

Court Ordered Financial Obligations and Tracking

Authority:

Wisconsin State Statute 938.35(5)

Payment

Field staff shall direct youth to county of commitment for all payments. Field staff shall not accept financial payments from or on behalf of youth.

Tracking

Assigned staff shall maintain a spreadsheet on all active DJC youth owing outstanding financial obligations. Quarterly, assigned staff shall communicate the following information to each county that has an active youth justice case with a DJC field agent assigned:

- Youth's name
- DOB
- Case number
- Any other identifiers that may be required to obtain a current restitution, fine, victim/witness surcharge balance for each active case

Once the information for each youth/case is received from the county, assigned staff will update J-Tracker to reflect an accurate outstanding balance.

Agents should encourage youth to submit payments and participate in community service applied to balance (for applicable counties). Agents shall verify payments via receipts and document payments in COMPAS notes.

During the course of supervision, agents may use the J-Tracker balance as a reference point, but it will not be updated with each payment submitted. The balance will be updated only at each quarterly check performed by office staff, or at the request of the field agent. Within 30 days of discharge, the agent should reach out via the DJC Status Keeper inbox to request a balance check, listing the youth name and DOC number and the cases that will be discharging and the discharge date. Assigned staff will communicate with the county contacts and update the J-Tracker balance.