JUSTICE & PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE

1025 Capital Center Drive Building, Third Floor
Frankfort, Kentucky 40601

RENEWAL APPLICATION FOR DAY TREATMENT SERVICES
FISCAL YEARS 2026-2028

Official Name of School District: Hopkins County Schools FEIN#: 61-6001319
Official Name of Day Treatment: Hopkins County Day Treatment DJJ Rated Capacity: 30
Contact Person Name and Title: Nathan Howton, Principal
Address of School District: 2135 North Main Street
Madisonville, KY 42431
Address of Day Treatment: 110 Sugg Street
Madisonville, KY 42431

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School District: Hopkins County
Telephone Number: (270) 825-6000
Fax Number: NA
E-Mail Address: eydie.tate@hopkins.kyschools.us

Day Treatment:
Telephone Number: (270) 825-6059
Fax Number: NA
E-Mail Address: nathan.howton@hopkins.kyschools.us

The Hopkins County Schools hereby requests funding in the amount of $225,000.00.
per year from the Department of Juvenile Justice for Day Treatment Program Services.
The applicant certifies by signing this application that all information, facts, and figures provided are true and accurate to the best of his or her knowledge.

_____
Signature

_____
Title

_____
Date

_____
Date Completed Renewal Application Received by the Department of Juvenile Justice (please stamp date)

This page must be completed and attached to the proposal.

RENEWAL APPLICATION PROCEDURES FOR DAY TREATMENT SERVICES

The renewal application for funding of day treatment services must specifically cite to and detail standard operating procedures (SOP) in the School District's day treatment program (Program) procedures manual that establish how the information and requirements contained in each of the following sections will be addressed by the School District. The School District's procedures manual shall be incorporated in this renewal application by reference and shall become part of the contract and School District's memorandum of agreement with the Commonwealth of Kentucky, Justice and Public Safety Cabinet, Department of Juvenile Justice. Any subsequent changes to the School District's procedures manual shall be submitted to DJJ for review and approval prior to the changes becoming effective.

Mission

- The mission statement shall require the Program to offer a comprehensive array of community-based services for eligible youth to reintegrate the youth into the community and prevent further involvement within the juvenile justice system.

Goal Statements

- Goals statements shall be developed by staff and administrator, and goals shall be Strategic, Measurable, Attainable, Results-oriented, and Time-bound (SMART).

Treatment Philosophy

- The treatment philosophy shall be anchored in the belief that comprehensive strategies are needed to combat youth crime and utilize an effective balance of treatment, education, and graduated sanctions provided by qualified, trained staff.

Operation

- The School District shall offer the Program within the traditional school day to provide youth the opportunity for peer interactions and extra-curricular school activity involvement and to promote family involvement and supervision of youth outside of the school day.

Referral and Admission

Referral procedures shall include

- Youth to be served:
    - Male and female DJJ adolescents at least twelve (12) but less than eighteen (18) years of age unless qualified for special education and eligible to receive services until twenty-one (21) years of age; and
    - Have displayed evidence of delinquent behavior or family dysfunction.
- How youth are referred including:
    - Contents of a complete referral packet;
    - Requirement that referral sources are provided a copy of the referral procedures; and
    - Requirement referral sources are notified of a youth's admission status.

- The priority of admission shall be given in descending order to:
    - DJJ youth transitioning from a residential program;
    - DJJ youth transitioning from or into a contracted therapeutic foster home;
    - Youth adjudicated on delinquent offense(s);
    - Youth at risk of out of home placement; and
    - Youth with serious behavioral issues in the school and the community.
- Admission procedures shall include:
    - Notification of acceptance or rejection;
    - Orientation of youth and parent or legal guardian and custodian of youth;
    - An Orientation handbook, which shall include at a minimum:
        - Mission statement;
        - Treatment philosophy;
        - Program description and history;
        - Behavior management system;
        - Searches of youth;
        - Youth progression through the Program including treatment plan, phases, point/behavior sheets;
        - Youth rights;
        - Grievance process;
        - District approved process for awarding credits towards a diploma; and
        - How the Program will encourage family or caregiver involvement in the youth's treatment including how regular contact with the youth's parents or caregivers will be maintained, expectations related to participation in the development of the youth's treatment plan, how the youth's treatment plan may be revised and reviewed, and special meetings to discuss issues or concerns; and
        - Other information specific to the Program including dress code, attendance policies, school, definition of contraband defined, daily Program schedules, and transportation.

Assessments

- Educational and vocational assessment shall be administered with fourteen (14) days of a youth's admission unless a recent assessment has already been completed.
- Educational and vocational assessments shall include at a minimum academic assessment, learning styles inventories, vocational assessment, suicide risk factor screenings, and psychosocial and social history inventories.

