

JUVENILE REHABILITATION ADMINISTRATION

JRA Policy 6

**RESTITUTION AND ASSESSMENT AGAINST YOUTH:
COURT ORDERED OR JRA ORDERED**

TABLE OF CONTENTS

6-100	PURPOSE
6-200	SCOPE
6-300	DEFINITIONS
6-400	POLICY
6-500	PROCEDURE

ADMINISTRATIVE POLICY

JRA POLICY 6

**SUBJECT: RESTITUTION AND ASSESSMENT AGAINST YOUTH:
COURT ORDERED OR JRA ORDERED**

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APPROVED BY: **J. C. 11-08**
John Clayton, Assistant Secretary
Juvenile Rehabilitation Administration

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6-100 PURPOSE

This policy establishes terms and conditions for youth payment of financial obligations ordered by the court or Juvenile Rehabilitation Administration (JRA) due to damage or loss.

6-200 SCOPE

This policy applies to JRA organizational units and contracted programs.

6-300 DEFINITIONS

- 1. Claim for Damages:** Process by which youth are assessed financial responsibility for damage or loss done to property belonging to the state, staff or other youth, or medical costs incurred that are the responsibility of the youth.
- 2. Court-ordered Restitution, Fee or Financial Obligation:** A specific amount of money a youth has been ordered to pay by the court. In this policy, "financial obligation" includes restitution and fees.

6-400 POLICY

1. Youth are responsible for court-ordered restitution, fees and financial obligations.

- A. JRA will facilitate the payment of restitution as part of each youth's treatment plan. Payment plans must consider each youth's circumstances. Where reasonable, 50% of the youth's earnings will be dedicated to the payment of restitution and fees.
- B. Superintendents, Regional Administrators or Designees may approve the withdrawal of funds from a youth's account to pay for, or partially pay for, court-ordered financial obligations.

2. Youth may be held financially accountable for damage or loss of property and for injury to self or others which occur while under jurisdiction of JRA.

- A. Damage, loss or injury claims may be initiated by staff or youth on a JRA Claim for Damages form (DSHS Form 20-225, Attachment A). Claims must be reviewed by a Superintendent, Regional Administrator or Designee. <http://asd.dshs.wa.gov/FormsMan/formDetails.aspx?ID=1552>.
- B. Program staff may initiate a claim when damage is against facility or personal property. Youth may initiate claims for damages to the youth's personal property.
- C. Youth have the right to appeal financial obligation decisions according to JRA Policy 13, Filing and Processing Youth Complaints.
- D. Superintendents, Regional Administrators or Designees may authorize withdrawal of funds from a youth's JRA account to pay for, or partially pay for, claims that have been approved.
- E. Superintendents, Regional Administrator or Designees may consider a referral to law enforcement if significant damage has occurred.

3. Youth may be financially responsible for costs of drug screening.

Youth who receive positive test results after the initial intake test, may be held financially responsible for the cost of the test.

6-500 PROCEDURE

A. Facilitating Payment of Court Ordered Restitution, Fees and Financial Obligations

Action by:

Action

1. Residential Case Manager or Designee

- 1a. Review case file information to determine the amount of court ordered financial obligations.

- 1b. Work with the youth to develop a payment plan to respond to the court order.
- 1c. Monitor that payments are made and recorded as written in the payment plan.
- 1d. Include the youth's payment plan, restitution balance, and progress as a part of the youth's case reporting.

**2. Parole Case
Manager or Designee**

- 2a. Work with youth to develop a payment plan to respond to the court order. Document progress and status in Discharge Record of Official Action.

B. Initiating claims for Damages, Loss or Injury

Action by:

Action

**1. Residential Case
Manager or Designee**

- 1a. Review any incident report for financial responsibility of a youth.
- 1b. Present JRA Claim for Damages form to a Superintendent, Regional Administrator or Designee.

Action by:

Action

**2. Superintendent, Regional
Administrator or Designee**

- 2a. Review the JRA Claim for Damages form for approval.
- 2b. Authorize the withdrawal of funds from a youth's JRA account to pay for, or partially pay for, approved claims.