

YOUTH SERVICES POLICY

Title: Youth Welfare Fund (YWF)	Type: B. Classification, Sentencing and Service Functions Sub Type: 9. Youth Fiscal Services Number: B.9.1
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References: La. R.S. 49:321, 15:866.2B and 15:874.5; Administrative Code Title 34, Part VII; Office of Statewide Reporting and Accounting Procedures; State Property Control Regulations; Louisiana Procurement Code; Executive Order JBE 2017-18; ACA Standards 2-CO-1B-14 (Administration of Correctional Agencies); YS Policy Nos. B.9.3 "Youth Banking" and C.4.9 "Sale of Vocational Goods and Hobby Craft Items"	
STATUS: Approved	
Approved By: James Bueche, Ph.D., Deputy Secretary	Date of Approval: 10/30/2019

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 YS policy governing the administration of the Youth Welfare Fund (YWF) at the YS secure care facilities.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, Facility Directors, and all employees responsible for the proper accounting of the YWF.

IV. DEFINITIONS:

Youth Welfare Fund (YWF) - Abandoned property in the form of legal tender and interest income earned from the investment of youth money maintained by the DPS&C/Corrections Services / Inmate Banking Section.

Youth Welfare Fund (YWF) Board – A board established at each YS secure care facility composed of the Facility Director, Treatment Director, Director of Education/designee, and a youth appointed by the Facility Director. The Board shall review and approve fundraising activities and make recommendations regarding expenditures of the YWF.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that a YWF be established at each secure care facility to be used solely for the benefit of the youth population.

In addition to authorized administrative expenses incidental to the operation of the YWF, these funds may also be used to pay admission costs of ticketed events, (i.e. movies, museums, etc.) for those employees who escort youth off campus to these type of events.

Under no circumstances shall an employee's meals be paid through the YWF on such occasions. It is the employee's responsibility to provide their own food and drink during off campus events.

VI. GENERAL:

- A. The YWF shall be jointly administered by the Facility Director and the Undersecretary/designee.
- B. Only the youth population shall be the beneficiary, directly or indirectly, of any welfare funds, except those administrative expenses incidental to the operation of the YWF which may be authorized with sufficient justification; and for ticketed events for employee's who escort youth off campus. Prior requests for such use of the funds shall be sent to the Undersecretary/designee for review/authorization.
- C. An annual budget shall be prepared by the YS Undersecretary with the assistance of Public Safety Services (PSS) Budget Section The PSS Budget Section shall enter the budget information into the Integrated Statewide Information Systems (ISIS) thirty (30) days prior to the beginning of each fiscal year.
- D. Accounting for the YWF shall be in accordance with the "Office of Statewide Reporting and Accounting Procedures".
- E. Monthly statements showing expenditures versus collections shall be prepared by the PSS Budget Section. These statements will be discussed in OJJ monthly budget meetings.
- F. All revenue from the YWF shall be deposited into the State Treasury account and classified accordingly by PSS/OMF/Accounting Office.

- G. All purchases made from the Facility YWF shall be in accordance with the “Louisiana Procurement Code” and the “Office of State Procurement, Small Purchase Procedures” (Executive Order JBE 2017-18). Expenditures may not exceed revenue deposited into the Facility YWF or the amount budgeted for the corresponding fiscal year.
- H. All items of movable property purchased shall be governed by State Property Control Regulations.
- I. Requests for expenditures from the YWF shall be initiated through the “156-B Request for Purchase” process and approved by the Facility Director.

VII. YOUTH WELFARE FUND BOARD:

- A. A YWF Board shall be established at each secure care facility, which shall be composed of the Facility Director, Facility Deputy Director, Administrative Program Manager and Treatment Director. The Facility Director shall also appoint a youth representative to the Board.
- B. At a minimum, the Board shall meet quarterly, or more often as needed. The Board shall make recommendations for fundraising activities and expenditures. The Facility Director shall present the Board’s recommendations at the monthly budget meetings for approval.
- C. Decisions regarding expenditures shall be made at the monthly budget meetings attended by the Undersecretary/designee, Regional Director and the Facility Director.

VIII. YOUTH FUNDRAISING:

- A. All startup costs or raw material costs for youth fundraising activities shall come from the YWF account. Under no circumstances shall State General Funds be used for this purpose.
- B. All fundraising activities shall be discussed by the YWF Board and presented by the Facility Director at the monthly budget meeting.

IX. DONATIONS:

- A. Donations from individual employees or employee groups may be made to the YWF. However, donations to individual youth are prohibited.
- B. Donations from private entities may be made to the YWF; however, these donations must be approved and managed by the Undersecretary / designee.

X. DEPOSITS:

Posted deposit tickets for the YWF and a copy of all documentation submitted for deposit shall be scanned to the appropriate PSS and State Treasury personnel by facility financial staff overseeing the YWF, and a carbon copy of the deposit receipt shall also be mailed to the State Treasury Department.

Louisiana State Treasury Office
Capital Annex Building
1051 North 3rd Street
Baton Rouge, LA 70802

Staff shall also mail a copy of the Transfer of Monies/Organizations for Youth Welfare and Canteen spreadsheet, the Bank Transaction Summary receipt, and the "Pink" copy of the stamped Deposit Ticket to the State Department of the Treasury. Staff shall always utilize a Certificate of Mailing receipt, and document it in the Mailroom Expense log.

XI. OTHER:

- A. The YWF shall not be used to pay discharging youth balances due from the Youth Banking System (Refer to YS Policy No. B.9.3).
- B. As defined in La. R.S. 15:866.2B, any legal tender abandoned by a youth which has not been claimed for 90 days following release from the custody of YS, shall be placed in the YWF at the respective facility.

Previous Regulation/Policy Number: B.9.1

Previous Effective Date: 11/01/2017

Attachments/References: