



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/ Christina K. Daly

**Date:** 8/3/2016

**Subject:** Expenditures from Juvenile Welfare Trust Fund

(**Note:** Previously titled Expenditures from Juvenile Welfare Trust Fund and Juvenile Care and Maintenance Trust Fund)

**Section:** FDJJ – 1407.08

**Originating Office:** Administrative Services

**Authority:** Section 985.692, Florida Statutes

**Related References:** Section 402.18, Florida Statutes  
Section 413.051, Florida Statutes

**Purpose:** This policy establishes the use of the Juvenile Welfare Trust Fund authorized by Statute and administered by the Department of Juvenile Justice, for the benefit, education, and general welfare of youth in the custody of the Department.

**Offices Affected by the Policy:** All offices within the Department.

### **POLICY STATEMENT:**

- The Juvenile Welfare Trust Fund (JWTF) shall be credited with proceeds from the operation of canteens, vending machines, hobby shops, activity centers, farming projects, donations or other fund raising programs, contracted telephone commissions, and other such facilities or programs designated as accruing to the JWTF.
- The purpose of the JWTF shall be for the benefit and welfare of youth committed to or detained in facilities operated by the Department or by private vendors contracting with the Department.
- Net proceeds from these fund raising operations shall be deposited into the JWTF, in an authorized banking institution designated by the Department with each facility assigned a unique FLAIR organization code for the recording of revenues, disbursements, and maintaining balances.
- Funds from the JWTF may be expended to provide: personal spending money for youth with inadequate personal funds; gifts for youths; recreational activities; educational materials (does not include educational supplies/materials normally provided free to public education students); transportation; personal clothing; spending money in reasonable amounts for youths with inadequate personal funds upon release from Department facilities; operating expenses for canteens or dining rooms where profits are used for the benefit of the youths; or behavior modification programs operated by a facility to modify the behavior of their population.

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- Funds submitted to the Bureau of Finance and Accounting for deposit in the JWFT shall be in the form of a cashier's check or money order and can be submitted on the Welfare Offender Trust Fund deposit form.
- Request for withdrawals must be submitted on the Welfare/Offender Trust Fund Withdrawal Request form.
- The Bureau of Finance and Accounting shall maintain the JWTF bank account, and approve all disbursements of funds from the account.
- Any balance in the JWTF at the end of any fiscal year shall remain in the trust fund at the end of the year and shall be available for carrying out the purposes of the trust fund.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.