

JUVENILE JUSTICE COMMISSION

**COMPREHENSIVE COUNTY
FUNDING APPLICATION
FOR CY 2023**

**STATE/COMMUNITY PARTNERSHIP
GRANT PROGRAM**

FAMILY COURT SERVICES PROGRAM

**APPLICATION
GENERAL INFORMATION**

JANUARY 1, 2023 - DECEMBER 31, 2023

Section I. INTRODUCTION

This application provides each of the 21 New Jersey counties with a coordinated process to apply for State/Community Partnership Grant Program funds and Family Court Services Program funds. The application is based on the 2023 Comprehensive County Youth Services Plan Update.

The 2023 State/Community Partnership Program and Family Court Services Program will be for one year, January 1, 2023 - December 31, 2023.

Section II. APPLICATION REQUIREMENTS

General Information

The following information and forms are provided to direct the county in the development of the application for State/Community Partnership and Family Court Services funds for January 1, 2023-December 31, 2023.

The Application must be received at the Juvenile Justice Commission on or before **October 3, 2022 at 3:00 pm**. One original (single sided) application may mailed to the address below or emailed to JJCYSCGrants@jjc.nj.gov. Application must include one cover letter from the Co-Chairs, on behalf of the County Youth Services Commission indicating that all sections of this Application has been reviewed, discussed, and approved. The submission of the Application must also include the County Youth Services Commission meeting minutes indicating approval of the Comprehensive Funding Application.

NOTE: Counties should anticipate that failure to submit a completed application that contains all of attachments may negatively affect the review of the application and approval process.

Application Attachments for all funding sources

Checklist

The checklist must be completed to ensure all items with the Application package are include and have been verified by the YSC Administrator for submission to the Juvenile Justice Commission.

Cover Sheet

The cover sheet must be completed in full with the required information for the county's Chief Executive Officer, Chief Financial Officer, County Youth Services Commission Administrator and Supervisor of the County Youth Services Commission Administrator.

Attachment A – At A Glance

On this form, counties must list the Profile Number, Funding Source, Agency and Program Name, a brief description, and amount to be awarded by point on continuum for calendar year 2023.

Note: If the county's Request for Proposal (RFP) results in changes to the information submitted on the chart, a revised *Attachment A* must be submitted no later than 30 days after the County Commissioner has approved the contract/award.

Attachment B-1 Complete this page to indicate the monies allocated to implement the programs and/or types of services identified, at each point of the continuum, on the Programs and/or Services To Be Funded chart (*Attachment A*).

Note: If the county's RFP results in a change in how the dollars are allocated, a revised *Attachment B-1* must be submitted no later than 30 days after the County Commissioner has approved the contract/award.

Note: The Commission will not allow funds to be used toward capital expenditures.

Attachment B-2 – CY 2023 Line Item Budget, Program Management/Administrative Cost

Complete Page 1 by listing the name, title, salary, and fringe benefits of each employee paid with JJC Management/Administrative funds. Also, indicate whether this is a new or existing employee.

Complete Page 2 by providing a line-item budget for management/administrative funds that will be used for non-personnel items that are allocated under each funding source. Budget Categories include:

- *Travel:* Management/Administrative funds used for travel.
- *Consumable Supplies:* Management/Administrative funds used for office supplies.
- *Equipment:* Management/Administrative funds used for communicative and office equipment.
- *Purchase of Services:* Management/Administrative funds used for fees paid to individuals or organizations for direct services.

Attachment C – Program Profile

Program Profiles **are required** at the time of Application submission for *each* program/service. All programs/services listed on the CY 2023 At A Glance chart (*Attachment A*) must have a corresponding profile.

These profiles provide a detailed explanation for each program and allocation, in *Attachments A and B-1*. Program Profiles include Funding, Program Description, Target Population, Level of Service, Geographic Area, Goal, Outcome and Justification.

Note: If the county's RFP or open competitive process results in changes to the information submitted on a Program Profile, a revised *Attachment C* must be submitted no later than 30 days after the County Commissioner has approved the contract/award.

Attachment D – Youth Services Commission Membership

Provide a current list of members and their designees. Select the race/ethnicity of each member. Identify each Chair/Co-Chairs of the Youth Services Commission with an asterisk and new members or members filling vacancies with two asterisks. If a position is vacant, submit a copy of the letter sent to the individual requesting their representation.

