MARYLAND DEPARTMENT OF JUVENILE SERVICES

POLICY & PROCEDURE

SUBJECT: **Department Funding for Out-of-State Travel for Parents or Legal Guardians**
NUMBER: **CJ-01-06 (Community Justice)**
APPLICABLE TO: **Community and Program Services**
EFFECTIVE DATE: **December 07, 2006**

Approved: "/s/signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. POLICY. The Department of Juvenile Services (DJS) shall fund transportation and lodging when appropriate for parents or legal guardians to visit youth placed by the Department in out-of-state placements. Fiscal management of transportation and lodging costs will be charged to the per diem budget of the Area or Region where the youth resides.

2. AUTHORITY.

Annotated Code of Maryland, Article 83C §§ 2-102 and 2-104.

3. PROCEDURES.

a. Request for Out-of-State Travel.

(1) Funding will be provided for travel and lodging for no more than two adult parents or legal guardians (over age 21) for quarterly visits for youth in out-of-state placements. Except for an emergency travel request, the Department will fund one trip per quarter (90 days) for parents or legal guardians to visit their child. The quarter begins on the first day the youth is in residence in an out-of-state placement.

(2) All requests for visits must be coordinated with the youth's Community Case Management Specialist and a minimum of a two weeks notice is required prior to the approval of travel arrangements.

(3) All out-of-state travel for parents or legal guardians shall be approved by the Area or Regional Director prior to a trip being arranged. Final approval and all arrangements for out-of-state travel for parents or legal guardians shall be made by the DJS Office of Budget and Finance.

(4) Requests for DJS to fund out-of-state travel for parents or legal guardians shall be submitted on a ***Request for Parents and Legal Guardians Travel Form (Appendix 1)*** and will include the requested dates of the trip, the names of the travelers and the reason for the trip.

(5) The **Request for Parents and Legal Guardians Travel Form** shall be submitted by the Area or Regional Director to the Office of Budget and Finance DJS Travel Coordinator at least two weeks prior to the anticipated travel date.

(6) If a parent or legal guardian chooses to drive to the facility where their child is in residence, DJS shall reimburse the parent or legal guardian's mileage at the rate of one-half the State reimbursement rate. The youth's Community Case Management Specialist shall complete the ***Parent/Legal Guardian Mileage Verification/Reimbursement Form (Appendix 2)*** after the parent or legal guardian's visit. Mileage will be determined based on information provided via an Internet map/direction locator (i.e. Mapquest).

(7) Upon completing the **Parent/Legal Guardian Mileage Verification/Reimbursement Form** and verifying that the parent or legal guardian appeared for the visit with the youth, the Community Case Management Specialist shall submit the form to the DJS Office of Budget and Finance within 30 days of the visit.

(8) The Department will pay for travel and lodging accommodations for a youth's parent or legal guardian only to the extent that travel and lodging are not provided by the out-of-state placement.

(9) The Department is not responsible for paying for meals for parents or legal guardians.

b. Responsibilities.

(1) **Community Case Management Specialist.** Community Case Management Specialists shall:

(i) Place youth in out-of-state programs in accordance with the Department's Out-of-State Placement of DJJ Youth Policy.

(ii) Meet with the parent or legal guardian upon notification that a youth has been approved for an out-of-state placement to review the following:

(a) Name, location and description of the placement,

(b) Approximate date of the youth's admission, and

(c) Funding and requirements for travel and lodging for parents or legal guardians.

(iii) Provide the parent or legal guardian with a written document outlining procedures and arrangements for DJS funding for visiting their child in an out-of state placement.

(iv) Complete a **Request for Parent or Legal Guardian Travel Form** prior to the anticipated travel date, or within 24 hours of an emergency, and submit the form to the Area or Regional Director for approval. The Office of Budget and Finance requires a 14 days

prior notice.

(v) Complete a **Parent/Legal Guardian Mileage Verification/Reimbursement Form** when a parent or legal guardian travels by personal vehicle to visit the youth and inform the parent or legal guardian that the following is needed prior to being reimbursed:

(a) The date of the visit and verification from the facility that the visit occurred;

(b) The parent's or legal guardian's Social Security Number; and

(c) The address of the starting location of the trip, the beginning mileage and the ending mileage.

