

OJJDP

Formula Grants Program Manual

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## FOREWORD

The original OJJDP Monitoring Policies and Procedures Manual was designed to serve as a guide for OJJDP staff and State Juvenile Justice Specialists in the monitoring of compliance with the major mandates of the Juvenile Justice and Delinquency Prevention (JJDP) Act.

Based on recommendations from OJJDP staff and the State Juvenile Justice Specialists, this revised edition, OJJDP Formula Grants Program Manual: Volume I, retains the original purpose while adding features that make it even more valuable. In its new, streamlined form, you will be able to more quickly access the important information you need. In addition, the Manual is now formatted to allow for ready updating as new policy statements and legal opinions are issued by the OJJDP and the Office of General Counsel, respectively. In many cases, these policy statements and legal opinions are the direct result of issues raised by the field. In order to keep this Manual up to date, and thus useful, it is essential that you continue to share your suggestions on how to improve the Manual with the Office.

## INTRODUCTION

Section 223(a) (15) of the Juvenile Justice and Delinquency Prevention (JJDP) Act, requires participating states and territories to monitor compliance with the deinstitutionalization, separation, and jail removal provisions of the JJDP Act. This Formula Grants Program Manual: Volume I, is a major revision of the existing OJJDP Monitoring Manual, and as such, provides the most up-to-date information on compliance monitoring. Volume II will address the grant administration requirements of the JJDP Act and OJJDP regulations.

The primary purpose of Volume I is to assist State Juvenile Justice Specialists to carry out their monitoring responsibilities. The intended audience for this manual includes: (1) new State Juvenile Justice Specialists and OJJDP State Representatives for whom it will serve as an orientation guide; and (2) current Juvenile Justice Specialists and OJJDP State Representatives for use as a reference document.

This Manual is divided into three chapters, a glossary, and several appendices. Chapter I contains OJJDP policy statements on the three major mandates of the JJDP Act: deinstitutionalization, separation, and jail removal. These policy statements replace the question and answer format from the original manual. In many instances, several questions and answers have been consolidated into one policy statement. All current policy statements are being assigned an issuance date of March 1988 to correspond with publication of this manual. Future policy statements will reflect their actual date of issuance.

In addition, each policy is numbered to reflect the subsection of the JJDP Act that it addresses: deinstitutionalization (1200), separation (1300), jail removal (1400), and monitoring (1500). As further illustration, there are currently four policy statements on deinstitutionalization. They are numbered 88-1201 through 88-1204. As new policy statements are issued, they will be assigned the next consecutive number, viz., 88-1205 and so forth.

Relevant legal opinions, letters, and memoranda pertaining to the three major mandates mentioned above are provided in Chapter II. Each opinion is preceded by a cover sheet which describes the opinion in summary form.

Chapter III contains relevant court cases. Again, each is preceded by a cover sheet.

The glossary of frequently used words and phrases is a new element of the Manual. The Appendices contain a copy of the JJDP Act, several regulations published in the Federal Register, monitoring guidelines, the Monitoring Report form, and a summary of state compliance.

This Manual is designed for easy access and continual updating. On a regular basis, OJJDP will delete outdated information, and add new material. Each time this occurs, State Juvenile Justice Specialists will receive a letter explaining the changes, any new material, and a new table of contents where needed.

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