State/Community Partnership Grant Program

General Instructions:

Counties are required to follow the Juvenile Justice Commission Guidelines for Purchase of Client Specific Services issued August 1, 1996.

Request for Proposal

With each triennial comprehensive plan the Youth Services Commission is required to follow the request for proposal process as stated in N.J.A.C.13:90-3.12. In accordance with applicable law, all counties are required to follow their Local Public Contracts Law with regard to requests for proposals.

In the years when a Plan Update is due, the JJC does not require the county to go through an open competitive process for contracts originally selected through an open competitive process. These contracts may be renewed based on continued county need, outcomes achieved and positive monitoring results. The county may continue to fund a program until the next Comprehensive County Plan is submitted.

If an RFP or open competitive process is not implemented, as a part of the justification, describe why this program was not sought through an RFP. Also indicate the outcomes that have been achieved, monitoring results and any data used that would warrant funding of that program and/or service.

If a request for proposal process is implemented, every effort must be made to involve community-based organizations and agencies, including minority service providers, in the implementation of the Partnership Programs through the RFP process.

State/Community Partnership Grant Program Application Attachments:

Attachment E - Partnership 1/3 Set-Aside Justification

If the County Youth Services Commission intends to set aside 1/3 of its Partnership Program Services funds for county-operated sanctions and services, this attachment must be completed. This justification must be approved and endorsed by a 2/3 vote of the eligible members County Youth Services Commission. The following information and documentation are required and must be completed and/or attached: Justification to support this determination, corresponding program profiles, total amount to be set-aside, line-item budget and YSC meeting minutes stating that the set aside has been approved.

Family Court Services Program

General Instructions:

Since 2003, the Application for Family Court Services Program funds has been coordinated with the application for the State/Community Partnership Grant Program. These funds are administered in coordination with the guidelines of the State Community Partnership Program established pursuant to N.J.S.A. 52:17B-179.

Request for Proposal

With each comprehensive plan the Youth Services Commission is required to follow the request for proposal process as stated in N.J.A.C.13:90-3.12 and Local Public Contracts Law.

In the years when a Plan Update is due, the JJC does not require the county to go through an open competitive process for contracts originally selected through an open competitive process. Contracts may be renewed based on continued county need, outcomes achieved and positive monitoring results. The county may continue to fund a program until the next Comprehensive County Plan is submitted.

If a request for proposal process is implemented then every effort must be made to involve community-based organizations and agencies, including minority services providers, in the implementation of the Family Court Services Program through the RFP process. An exception to the requirement for the Request for Proposal process will be the award of Family Court Services funds for a contract which continues the funding of an existing Juvenile Family Crisis Intervention Unit which has been funded since 1996 with Family Court Services Funds.

Through the request for proposal process a county may choose to utilize the Mobile Response and Stabilization Services (MRSS) as a resource to the Family Court Intervention Unit (FCIU) or they may choose to integrate FCIU with MRSS by selecting the current MRSS provider. If a county should choose to maintain separate MRSS and FCIU programs, the two programs will be responsible for working together to confirm role definition and coordination of responsibilities. Entities selected by each county's planning process to serve as the Family Crisis Intervention Unit must execute an agreement with the Administrative Office of the Courts pursuant to N.J.S.A. 2A: 4A- 76. The entity must agree to provide services consistent with the Family Crisis Intervention Unit manual approved by Judicial Council of the New Jersey Judiciary.

NOTE: The County must provide the Juvenile Justice Commission with written notification at least 105 calendar days in advance of the county's decision to renew or terminate a FCIU contract, the amount of funds available, and any changes in the contract terms and conditions. In the absence of such notification, the JJC will notify the Division of Children's System of Care to renew the contract with funding at least at the prior year's allocation. Also written notification of a county's intent to merge its FCIU and MRSS services must be submitted to the JJC.

Section III. ADMINISTRATION

General Statement:

The following grants provide a portion of the funds for administration at the county level.

