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|  | **PROGRAM REQUESTFOR ADDITIONAL FUNDING**Youth Specific Contract Above BRS and CCO Covered Services | State of OregonOREGON YOUTH AUTHORITY |

**PROCEDURE FOR SUBMITTING YA 3401**

1. Program reaches out to Juvenile Parole/Probation Officer (JPPO) or Community Resources Unit (CRU) regarding need for additional funding to meet youth’s needs.
2. JPPO or CRU requests that the program complete YA3401 - Program Request for Additional Funding for Youth Specific Contract to document:
	* presenting issue keeping program from meeting the youth’s needs
	* a detailed explanation of what the program needs to meet the youth’s needs
	* a description of the service needs and provisions
	* how the service will be tracked
3. JPPO communicates with program regarding request and youth needs – JPPO reaches out to CRU if support or clarification is needed regarding provider contract requirements.
4. Program submits completed YA3401 to JPPO and sends copy to CRU for review.
5. JPPO submits completed YA3401 to JPPO Supervisor.
6. If JPPO Supervisor approves, JPPO completes OYA3400 – Individualized Service Authorization and Outline (in JJIS).
7. JPPO submits completed OYA3400 and YA3401 to the Diversion Specialist / Contract Administrator.
8. Assistant Director of Community Services reviews for approval. Services can begin once approved by Assistant Director. If services need to begin prior to approval, JPPO contacts the Diversion Specialist / Contract Administrator.
9. Approved forms are returned to the program (copies to JPPO and OSII) with explanation of expectations. Program is requested to sign and approve the Service Authorization agreeing to terms. (i.e. – invoice, service documents, etc.).
10. Program sends all documentation to JPPO and the Diversion Specialist / Contract Administrator.
11. Contract Administrator submits request to Procurement Unit.

*This process is lengthy with many steps and may take up to 30 days before contract is active in JJIS and services can be entered as payable.*