If lodging is required, the **Request for Parent or Legal Guardian Travel Form** shall also be completed 14 days prior to the visit.

(vi) Inform the parent or legal guardian that they are responsible for paying for their own meals.

(vii) Coordinate the parent or legal guardian visit date, travel and lodging arrangements with the placement facility and the Office of Budget and Finance DJS Travel Coordinator.

(viii) Upon notification that travel arrangements have been secured, notify the parent or legal guardian of the arrangements.

(ix) Insure all required forms related to funding or reimbursement for travel for the parent or legal guardian are completed and forwarded in a timely manner.

(x) Provide the parent or legal guardian a copy of the **Request for Parent or Legal Guardian Travel Form** and/or the **Parent/Legal Guardian Mileage Verification/Reimbursement Form.**

(2) Area or Regional Directors. Area or Regional Directors shall:

(i) Review each completed **Request for Parents or Legal Guardians Travel Form** for accuracy and completeness.

(ii) Disapprove or approve the request and state the nature of any emergency requests.

(iii) Waive the two weeks notice in the case of a youth emergency or emergency discharge and assist the Office of Budget and Finance DJS Travel Coordinator to expedite travel arrangements.

(iv) Submit the **Request for Parents or Legal Guardians Travel Form** to the Office of Budget and Finance DJS Travel Coordinator two weeks prior to the anticipated travel date.

(3) DJS Office of Budget and Finance shall:

(i) Identify individual(s) within the unit to serve as the DJS Travel Coordinator to receive and review any **Request for Parents or Legal Guardians Travel Form** for accuracy and consistency with applicable policies and procedures.

(ii) Review the Area or Region's budget to ensure that funds are

available for travel and lodging, if requested. If funds are not available, immediately communicate such information to the Area or Regional Director and discuss alternatives which will ensure that the travel will occur.

(iii) Approve or disapprove a **Request for Parents or Legal Guardians Travel Form.** If the form is approved secure travel arrangements. If the form is disapproved, submit a written justification to the Area or Regional Director within two days of the decision.

(iv) Approve or disapprove a **Parent/Legal Guardian Mileage Verification/Reimbursement Form.** If approved, request a check for the reimbursement amount. If disapproved, notify the Community Case Management Specialist in writing why the reimbursement has been denied.

c. Request from Parents or Legal Guardians who reside outside of the State of Maryland.

(1) If the Department places a youth in an out-of-state placement and the youth's parent or legal guardian reside outside of the State of Maryland, the following procedures apply:

(i) The youth's parent or legal guardian shall contact the youth's assigned Case Management Specialist to request travel.

(ii) The assigned Case Management Specialist shall complete a **Request for Parents and Legal Guardians Travel Form** and/or **Parent/Legal Guardian Mileage Verification/Reimbursement Form** and submit the request to the Area or Regional Director.

(iii) The Area or Regional Director shall review and approve or disapprove the **Request for Parents and Legal Guardians Travel Form** and/or **Parent/Legal Guardian Mileage Verification/Reimbursement Form.**

(iv) If the request is approved, the **Request for Parents and Legal Guardians Travel Form** and/or **Parent/Legal Guardian Mileage Verification/Reimbursement Form** shall be forwarded to the DJS Office of Budget and Finance. If the **Request for Parents and Legal Guardians Travel Form** and/or **Parent/Legal Guardian Mileage Verification/Reimbursement Form** is disapproved**,** the Area or Regional Director shall advise the Case Management Specialist and the youth's parent or legal guardian.

(2) The DJS Chief Financial Officer or designee will review an approved **Request for Parents and Legal Guardians Travel Form** and/or **Parent/Legal Guardian Mileage Verification/Reimbursement Form** for parents or legal guardians who reside outside of the State of Maryland, and retain final approval or disapproval authority on a case by case basis.

d. Emergency Travel Request.