State/Community Partnership Grant Program

Partnership Program Management funds may be used only for administering services and activities of the County Youth Services Commission. Program management funds are used for persons who will manage the Partnership funds received by the county and other juvenile justice programs, services and sanctions undertaken by a county in implementing its Comprehensive County Youth Services Plan. A line-item budget (Attachment B-2) for all Program Management costs must be submitted for the State/Community Partnership Grant Program. In accordance with N.J.A.C. 13:90-3.6, Program Management funds are applied to salaries and/or the reasonable administrative costs that support staff to administer Partnership funds and other sanctions and services undertaken by the county in implementing the County Comprehensive Plan.

Upon the approval of the JJC Executive Director, Program Management funds may be directed into sanctions and services for juveniles adjudicated or charged as delinquent and/or delinquency prevention programs. Approval is conditioned upon the demonstration by a county that adequate program management, monitoring and administration funds are available from sources other than Partnership. State/Community Partnership Grant Program Services funds may not be used for program management, monitoring and/or administration.

Family Court Services Program

Counties that have been using a portion of Family Court Services funds for program administration may continue to do so at the same level of funding as used in the 2003 Comprehensive County Funding Application. No additional Program Administration funds will be approved from Family Court Services Program Funds. All persons hired with these funds will manage the Family Court Services Program funds received by the county and other juvenile justice programs, services and sanctions undertaken by a county implementing its Comprehensive County Youth Services Plan. A line-item budget (Attachment B-2) for all administration costs must be submitted for the Family Court Services Program.

Section IV. DEFINITION & RATIONALE

General Statement:

Defines and describes each Point of Intervention on the Continuum

PREVENTION

Delinquency Prevention Programs are strategies and services designed to increase the likelihood that youth will remain free from initial involvement with the formal or informal juvenile justice system. The goal of delinquency prevention is to prevent youth from engaging in anti-social and delinquent behavior and from taking part in other problem behaviors that are pathways to delinquency. For the purposes of this Plan, Primary Delinquency Prevention programs are those directed at the entire juvenile population in a targeted area like a specific school, neighborhood or town/community where delinquency risk factors are prevalent. Secondary Delinquency Prevention programs are those directed at specific youth who are at higher risk of involvement in the juvenile justice system than the general population based on exhibited behaviors associated with delinquency. Given this goal, Delinquency Prevention programs that are developed annually through the comprehensive planning process must serve a clearly identified target population of at-risk youth and services must address the known causes and correlates of delinquency.

Delinquency Prevention data describe trends in juvenile delinquency and in factors that reflect the causes and correlates of delinquent activity. By understanding the nature and extent of delinquent behavior and the factors associated with involvement in delinquency, Counties can better identify the content and scope of prevention programs needed. This information will help Counties make informed decisions regarding the allocation of resources to delinquency prevention, including those disseminated by the Juvenile Justice Commission (e.g., State/Community Partnership, Family Court Services, and Title II).

The Delinquency Prevention data required for this Comprehensive Plan is meant to become the foundation for prevention program planning. However, it should be noted that the typical prevention planning process requires an in-depth analysis of community, family, peer, and education factors that identify problem areas in a specific school, neighborhood or town/community in the County.

This Comprehensive Plan requires only a small portion of the data that could potentially be collected at the County or municipal level.

DIVERSION

The Diversion stage of the juvenile justice system offers alleged juvenile offenders an opportunity to avoid arrest and/or prosecution by providing alternatives to the formal juvenile justice system process. The goal of Diversion is to provide services and/or informal sanctions to youth who have begun to engage in low level delinquent behavior in an effort to prevent youth from continuing on a delinquent pathway. Youth who do not successfully complete a diversion program may ultimately have their case referred for formal processing by the juvenile court. Given this goal, Diversion programs developed through the comprehensive planning process should clearly focus on providing services and/or informal sanctions that address the known causes and correlates of delinquency.

Diversion Process

In New Jersey, juveniles are dealt with informally through one or more of the following: Law Enforcement Station House Adjustments, Family Crisis Intervention Units (FCIU), Family Court Juvenile Conference Committees, or Family Court Intake Service Conferences.

Law enforcement officers might divert a youth suspected of a delinquent act if, in lieu of making an arrest, the officer chooses to dismiss the youth with a warning and reprimand, or to refer the youth to a social service agency. This process is known as a station house adjustment.