Individual Client Record

Each youth's Individual Client Record (ICR) shall include and a be maintained as follows:

- Section One — Intake
    - Photograph (on top);

- Initial intake information including but not limited to …;
- Program rules and policy signed by youth and parent;
- Approved visitor contact list;
- Grievance forms, if applicable;
- Verification of rights;
- All release forms;
- Any identifying documentation;
- All pre-dispositional reports, if applicable;
- Emergency Medical Information Data Sheet (all other medical information shall be in the Medical Record only);

- If the youth is a youthful offender (YO), a subsection entitled “Parole” shall be created to include the presentence investigation (always on bottom) and all parole-related documents including correspondence regarding parole recommendations.

- Section Two — Classification and Education
  - Special notices (always on top on colored paper);
  - Administrative Transfer Request (ATR) information, if applicable;
  - Vocational Assessments;
  - Psychosocial, Social History, and Needs Assessments and any other classification data;
  - Referral to other agencies;
  - Learning Styles Inventory;
  - A subsection entitled "Education" shall be created to include a copy of the Individual Learning Plan (ILP) or the Individual Learning Plan Addendum (ILPA) or IEP, education progress reports, grades, academic assessments, and notations;
  - Copies of Mental Health Assessments, if approved by the Mental Health Professional doing the Assessment; and
  - Suicide risk factors screening.
- Section Three — Individual Treatment Plan
  - Orientation Treatment Plan;
  - Individual Treatment Plan (ITP) with 60-day, 120-day, and 180-day reviews;
  - Transition Plan (if applicable); and
  - Treatment work verification and substance abuse tracking, if applicable.
- Section Four — Program Progress
  - Treatment Team Summaries with signatures of all participants, including transition plan (if applicable);
  - Individual and group counseling documents; and
  - Documentation of contact with family or caregivers.
- Section Five — Miscellaneous
  - Incident reports;
  - Other behavioral reports; and
  - A subsection entitled "Miscellaneous" including correspondence and any other document that does not fit in one of the above sections
- Section Six — Legal
  - Resident record card for a youthful offender (always on top);
  - Judgment and Commitment orders;
  - All other court documents including correspondence and any other document that does not fit in one of the above sections.

Individual Treatment Plan

- The ITP shall:
    - Include measurable interventions and tasks;
    - Include an initial transition plan;
    - Be accompanied by a signature sheet that is signed and dated by ITP conference participants;
    - Be reviewed at an ITP conference at least every sixty (60) days and updated as needed.
        - If the date of the review falls on a weekend or holiday, a conference shall be held prior to the designated review date; and
    - Be reviewed, dated, and signed by a licensed behavioral health professional; and a copy of the ITP shall be given to the youth and parent or caregiver, and applicable agency or court upon request, and placed in the ICR within fifteen school (15) days of the ITP conference?

Treatment

- Provide counseling for all students in the program according to the following guidelines:
    - Counseling and behavioral health services shall be provided only by individuals who meet the definitions of Approved Behavioral Health Professionals or Approved Behavioral Health Practitioners as set forth in 907 KAR 15:010, or other personnel authorized under 902 KAR 20:091, and who are operating within the scope of their credentials.
        - Approved Behavioral Health Professionals include licensed individuals such as:
            - Psychiatrists;
            - Psychologists;
            - Licensed Clinical Social Workers (LCSW);
            - Licensed Professional Clinical Counselors (LPCC); and
            - Other independently licensed behavioral health clinicians recognized by the state.
        - Approved Behavioral Health Practitioners, when operating within their scope and under required supervision. These may include:
            - Individuals with a bachelor's or master's degree in a behavioral health field working under supervision;
            - Licensed or certified associates working toward independent licensure; and
            - Other qualified staff recognized under state regulation.
        - Additional Authorized Personnel (Per 902 KAR 20:091); The following individuals may provide services within the limits of their credentials and require supervision by a provide with the credentials listed in 10.1.1 or 10.1.2 above:
            - Mental Health Associates;
            - Certified Alcohol and Drug Counselors (CADC);
            - Licensed Clinical Alcohol and Drug Counselors (LCADC) and associates; and
            - . Peer Support Specialists.
                - A Peer Support Specialist shall:
                    - Hold a current, valid Kentucky Peer Support Specialist certification;
                    - Have completed state-approved training; and
                    - Provide only non-clinical recovery support services.

