

Juvenile Court Restitution Work Fund

Resources:

- [UCJA Rule 7-307](#) Use of money in the Restitution fund
- Refer to CARE Applet: Accounting - "RWF Admin transfers" and "RWF checks."

Purpose:

"This rule shall apply to disbursement of funds from the Juvenile Court's rehabilitation employment program fund."

Policy:

1. When a fine is assessed, 50% of the amount goes to the State. The remaining 50% is split 80% to the restitution work fund for restitution to victims, and 20% to the restitution work fund for administration expense.
2. The restitution work fund is used to assist juveniles who do not have resources to pay restitution. The juvenile does community service work. Work hours are converted to equivalent restitution dollars at a locally established wage rate. Restitution work fund money is then transferred to the juvenile's case to be paid to victims as restitution.
3. The administrative portion of the restitution work fund is used to pay for non-victim activities required to administer the program. Non-victim activities include, but are not limited to, supervisors, transportation, and supplies.
4. Restitution Work Fund Administrative funds can be transferred to the working portion of the fund. Restitution Work Fund Working funds cannot be transferred to administrative portion of the fund.
5. Within each judicial district, funds may be transferred within a district upon recommendation of the Court Executive and approval of the presiding judge.
6. The hourly rate to match the federal minimum wage rate.

Procedures:

Responsibility Action Juvenile Court

Clerk

1. Obtain an order from the judge. The restitution account is created at the time the clerk prepares the minutes and submits to the judge for signature. Go to the Accounting applet, select General Accounting, Receipting, enter ID and password at Prompt. Enter the number of RWF found at the bottom of the screen and click on Apply to Order Accounts/Holding Button. Click on print and post receipt.
2. A restitution check may be issued with the next check run.

TRANSFER FUNDS FROM ADMINISTRATIVE FUND TO WORKING FUND

1. Obtain written approval of the transfer from the Court Executive and presiding judge. The document should include the amount approved for transfer and the date of approval.
2. Transfer funds from administrative to working fund. Go to the Accounting applet, RWF administration, Xfer Admin tab. Put in the amount of the transfer, authorizing party, authorizing date. Hit Preview Transfer.

TRANSFER RESTITUTION WORK FUNDS WITHIN A DISTRICT

1. Request approval of the transfer from the Court Executive.
2. The Court Executive will recommend to the presiding judge that funds be transferred from one county to another within a district. Include the amount to be transferred, the counties affected, and the reason for the transfer.
3. Once approved, documentation is retained for audit purposes.
4. The transfer is then performed in CARE.