Youth who are accused of committing a delinquent act directly tied to family dysfunction may be diverted, with their families, to the Family Crisis Intervention Unit. The FCIU can provide services to youth and their families to resolve the immediate crisis leading to delinquency, thereby preventing the juvenile and his or her family from entering the formal court system.

Diversions within Family Court occur after a complaint has been filed, but prior to the case being formally heard by a judge. At this point, youth may be diverted to either a Juvenile Conference Committee (JCC) or to an Intake Services Conference (ISC). First and second time offenders charged with low level delinquent offenses may be diverted first to the JCC - a committee of volunteers from the community who attempt to settle the complaint. Complaints not resolved at the JCC level are referred to an Intake Service Conference. An ISC is a meeting between the youth and an intake officer who attempts to settle the case. Complaints not resolved at the ISC may be referred to a judge for formal processing.

Diversion Programs

Diversion programs are the structured services and sanctions typically provided to youth and/or their families at any point in the Diversion process. A law enforcement agency or the court might operate a Diversion program directly or the youth might participate in a program operated by a contracted service provider.

Diversion data describe trends in the extent and nature of cases diverted in your county that reflect the causes and correlates of delinquent activity. By understanding the volume of the existing types of diversion cases and the factors associated with involvement in delinquency, counties can more effectively plan the content and scope of Diversion programs. This information will help counties make informed decisions regarding the allocation of resources to Diversion programming, including those disseminated by the Juvenile Justice Commission (e.g., State/Community Partnership, Family Court Services, and Title II).

DETENTION

The Detention phase/component of juvenile justice includes detention, the temporary care of juveniles and the provision of Detention Alternative Programs.

Detention

“Detention” is defined as the temporary care of juveniles in physically restricting facilities pending court disposition (N.J.A.C. 13:92-1.2).

An objective of detention is to provide secure custody for those juveniles who are deemed a threat to

the physical safety of the community and/or whose confinement is necessary to insure their presence at the next court hearing (N.J.A.C. 13:92-1.3). For the purpose of this plan a limited amount of funding may be provided to support court ordered evaluations for adjudicated youth who reside in the detention center, if all other resources have been exhausted.

Detention Alternatives

Detention Alternative Programs provide supervision to juveniles who would otherwise be placed in a secure detention facility while awaiting final disposition of their case, expanding the array of pre-disposition placement options available to the judiciary. Detention Alternative Programs/Services are not to be provided in the detention center. These programs are designed to provide short-term (30 – 60 days) supervision sufficient to safely maintain appropriate youth in the community while awaiting the final disposition of their case. As such, these programs help to reduce the overall detention population and relieve detention overcrowding and its related problems where it exists.

Detention data describe the number of juveniles placed in detention, the characteristics of those juveniles, and the types of offenses for which they are detained. By understanding the nature and extent of the detained population and the extent to which detention is used and the characteristics of the youth, planners can better identify the content and scope of Detention Alternative Programs needed in their counties. As such, counties will be better equipped to make informed decisions regarding the allocation of resources to Detention Alternative Programs, including those disseminated by the Juvenile Justice Commission (e.g., State/Community Partnership, Family Court Services, Juvenile Detention Alternatives Initiatives, and Title II).

DISPOSITION

Disposition is the phase of the juvenile justice system where youth adjudicated delinquent are ordered by the court to comply with specific sanctions, supervision, and services as a consequence for their delinquent behavior. In New Jersey, the range of dispositions available to the court includes but is not limited to restitution/fines, community service, probation, and commitment to the Juvenile Justice Commission. For youth disposed to a term of probation supervision, among the conditions of probation that might be imposed by the court is the completion of a Dispositional Option Program. The structure of these Dispositional Option Programs are varied, but common among these options are intensive supervision programs, day and evening reporting centers, and structured day and residential programs. Given this goal, Disposition programs developed through the comprehensive planning process should clearly focus on providing sanctions, supervision, and services that address the known causes and correlates of delinquency.