- Scope and Supervision Requirements for all personnel:
    - Must provide services strictly within the scope of their licensure, certification, or role as defined by Kentucky law;
    - Shall be supervised as required by 907 KAR 15:010 and applicable licensing boards; and
    - Shall not provide services that exceed their level of training or credentialing.
- Supervision of personnel listed in "Additional Authorized Personnel" above shall consist of authorization of initial treatment plans and any changes made in treatment plans, consultations, and a review of treatment plans at least once every six (6) months.

- Youth shall be screened upon admission for suicide risk factors.
- All staff shall be trained regarding verbal and behavioral cues of suicide risk and should observe youth for signs of vulnerability, recognition of high-risk behaviors, and high–risk periods of potential suicidal behavior.
- All youth shall receive suicide prevention training by September 15 of each school year as described in KRS 156.095(6).
- The statewide child abuse hotline number, safe haven baby box crisis line number, and the National Human Trafficking Reporting Hotline number shall be prominently displayed pursuant to KRS 156.041
- The Orientation Treatment Plan procedures shall be completed for each youth within one (1) week of the youth's admission and be documented on the DJJ Orientation Treatment Plan form.
- Counseling services shall utilize evidenced-based practices and a trauma informed approach.
- Substance abuse education shall be available to each youth.
- Counseling services provided on an emergency basis and upon a youth's request, as needed.
- Individual counseling shall be:
    - Conducted a minimum of one (1) scheduled hour per week;
    - Documented in the ICR within seven (7) days of the counseling session;
    - Utilized to help the youth make changes in thinking and behavior consistent with pro-social norms; and
    - Utilized to assist youth in meeting goals and tasks identified on the youth's ITP.
- Group counseling shall be:
    - Conducted for at least one (1) hour two (2) times per week;
    - Documented by summary in the ICR within seven (7) days of the counseling session;
    - Limited to a maximum of twelve (12) youth per session;
    - Utilized to help the youth make changes in thinking and behavior consistent with pro-social norms;
    - Utilized to discuss the youths' specific and common issues, conflicts, and concerns.
- Family counseling shall be available where indicated.
- Treatment team shall meet on a weekly basis and:
    - Include the attendance and participation of the youth's parent or caregiver, Commonwealth Case Manager (Juvenile Service Worker), youth counselor, certified educational staff, youth worker staff (if available), and other approved individuals;
    - Meet with the youth at least once every ten (10) school days;
    - Be responsible for making all treatment decisions regarding the youth;
    - Document the treatment team meeting in the youth's file within seven (7) days of the treatment team meeting date or prior to the next scheduled treatment team meeting, whichever comes first.

- If a youth needs a referral based on a mental health concern, parents or guardians shall be contacted.
- An ITP conference shall be completed within ten (10) school days of a youth's admission and:
    - The youth and parent or caregiver, and JSW if applicable, shall be invited to attend the ITP conference;
    - Family-identified natural supports may be included in the ITP conference upon request from the parent or caregiver; and
    - Members assigned to the youth's treatment team shall attend and participate;
    - Be held at least thirty (30) days prior to a youth's transition or discharge from the day treatment. The transition plan shall include the date with signatures and titles of the Treatment Team members in attendance.
- Each youth must attend an ITP conference at least once prior to returning to their home school.
- For any youth transitioning back to the regular public-school setting, a transition plan shall be completed. and a transitional planning conference may be held ten (10) school days prior to the youth's anticipated release to support the youth in their reentry into the appropriate school setting.

Medical

- Access to emergency medical care shall be provided to a youth while the youth is at the Program.
- Health care procedures shall be written in the Program's Standard Operating Procedure Manual.
- Health trained staff shall coordinate the provision of health care to youth according to school district policy.
- Only personnel trained in the administration of medication shall perform the administration of medication to youth and:
    - Medication shall be counted for accuracy upon a youth's arrival at the school;
    - All medication shall be secured using key control procedures;
    - Staff administering medication shall initial the Medication Administration Record (MAR) each time a dose is administered;
    - Controlled substances shall double locked and counted and recorded each time the medication keys change hands;
    - Medication that is prescribed by a health care provider shall be administered following the established treatment plan; and
    - Over-the-counter medication shall be administered by health-trained staff following School District policy.
- Parental consent shall be obtained upon admission for medical, dental, and behavioral health treatment.
- Any medical attention administered shall be recorded in the student's file.
- Students shall be screened for any health care needs on the day of admission. If a problem is suspected, parents or guardian shall be contacted and assisted, if appropriate, in finding the proper community resources.
- Proof of immunization shall be required within 30 Program days of admission pursuant to 902 KAR 2:060.
- Family planning education and counseling regarding aspects of sexuality shall be available in the Program or by referral to appropriate community providers.

