

Trust Fund for Secured Youth

627.1 PURPOSE:

To establish guidelines for accepting, handling, safeguarding, and disbursing acceptable negotiable instruments related to youth in a Secure Youth Treatment Facility.

627.2 DEFINITIONS:

Fiscal Services: Unit that processes and records all financial transactions that affect secured youth fund accounts in an accurate and timely manner.

Acceptable Currency: United States (U.S.) currency, which is presented in good condition. The Department reserves the right to refuse any altered, defaced, contaminated, damp, soiled, or otherwise damaged currency. Foreign currency shall not be accepted.

Acceptable Negotiable Instruments: Cash, any cashier's check, any government check, U.S. Postal Money Order, or Western Union Money Order, legally transferable by endorsement or delivery. Western Union may contract with one or more retail outlets or chains to issue Western Union logo imprinted money orders for them and are acceptable instruments.

Secured Youth: For the purpose of this procedure, it refers to a person who has been committed to a Secured Youth Treatment Facility (SYTF).

627.3 GUIDELINES:

- A. Process updates are completed by the respective fiscal and operational areas as needed.

627.4 RESPONSIBILITIES:

- I. Fiscal Services:
 - A. Establish processes related to managing, maintaining, and auditing youth trust fund accounts, utilizing, where necessary, existing County policies and procedures.
- II. Secured Youth Treatment Facility Staff:
 - A. Provide written requests including signed affirmation from the youth for disbursements and/or withdrawals from trust fund accounts with signed authorization from the appropriate Division Director or designee.