When determining the appropriate disposition in a given case, the court faces the complex task of considering multiple goals, including promoting public safety, ensuring offender accountability, and providing juveniles with opportunities for personal growth and skill development through rehabilitative efforts. By developing and enhancing local Dispositional Option Programs, counties can facilitate the achievement of these goals by providing the court with the range of options that matches best the supervision and service needs of youth in their communities. Research and experience indicate that well developed community-based Dispositional Option Programs can effectively reduce the likelihood of continued delinquency, improving the lives of the youth they serve, and the quality and safety of the local community and its citizens.

Disposition data describe the number of youth adjudicated delinquent and disposed by the court, as well as the characteristics of these juveniles that reflect the causes and correlates of delinquent activity. By understanding the nature and extent of the juvenile population facing disposition and the factors associated with involvement in delinquency, planners can better identify the content and scope of Dispositional Option Programs needed in their counties. As such, counties will be better equipped to make informed decisions regarding the allocation of resources to Dispositional Option Programs, including those resources disseminated by the Juvenile Justice Commission (e.g., State/Community Partnership, Family Court Services, Juvenile Detention Alternatives Initiatives and Title II).

REENTRY

In the juvenile justice system Reentry generally refers to the period of community-based supervision and services that follows a juvenile's release from a secure facility, residential program, or other structured dispositional placement.

However, for the purposes of this application, the use of the term Reentry only applies to committed youth paroled from a Juvenile Justice Commission (JJC) facility and supervised by the JJC's Office of Juvenile Parole and Transitional Services and to juveniles disposed to a JJC program as a condition of probation and supervised by the Juvenile Probation Division. Reentry is a mechanism for providing the additional support during this transitional period that is necessary to foster the successful reintegration of juveniles into their communities. Given this goal, Reentry programs developed through the comprehensive planning process should clearly focus on providing services to youth, regardless of their age, that address the known causes and correlates of delinquency.

By developing Reentry services that compliment the supervision provided by the JJC and Probation, Counties can increase the likelihood that juveniles returning to their communities will reintegrate successfully. This type of cooperative effort in the delivery of Reentry services and supervision improves each youth's chance of becoming productive, law-abiding citizens, which in turn enhances the safety and quality of the local communities in which these juveniles reside.

Reentry data describe the number of committed youth and probationers returning to the community from JJC facilities and programs, as well as the demographic and offense characteristics of these juveniles that reflect the causes and correlates of delinquent activity. By understanding the nature and extent of the population released to Reentry and the factors associated with involvement in delinquency, planners can better identify the content and scope of Reentry services and programs needed in their counties. As such, counties will be better equipped to make informed decisions regarding the allocation of resources to Reentry services, including those resources disseminated by the Juvenile Justice Commission (e.g., State/Community Partnership, Family Court Services, and Title II).

AT A GLANCE (Programs & Services to be Funded)
 JANUARY 1, 2023 TO DECEMBER 31, 2023

County YSC:

Original Date:

Revision Date:

Point of the Continuum	No.	Funding Source	Agency & Program Name	Brief Description	Prevention	Diversion	Detention	Disposition	Rentry	Client Specific Funds	Total
e.g. Prevention, Diversion, Disposition	1	Family Court	Happiness Inc. and Program ABC	Provide 90 day (12 sessions weekly) comprehensive evidence based/influenced programming; employment and education readiness; supervised community services; case management; and referrals.	\$29,954.00	\$22,465.00	\$0.00	\$97,347.00	\$0.00	\$15,000.00	\$164,766.00
	1										\$0.00
	2										\$0.00
	3										\$0.00
	4										\$0.00
	5										\$0.00
	6										\$0.00
	7										\$0.00
	8										\$0.00
	9										\$0.00
	10										\$0.00
	11										\$0.00
	12										\$0.00
	13										\$0.00
	14										\$0.00
	15										\$0.00
	16										\$0.00
	17										\$0.00
	18										\$0.00
	19										\$0.00
	20										\$0.00
	21										\$0.00
	22										\$0.00
	23										\$0.00
	24										\$0.00
	25										\$0.00
<i>Programs & Services Total</i>					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Administration State Community Partnership			Funding is used to oversee the management and implementation of the State/Community Partnership. This may include personnel, travel, supplies, equipment, purchase of services, and other.		n/a	n/a	n/a	n/a	n/a	n/a	\$0.00
Administration Family Court Services			Funding is used to oversee the management and implementation of the Family Court Services funds. This may include personnel, travel, supplies, equipment, purchase of services, and other.		n/a	n/a	n/a	n/a	n/a	n/a	\$0.00