- Emergency medical back-up plans shall be included in the Program's Standard Operating Procedure Manual, which shall be communicated to all employees and shall include an alternative hospital emergency service or a primary health care provider "on call" service.
- All staff shall be trained to administer first aid while waiting for medical personnel to arrive.
- First aid kits shall be available.
- When a student is suspected of or observed ingesting chemicals, the Poison Control Center shall be contacted immediately, and care shall be provided per Poison Control Center instructions.
- Students shall be screened for drug and alcohol abuse prior to admission to the Program by trained, gender appropriate staff.
- Random screenings may be administered based on cause or court order.
- Drug and alcohol relapse prevention education shall be provided.
- Students who demonstrate signs of intoxication or withdrawal shall be transferred for medical clearance following local school district policy.
- If a student is or appears to be seriously injured or seriously ill or has attempted suicide, the student's parents and the DJJ Commissioner shall be immediately notified, and an incident report shall be completed and forwarded to DJJ Administration within twenty-four (24) hours.
- In the case of a student death, Emergency Medical Services (EMS) and law enforcement via 911 services shall be immediately notified and:
    - Staff on duty shall not disturb the body or the immediate area beyond any action necessary to check for vital signs or provide emergency resuscitation techniques;
    - The district shall notify the DJJ Commissioner and the Juvenile Service Worker (JSW) as soon as possible;
    - Staff shall not provide statements to the press;
    - Staff with direct information regarding events surrounding the death shall document this information on an Incident Report including the names of youth, teachers, and all involved persons, time Coroner was notified, and pronouncement of death given, and subsequent notifications of parents and guardians shall be recorded;
    - All pertinent notifications and significant facts related to the death shall be fully documented in the ICR; and
    - A complete copy of all records relating to the youth shall be forwarded to the DJJ Office of Legal Counsel within seventy-two (72) hours.
- The School District shall not discriminate against a student with Human Immunodeficiency Virus, Acquired Immunodeficiency Syndrome, or Sexually Transmitted Infections (HIV, AIDS, and STIs).
    - The following factors may assist in determining whether to continue placement in school:
        - The ability of the student to manage aggressive or sexual behaviors;
        - The maturity and ability of other youth in the Program to protect themselves from infection; and
        - The availability of medical treatment, as needed.
    - These factors shall not in themselves preclude the student's continuation in the Program but shall be considered in relationship to the Program's structure and supervision capabilities.
- An infection control program shall be in place to monitor the incidence of infectious and communicable diseases among youth. The infection control program shall:
    - Promote a safe and healthy environment;
    - Reduce the incidence and spread of disease;
    - Assure that student infected with these diseases receive prompt care and treatment; and

- Provide for the completion and filing of all reports consistent with local, state, and federal laws and regulations.

Behavior Management System

- The School District shall develop a code of acceptable school behavior and disciplinary measures that are consistent with the approved day treatment solicitation of application and contract with the Department.
- Disciplinary measures shall not interfere with educational programming, except if there is substantial evidence to justify otherwise.
- Students shall be made aware of the rules, consequences, and safety and security responses as part of the Program orientation and:
  - Students shall receive a student handbook upon admission; and
  - Rules and sanctions shall be conspicuously posted in the school.
- A system of graduated responses for rule violations shall be established.
- Incentives may be used to reward or motivate positive behavior.
- The Program's system for behavior management shall include alternative to suspension and expulsion.
- Before a youth is considered for a virtual learning program by other means than expulsion or homebound via doctor, it must be approved by DJJ.
- Sanctions may be used to teach youth more constructive and socially acceptable methods for responding to their environment and provide a safe and secure Program for youth and staff.
  - Sanctions shall:
    - Be used when dealing with unacceptable behavior; and
    - Be natural, logical, and appropriate.
  - Sanctions shall not:
    - Be used to demonstrate a staff member's authority over youth;
    - Be physically abusive, verbally abuse, or used to dehumanize or humiliate youth;
    - Include the withholding of meals, snacks, educational access, required recreation; or
    - Include the use of restraints or isolation.
- Any sanctions issued for a rule violation shall be documented in the student's ICR.
- Staff shall model appropriate behavior.
- Staff shall discourage and deter inappropriate behavior by youth.
- Staff shall reinforce positive behavior by students. Positive Behavior Interventions and Supports (PBIS) is strongly encouraged.
- Staff shall utilize least restrictive behavior management techniques that will safely manage student behavior.
- Staff shall utilize approved and trained methods for the management of youth.
- Physical restraint shall only be used when a youth presents a clear danger to himself, others, or property and shall only be performed by staff trained in the Program's approved physical restraint procedures according to School District policy.
- Any use of physical restraint or management shall be documented.
- Mechanical restraints are prohibited and shall not be used on a youth.
- Incidents which present an imminent threat to the safety or security of a DJJ committed student shall be immediately reported to DJJ Commissioner and an incident report shall be completed.
- No individual youth or group of youths shall be given control or authority over other youths.