(1) The Department shall consider funding for emergency travel for youth, parents or legal guardians on a case-by-case basis.

(2) The following circumstances may constitute an emergency:

(i) Emergency health care of a youth resulting in hospitalization while in residence in an out-of-state placement.
(ii) Youth exhibiting negative behavior which may result in immediate discharge and who could possibly benefit from a parent or legal guardian visit.
(iii) A family crisis (i.e. death of a family member) that requires the youth's attendance.

(3) A Community Case Management Specialist shall request emergency travel within 24 hours, or the first business day of knowledge of the need for emergency travel for parents or legal guardians.

(4) The Area or Regional Director shall approve in writing an emergency travel request stating the nature of the emergency and submit the request to the DJS Travel Coordinator.

(5) Final approval of emergency travel for parents or legal guardians shall be with the Office of Budget and Finance.

(6) The DJS Travel Coordinator shall verbally inform the Community Case Management Specialist of the decision to approve or deny the request for emergency travel, by close of business on the date of the request. If denied, the reason for the denial shall be documented in writing to the Community Case Management Specialist within 24 hours, or by close of business on the next business day.

4. DIRECTIVES/POLICIES AFFECTED.

a. Directives/Policies Rescinded - **None.**

b. Directives Referenced - **CJ-1-02 (Out-of-State Placement of DJJ Youth Policy).**

5. <u>LOCAL IMPLEMENTING PROCEDURES REQUIRED.</u> Yes.

6. <u>FAILURE TO COMPLY.</u>

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 2

1. Department of Juvenile Services Request for Parent/legal Guardian Travel Form
2. Parent or Legal Guardian Mileage Verification/Reimbursement Form

REQUEST FOR PARENT/GUARDIAN TRAVEL FORM

Agency or Region _____ Appropriation Number _____

Case Management Specialist's Name: Telephone Number:	Youth's Name: Youth's Assist #
Name of Facility: Contact Person: Telephone #:	
Purpose of Travel:	
Date of Travel:	Date of Return:

Method of Travel: ☐ Bus ☐ Train ☐ Airplane

Approximate Time of Travel: ☐ AM ☐ PM

Lodging Required: ☐ Yes ☐ No

Rental Car Required ☐ Yes ☐ No

EMERGENCY TRAVEL REQUIRED: ☐ ☐ No

Nature of emergency: _____

Supervisor's Signature: _____

Date: _____

☐ Approved ☐ Disapproved

Reason for Disapproval: _____

_____

Area or Regional Director's Signature: _____

Date: _____

☐ Approved ☐ Disapproved

Reason for Disapproval: _____

_____

Signature of Budget and Finance Employee: _____

Date: _____

☐ Approved ☐ Disapproved

Reason for Disapproval: _____

_____

c: Assistant Secretary For Community and Program Services

DEPARTMENT OF JUVENILE SERVICES
Parent /Legal Guardian Mileage Reimbursement Form

Youth's Name _____ **ASSIST #:** _____

Name of Facility: _____ Date of Visit: _____

Contact Person at Facility: _____ Telephone#: _____

Name of Parent or Legal Guardian who visited _____

Social Security Number **(For payment purposes only)**: _____

Address: _____

_____

Telephone or Contact #: _____

Method of Transportation _____

Address of Starting Location _____

Beginning Mileage _____ Ending Mileage _____

Case Management Specialist Verification of Visit:

Method of Verification _____

Date of Verification _____

Case Management Specialist Signature _____

Area or Regional Director's Signature _____

Date:_____

☐ Approved ☐ Disapproved

Reason for Disapproval: _____

FOR BUDGET USE ONLY

Date form received _____

Calculation of Reimbursement _____

Amount of Reimbursement _____

Employee Completing Form _____

Date Completed _____

MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
POLICY AND PROCEDURE

SUBJECT:	**Department Funding for Out-of-State Travel for Parents or Legal Guardians**
POLICY NUMBER:	**CJ-01-06**
EFFECTIVE DATE:	**December 07, 2006**

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

_____ _____
SIGNATURE PRINTED NAME

_____
DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)