Total \$0.00

**ALLOCATION OF FUNDS PER PROGRAM CATEGORY & FUNDING SOURCE
JANUARY 1, 2023 TO DECEMBER 31, 2023**

County YSC:

Original Date:

Revision Date:

PROGRAM CATEGORY/BUDGET SUMMARY	PARTNERSHIP	FAMILY COURT	TOTAL ALLOCATION PER PROGRAM AREA
1) DELINQUENCY PREVENTION	\$ -	\$ -	\$ -
2) DIVERSION (Law Enforcement, FCIU and Family Court)	\$ -	\$ -	\$ -
3) DETENTION	\$ -	\$ -	\$ -
4) DISPOSITION	\$ -	\$ -	\$ -
5) REENTRY	\$ -	\$ -	\$ -
6) ADMINISTRATION	\$ -	\$ -	\$ -
7) OTHER (Client Specific Funds):	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

Comments:

- All funds must be represented on this form.
- Information should correspond with Attachment A: Programs and/or Type of Services to be Funded chart and Attachment C: Program Profile(s).
- A detailed explanation for *each program* in each category is to be provided in Attachment C: Program Profile.
- If the County’s RFP results in a change in how the dollars are allocated above, then a revised Attachment B-1 must be submitted after the RFP process.

**CY 2023
Line-Item Budget
Program Management/Administrative Cost**

County YSC:

Original Date:

Revision Date:

Page 1: Personnel

N/E*	Name/Title		Partnership	Family Court	Other** (specify)	Total Salary	
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
		Salary	\$ -	\$ -	\$ -	\$ -	100%
		Fringe Benefits	\$ -	\$ -	\$ -	\$ -	100%
PERSONNEL TOTAL			\$ -	\$ -	\$ -	\$ -	100%

*N – New Employee

*E – Existing Employee

** “Other” funding sources (identify all sources including JJC Innovations Funding): _____

**CY 2023
Line-Item Budget
Program Management/Administrative Cost**

County:

Original Date:

Revision Date:

Page 2: Non-Personnel

Line Item Description	Partnership	Family Court	Other** (specify)	TOTAL AMOUNT
Travel	\$ -	\$ -	\$ -	\$ -
Consumable Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Purchase of Services:	\$ -	\$ -	\$ -	\$ -
Other (Specify):	\$ -	\$ -	\$ -	\$ -
Other (Specify):	\$ -	\$ -	\$ -	\$ -
Other (Specify):	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
NON-PERSONNEL TOTAL	\$ -	\$ -	\$ -	\$ -
TOTAL from Page 1, Personnel	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL OF PAGES 1 AND 2	\$ -	\$ -	\$ -	\$ -

** "Other" funding sources (identify all sources including JJC Innovations Funding):

Travel: Comprehensive funds used for travel.

Consumable Supplies: Comprehensive funds used for Office Supplies.

Equipment: Comprehensive funds used for communicative and office equipment.

Purchase of Services: Comprehensive funds used for services or subcontacts.

**PROGRAM PROFILE
CY**

A Program Profile must be completed for *each* proposed program and/or service to be funded with State/Community Partnership and Family Court. **Note: If the County’s RFP results in changes to the information submitted on this Program Profile, a revised *Attachment C* must be submitted no later than 30 days after the County Freeholder has approved the contract/award.**

County YSC: _____ Original Date: _____ Revision Date: _____

Allocation by Funding Source: Partnership \$ _____ Family Court \$ _____ FCIU \$ _____

Total Allocation: \$ _____ 1/3 set-aside New Program (New Contract) Renewal

PROGRAM GOAL

Prevention: To prevent at-risk youth from engaging in anti-social and delinquent behavior and from taking part in other problem behaviors that are pathways to delinquency.

Primary Secondary

Funding Allocation and Source: \$ _____ / __ \$ _____ / __

Diversion: To provide services and/or informal sanctions to youth who have begun to engage in low level delinquent behavior in an effort to prevent youth from continuing on a delinquent pathway.

