not include the routine purchase of school supplies, paper, pencils, pens, notebooks, workbooks, lunch fees, etc. (Refer to Standard Operating Procedures for Contract Providers, Section 3.16.1)

In addition, program related reimbursement shall be limited to those items not included in the contract per diem rate and may include expenses such as the following:

1. Tuition for approved course work, vocational education or required summer school; or
 2. Tools, textbooks, supplies and special clothing required by vocational courses.
- J. Mileage reimbursement for the cost of transportation that is necessary due to extraordinary or extenuating circumstances that arise during the course of a youth's treatment program may be borne by YS/OJJ under the following circumstances:
 1. Transportation of the youth is not part of the routine services provided by the program for which it is reimbursed in the per diem rate; and
 2. The transportation required is to meet a specific unplanned or extraordinary need of the youth.
 - K. When extraordinary circumstances require one-on-one supervision of a youth, the additional costs of such an arrangement shall be requested by the provider and negotiated on a case-by-case basis. The request shall include the hourly rate of pay and the title and name of the person(s) providing the supervision. Requests are handled by the supervising region. One-on-one staffing may only be considered in crisis situations to address the safety of the youth and other residents.

One-on-one staffing is strictly short term (three (3) to five (5) days). Extensions beyond five (5) days require written justification and authorization by YS/OJJ.

All invoices with required documentation shall be provided to the supervising region within seven (7) working days of the one-on-one staffing incident.

VII. PROCEDURES FOR PPO/J STAFF:

- A. Routine meal purchases by regional office employees during the transport of youth does not require the approval of the Regional Manager, and may be reimbursed to the employee through the 156A process, along with a travel expense form (refer to YS Policy No. A.3.2).
- B. A 156A for the reimbursement of non-routine emergency purchases (i.e. clothing to attend a special program, ID, etc.) must have the approval of both the Regional Manager and Regional Director prior to purchase, with a maximum limit of \$50.00 per youth.

Previous Regulation/Policy Number: D.9.9

Previous Effective Date: 09/25/2014

Attachments/References: