

PURCHASE OF GOODS AND SERVICES

Revised 7/22/2021

Authority

Wis. Stats. § 938.36

Wis. Stats. § 938.361

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General Statement

The Division of Juvenile Corrections allocates funds for each Region. The Regional Program and Policy Analyst (PPA) and Social Worker have the responsibility to work with Department of Corrections (DOC) staff, community and contracted agencies to develop and implement the purchase of goods and services for care and treatment of youth under Division of Juvenile Corrections (DJC) authority. The purpose of these goods and services is to address youth needs that are not met by other community-based public and private programs. Existing resources should be exhausted prior to requesting the expenditure of funds.

Based on the youth's criminogenic needs, risk scores, and dispositional order, the youth may be referred for community programming. The agent shall consider available community options, health insurance coverage and consult with the Corrections Field Supervisor (CFS) and PPA when needed programming is not available through existing community resources. The PPA will make every effort to locate needed programming according to procurement policies and procedures.

Agents shall not direct a youth to attend a specific program with a religious component including alcohol or drug treatment or a 12-step program. An agent may provide a youth with a list of acceptable programs, as long as both secular and non-secular options are clearly identified. If a youth chooses to participate in a program having a religious component, the agent should document this in COMPAS notes.

DJC may purchase clothing, necessary products, or supplemental services for youth in DJC's care that the youth may not have access to. The agent requesting the item must first establish that the youth does not have the means, funds, or obligation to purchase the item(s). The agent must evaluate how supplemental requests contribute to the youth's rehabilitation and ensure that good faith efforts have been made to secure the good or service from an alternate source for little or no cost prior to requesting additional funding.

To request the purchase of clothing or other basic needs:

1. The agent shall complete the request and submit to the CFS for review. If there is a financial cost, the dollar amount shall be included on the request for items that require approval for purchase.
2. When it is approved by the CFS, the CFS shall submit to the Regional Chief for final review and approval.
3. Upon approval of the Regional Chief, the item shall be purchased according to procurement rules.

No relative of the youth may be a contractor, provider or a payee for services provided to a youth on supervision or their family and or caregiver. The definition of a relative is found in Wis. Stats § [48.02\(15\)](#)

The [State Procurement Manual](#) and procedures developed by Central Office Purchasing Services must be followed.

Referral Procedure

Use of youth's insurance or community resources:

The following steps are to be taken when referring a youth to programming through insurance or community resources:

- The agent shall discuss referrals with the youth, and with family if appropriate and document in COMPAS Notes.
- Complete Confidential Release of Information (DOC 1163 and DOC 1163A).
- The agent shall work with the provider to monitor treatment attendance and compliance with programming.
- The agent is responsible for monitoring the youth's goods or services received. At a minimum, every 30 days the agent shall verify the youth received on-going services and assess whether objectives are being achieved. The verification and review shall be documented in COMPAS notes.

Use of DJC contracted purchase of service:

The following steps are to be taken when making purchase of contracted service referrals:

- The agent shall discuss referrals with the youth, and with family if appropriate and document in COMPAS notes.
- The agent shall complete the Referral for Youth Services (DOC-1857) form including Confidential Release of Information (DOC-1163) and (DOC-1163A) and compile packet of information as noted on the referral form.
- Scan and send the referral packet to receiving agency and copy the regional PPA.
- If grant funds are being used to pay towards any service, the agent shall submit the appropriate paperwork to the Regional designee.
- At a minimum, every 30 days the agent shall verify the youth received on going services, assess whether objectives are being achieved, and discuss with youth. The verification and review shall be documented in COMPAS notes.

Piggybacking

DJC may use an existing open contract, established by a division within the DOC or by another state agency, to obtain similar commodities or services that are provided by a vendor.

The agent will staff with a CFS the request to utilize services that are not contracted with DJC. If approved, the agent shall contact the regional PPA to initiate the contracting process.