Funding Allocation and Source: \$ _____ / __ \$ _____ / __

Detention/Detention Alternatives: To ensure the youth’s presence at the next court hearing and to provide short-term (30-60 days) supervision sufficient to safely maintain appropriate youth in the community while awaiting the final disposition of their case.

Funding Allocation and Source: \$ _____ / __ \$ _____ / __

Disposition: To provide the court with a range of options that match the supervision and service needs of youth in their communities in an effort to reduce recidivism.

Funding Allocation and Source: \$ _____ / __ \$ _____ / __

Re-entry: To provide youth transitioning from a JJC residential or day program with additional support for successful reintegration into their communities in an effort to reduce recidivism.

Funding Allocation and Source: \$ _____ / __ \$ _____ / __

PROGRAM & PROGRAM DESCRIPTION

Program Name or service to be requested (RFP’d) as reflected on Attachment A:

Implementing Agency (if known): _____

Program Description (When providing the information below, please limit your description to how the allocated funds will be implemented, not the agency's full range of services.

- **Services to be provided** (The description must minimally include the program components and the referral source):
- **Target Population:** Must reflect the Program Category selected above based on its Definition and Rationale. Also include the age, gender and the referral source:

If funding a Prevention or Diversion program/service, list the targeted area to be served (i.e. school, neighborhood or town/community). For example, Area Type: School – High School #1.

Area Type: -
 Area Type: -
 Area Type: -

- **Level of Service Type** (Beds, Classes Days, Evaluations, Group Sessions Hours, Individual Sessions or Youth Slots):

Service Type: _____
 Number of _____ in program at any given time: _____
 Number of unduplicated _____ served during contract period: _____
 Comments: _____

Service Type: _____
 Number of _____ in program at any given time: _____
 Number of unduplicated _____ served during contract period: _____
 Comments: _____

Service Type: _____
 Number of _____ in program at any given time: _____
 Number of unduplicated _____ served during contract period: _____
 Comments: _____

Service Type: _____
 Number of _____ in program at any given time: _____
 Number of unduplicated _____ served during contract period: _____
 Comments: _____

PROGRAM OUTCOME

List the anticipated impact (what to expect) of this program or service and provide corresponding outcome (expectation of the program). Provide number and percent for each outcome provided. Outcomes must match level of service type. For example: Decrease the number of youth engaging in anti-social and delinquent behavior. Eighty percent (8 of 10) of the twenty-youth involved in the program will not have a formal complaint signed against them for the time that they are in the program.

Anticipated impact:
Outcome #1: _____
Anticipated impact:
Outcome #2: _____

Anticipated impact:
Outcome #3: _____

Describe how each of the outcomes will be measured. Measurement may include but not limited to client feedback, pre/post surveys: _____

Justification

1. As described in the Comprehensive Plan or Plan Update, what is this program or service is seeking to address? _____

2. Describe what competitive process (i.e. RFP, RFQ, inter-governmental agreement) was used for selecting this agency or service. Include the date of initial process and option for renewal. Does your country require an annual RFP? _____

3. Complete this section if the program/service is being renewed:
 - a. Refer back to the most recent approved program profile, describe:

Outcomes from prior year:	Outcome:
Outcome #1: _____	
Outcome #2: _____	
Outcome #3: _____	

Monitoring

Provide the date and result of the last monitoring: _____

If this provider had yet to be monitored, what did the YSC review to determine its continuation?

Comments: _____

CY 2023
COUNTY OF _____
Youth Services Commission
Membership List

County Youth Services Commission Administrator:

NAME & DESIGNEE	POSITION/ REPRESENTATIVE	RACE/ ETHNICITY***
1.	Presiding Judge – Family Part of the Superior Court	
2.	Family Division Manager or Assistant Family Division Manager	
3.	Chief Probation Officer	
4.	Highest elected official of County government (e.g., County Commissioner/ County Executive)	
5.	County Prosecutor	
6.	County Public Defender	
7.	County DCP&P District Manager	
8.	County Mental Health Administrator	
9.	County Superintendent of Schools	
10.	Superintendent of the County Vocational School	
11.	County Human Services Department Director	
12.	Youth Shelter Director	
13.	Youth Detention Center Director	
14.	Juvenile Family Crisis Intervention Unit - Director	
15.	President – Juvenile Officers Association or other law enforcement representative who works primarily with youth/Police	
16.	County Alcoholism and Drug Abuse Director	
17.	Workforce Investment Board Representative	
18.	Business Representative	

