



Wayne County Department Of Children and Family Services
JUVENILE SERVICES DIVISION

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Youth Assistance Programs and
Accessing Child Care Funds

PAGE: 1 of 4

ITEM: 500.19

DATE: 7/1/2004

I. Policy

- A. The services described in this Policy are designed for early identification and intervention with children and youth in jeopardy of penetrating further into the criminal justice system. Clients should have immediate and easy access to services. Juveniles, who are non-wards (a juvenile without an adjudication on record), may participate in Youth Assistance Programs (YAP).

The Youth Assistance Program is funded by Wayne County, through allocation of 1/10th mill funds. The funds were established through Wayne County Ordinance 96-86 [Revised] 2/16/96). The funds are distributed regionally, within the County.

- B. Youth Assistance Programs (YAP) are designed to reduce youth crime by providing prevention and early intervention services to youth in serious danger of entry into the juvenile justice system.
- C. Referrals to local Youth Assistance Programs may be made by:
1. Local Police Agencies;
 2. Local Schools;
 3. Wayne County 3rd Circuit Court – Family Division; or
 4. Parent or guardian.
- D. The Third Circuit-Family Division may refer juveniles between the ages of 7 and 17 to a YAP. Juveniles come to the Court's attention through:
1. Walk-in parent complaints;
 2. Informal dockets, during the pre-dispositional phase.
- E. YAP funds may be deposited in the County Child Care Fund to expand available services. A YAP, that has deposited funds in the County Child Care Fund, **must** refer the juvenile to the Court to access these funds.

1. The Juvenile Assessment Center (JAC) provides a single-point of entry and gateway to accessing Child Care Funded services administered by Wayne County Department of Children and Family Services (CAFS).

II. Definitions

None

III. Procedures

- A. The following outlines procedures for accessing Child Care Funds for a juvenile originally referred to the YAP by local police, schools or parents/guardians.
 1. YAP Providers are required to have all Child Care Funded juveniles registered on the Juvenile Agency Information System (JAIS). The YAP completes the following:
 - a. Juvenile Assessment Center At-Risk Referral Notice (Exhibit 500.19-A);
 - b. At-Risk Juvenile Complaint (Exhibit 500.19-B); and
 - c. Faxes copies to the Court JAC at (313) 833-5973.
 2. Within 24 hours of receipt of the referral information, the Court JAC will deliver the At-Risk Referral Notice and At-Risk Juvenile Complaint to the Court Liaison.
 3. The Family Division Court provides authorization of service, by providing an authorization stamp and date on the At-Risk Juvenile Complaint form. The Court also provides a copy of the Delinquency Referral Outcome Data Sheet (Exhibit 500.19-C).
 - a. All referrals will be processed by the Court, within 48 hours of receipt from the JAC. Once authorized by the Court, the referrals are processed to the JAC for assignment to the YAP.
 4. Within 72 hours of receipt from the Court Liaison, the Court JAC will:
 - a. Open an Intake Record on JAIS, including the Court Information Screen and enrollment;
 - b. Fax a Copy of the JAC Referral Notice and the authorized At-Risk Juvenile Complaint form to the YAP within three business days.

5. The YAP Provider will complete:

- a. Any additional demographic information not on the Intake Record in JAIS;
- b. Enter weekly progress notes for all enrolled youth on JAIS under the Case Progress Notes;
- c. Face Sheets maintained in the juvenile's record must clearly identify if case is a Child Care Fund case. This will assist with State CCF Program Review;
- d. Treatment Plan which identifies the treatment objectives and the action steps which will be used to reach the objectives; and
- e. The Delinquency Referral Outcome Data Sheet upon termination of services. This form is faxed to the Court JAC for delivery to the Court, and to be faxed to the Community JAC for Dis-enrollment.

B. Referrals Directly From the Third Circuit Court

1. Parents and legal guardians of At-Risk juveniles, may complete a complaint on scheduled walk-in days at the Third Circuit Court-Family Division, Status Offender Unit, located at 1025 E. Forest-Room 117, Detroit 48207. The juvenile must accompany the parent/legal guardian. The parent/legal guardian should bring the following information:
 - a. Information regarding other community services used;
 - b. Juvenile's social security number; and
 - c. Medical / health insurance card.
2. A Clinical Probation Officer from the Family Division Status Offender Unit will meet with the family and make a determination about necessary services. If it is determined that the juvenile could benefit from a YAP or other Provider, the Family Division's Probation Officer will complete the JAC "At-Risk Referral Notice" and a referral packet. The referral packet shall include:
 - a. JAC "At-Risk Referral Notice" ;
 - b. A copy of the complaint (JC 01 or Other Complaint);
 - c. Release forms for referrals;
 - d. Any available Information (i.e., social history, school records); and
 - e. Delinquency Referral Outcome Data Sheet .

3. The referral packet will be placed in the JAC basket, located outside of Room 319 in Building B, for JAC daily pick-up.
4. The JAC will complete the acceptance process, registering the juvenile on JAIS, and forward the case to the appropriate YAP, within three business days of receipt of the referral packet.
5. The YAP will initiate contact with the juvenile and family within three business days of receiving the referral.

C. Consent Requirements

1. The YAP will ensure that the juvenile and their parent/guardian have reviewed the Treatment Plan and have their consent to participate in the specific services. The At-Risk Agreement/Consent Form (Exhibit 500.19-D) is used to satisfy this requirement.
2. When the Court has received/accepted a complaint, and there is no specific court order for services, the YAP must obtain a juvenile and parent/guardian Agreement to receive in-home services. A copy of the Agreement must be retained in the case record. The "At-Risk Agreement/Consent Form" may also be used to satisfy this Child Care Fund requirement.

III. Exhibits

| | |
|----------|---|
| 500.19-A | JAC At Risk Referral Notice |
| 500.19-B | At Risk Juvenile Complaint |
| 500.19-C | Delinquency Referral Outcome Data Sheet |
| 500.19-D | At-Risk Agreement/Consent Form |
| 500.19-E | Child Care Fund Handbook |

IV. References

Wayne County Ordinance 96-86 [Revised 2-16-1996]