

## District Council Reimbursement Process

### Overview

#### Juvenile Justice System Improvement

The Idaho Commission designated Title II funds to seven Juvenile Justice District Councils. The funds will support programs and initiatives to examine issues or improve practices, policies, or procedures. Specific activities for councils include the provision of training and technical assistance for stakeholders, collaborative system improvement projects, and youth/adult partnerships. The councils should follow guidelines set within the District Council Bylaws and Title II guidelines.

### Funding Parameters

District Council should spend funds connected with their three-year action plan.

A. The funding cycle for each fiscal year is October 1–September 30. The Council must approve all expenses and requests during the funding cycle, and events must be completed by September 30. All invoices must be submitted to IDJC within 30 days and no later than October 31.

B. Consultants should be paid the fair market value for services in the geographic location but cannot be paid more than \$650 per day or \$81.25 per hour.

C. Reimbursement of travel expenses must comply with State guidelines.

D. Funds cannot be used for meals, refreshments, prizes, novelty items, etc. If meals are part of a per diem/travel that complies with State guidelines, they are acceptable.

E. Council funds are intended to support local community-based resources and shall not be awarded to State or Federal personnel/agencies.

### Reimbursement Process

Step One	District Council Members submit a request to have the “funding request” be part of the official council agenda. Meetings shall be subject to the Idaho Open Meeting Law, Idaho Code §§74-201 through 74-208.
Step Two	Council approves funding. Voting should be captured in District Council Minutes.  All requests for funding must be submitted on the Council’s Request for Funding form. The form must be submitted before the event.  The request for funding form should be submitted to <a href="mailto:PlanningandCompliance@idjc.idaho.gov">PlanningandCompliance@idjc.idaho.gov</a> . It should also include a copy of the District Council’s minutes approving the funding.  A planning and compliance team representative will respond to the request within seven working days.
Step Three	Once the request is approved, the District Council may move forward with the request.

Step Four	<p>District Council Member will submit the Reimbursement Form to <a href="mailto:PlanningandCompliance@idjc.idaho.gov">PlanningandCompliance@idjc.idaho.gov</a>.</p> <p>OR</p> <p>District Council Member will submit Invoice to <a href="mailto:PlanningandCompliance@idjc.idaho.gov">PlanningandCompliance@idjc.idaho.gov</a>.</p> <p>Note: Please include relevant attachments, including receipts, registration fees, agenda, etc.</p>
Step Five	<p>After completing the approved event or activity, the requestor is responsible for sending a completed evaluation form to <a href="mailto:PlanningandCompliance@idjc.idaho.gov">PlanningandCompliance@idjc.idaho.gov</a>.</p>
Step Six	<p>The IDJC planning and compliance team will review the request for reimbursement and submit the information in the central database.</p>

Please refer to the Idaho Commission website <https://www.ijc.idaho.gov/> for the following forms:

- District Council Action Plan
- District Council Bylaws
- Request for Funding
- Reimbursement Form
- W-9 (direct deposit)
- District Council Evaluations
- District Council Resources

**Questions**

Please reach out to Leahann Romero, Planning and Compliance Supervisor  
[Leahann.romero@idjc.idaho.gov](mailto:Leahann.romero@idjc.idaho.gov)  
 208-861-8547