**Youth Services Commission
Membership
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ADDITIONAL VOTING MEMBERS

NAME & DESIGNEE	POSITION/ REPRESENTATIVE	RACE/ ETHNICITY***
19.	Parent or parent organization	
20.	Community Youth	
21.	Education Sector	
22.	Mental health, family counseling, child advocacy, domestic violence, and/or victims' rights groups	
23.	Clergy	
24.	Family law practitioners	
25.	The Minority Concerns Vicinage Advisory Committee of the AOC	
26.	Civic Organizations	
27.	Representatives of major urban areas within the county	
28.	Municipal youth services commissions	
29.	Other interested persons who deal with children	

NON-VOTING EX-OFFICIO AND ADDITIONAL MEMBERS

NAME & DESIGNEE	POSITION/ REPRESENTATIVE	RACE/ ETHNICITY***
1.	Court Liaison - Juvenile Justice Commission	
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9.		
10.		

NOTE: If a position is vacant, you must submit a copy of the letter sent to the individual requesting their representation.
 NOTE: Positions listed in rows 1-29 are required pursuant to N.J.AC 13:90-2.4.

Comments:

PLEASE IDENTIFY CHAIR/CO-CHAIRS OF THE YOUTH SERVICES COMMISSION WITH AN ASTERISK (*).

PLEASE IDENTIFY NEW MEMBERS OR INDIVIDUALS FILLING VACANCIES WITH TWO ASTERISKS (**).

*** RACE/ETHNICITY: WHITE, BLACK, HISPANIC OR OTHER (OTHER REPRESENTS NATIVE AMERICAN, ALASKAN NATIVE AND ASIAN OR PACIFIC ISLANDER).

ABOUT THE YSC

1. How are YSC meeting notices posted and how often does the YSC meet?
2. When were the YSC's By-laws last approved and reviewed? (Attach copy)
3. Per the regulations (*N.J.A.C. 13:90-2.7*), list your current standing committees of the YSC and Chairperson:

Committee Name	Area of focus	Chairperson (s)
	The development of a comprehensive youth services plan and plan updates	
	The review of proposals from providers seeking to provide sanctions and services and/or delinquency prevention programs	
	Monitoring and evaluation of sanctions, services, and programs	
	Education, training, and community awareness.	
	Racial disparity in the juvenile justice system.	

COMMENTS:

Required Attachments:

- Current YSC Bylaws
- Subcommittee Membership Lists

PARTNERSHIP 1/3 SET-ASIDE JUSTIFICATION

CY 2023

COUNTY OF

Provide a detailed explanation and justification to support a determination by the County Youth Service Commission to set aside a portion of its Partnership Program Services allocation (not to exceed 1/3) to be used to implement or expand county-operated sanctions and services. Describe how using a **county-operated** approach in lieu of a competitive process to implement this service represents the most efficient and expedient method for addressing priorities established by the Youth Services Commission.

Program Profile Number: _____ \$ _____

Program Profile Number: _____ \$ _____

Program Profile Number: _____ \$ _____

Program Profile Number: _____ \$ _____

Total: \$ _____

Are any of the above county-operated sanctions or services under the supervision of the YSC Administrator or their supervisor? YES NO

If no, who (County Department/Office/Unit) will provide supervision of the 1/3 set-aside program? _____

If yes, i.e., if any of the county-operated sanctions or services are under the supervision of the YSC Administrator or their supervisor 1) identify the Supervisor and 2) Describe how the county ensures that there are no conflicts with monitoring:

Has the above justification been presented to and approved and endorsed by the County Youth Services Commission by a 2/3 vote? YES NO Meeting date: _____

Required Attachments:

- *The Memorandum of Understanding or Agreement or contract*
- *Program Profile (Attachment C) for each service to be provided*
- *Line Item Budget*
- *Minutes reflecting the Youth Services Commission 2/3 vote approving the 1/3 Set-Aside*