Environmental

- The School District shall comply with applicable federal, state, and local sanitation and health codes.
- An Environmental Health and Safety Plan shall be included in the Program's Standard Operating Procedures Manual and shall include procedures for:
    - Annual inspection of the Program's potable water source and supply conducted by the local company supplying the Program's water;
    - Handling and disposing of liquid and solid waste in compliance with the requirements of all local, state, and federal agencies;
    - Handling and discarding of contaminated materials and sharps in compliance with OSHA Standard 1910.1030;
    - Universal Precautions and the issue and use of Personal Protective Equipment (PPE) in compliance with OSHA Standard 1910.1030;
    - A vermin and pest control program; and
    - Routine inspection for general cleanliness.
- The School District shall provide a dietician approved, nutritionally adequate menu with allowances for special diets to meet the medical and religious requirements of individual youth and:
    - Food services shall comply with applicable state and local sanitation and health codes, including applicable sections of the State Food Service Code 902 KAR 45:005; and
    - All foods shall be properly stored using guidelines of the local Health Department.
- Animals housed in the school shall have a written plan of care, including staff responsibilities and:
    - All animals shall have adequate immunizations, licenses, and humane treatment; and
    - Student encounters with animals shall be supervised for protection of the student and the animal.

Safety and Security

- The School District shall follow the provisions for school safety as required by KRS 158.441 et seq and KRS 158.162.
- The School District shall develop a program-specific Emergency Procedure plan to address weather and other emergencies and train all staff annually on such procedures.
- The Emergency Plan shall delineate procedures in accordance with KRS 158.162 and KRS 158.164 and:
    - Establish primary and secondary escape routes for all rooms, which shall be posted in each room by any doorway used for evacuation;
    - Identify the best available severe weather safe zones and post the locations of safe zones in each room of the school;
    - Develop practices for youth to follow during an earthquake;
    - Develop and adhere to practices to control access to the school building; and
    - Conduct emergency response drills to include severe weather drills, earthquake drills, and lockdown drills according to KRS 158.162(5).
- If the School District is participating in a Kentucky Center for School Safety audit, the Program shall be included in the audit process.
- The School District shall promote safe work practices and minimize illness and injury to employees and youth through the reduction of exposure to blood borne pathogens in accordance with the Occupational Health and Safety Standards (OSHA reference 29 CFR 1910.1030).

- Teachers shall sign in and out of the Program each day, which shall include a documented record of each teacher's arrival and departure times.
- All entrance doors shall be locked at all times and all doors in Program must be locked and closed at all times. The only exception is when a teacher or staff member is alone with one student.
- The School District shall establish procedures, which provide for the safety, security, control, management, and storage of tools, sharps, and hazardous materials including culinary tools, medical equipment, and flammable, toxic, caustic, and other hazardous (FTC) materials, which shall include:
    - Inventory procedures for all tools, sharps, and FTC materials stored within the school;
    - A tool control system; and
    - Storage of all FTC materials shall be in accordance with applicable fire and safety codes and Environmental Protection Agency (EPA) regulations.

Alleged Abuse Reporting

- The School District shall establish:
    - procedures for following KRS 620.030, duty to report dependency, neglect, or abuse;
    - Procedures to notify the Department's Education Branch of any alleged abuse within the Program within 24 hours of becoming aware of the allegation; and
    - Procedures to notify the Department's Education Branch immediately of the media's request for information or coverage of the day treatment, its personnel, or youth actively enrolled in the Program.

Training and Professional Development

- School District procedures for training and professional development shall include:
    - Training to maintain adequate and competent staff necessary to provide services;
    - Initial training that includes: Program operating procedures; working with at-risk youth; behavior management system to include positive reinforcement; youth orientation handbook; physical restraint skills; Program safety security procedures; and suicide signs and symptoms;
    - A yearly training plan for each staff that includes a review of: physical restraint skills; Program safety and security procedures; suicide signs and symptoms; and new or revised standard operating procedures;
    - Documentation of training; and
    - Demonstrate an effort to establish a program-wide positive behavioral environment for both staff and youth such as the Positive Behavioral Interventions and Supports (PBIS) program.

Management and Leadership

- The School District shall provide one full-time, on-site principal, head teacher, or school administrator that shall be responsible for all aspects of the Program.
- The full-time, on-site principal, head teacher, or school administrator shall participate in management meetings and trainings designed by DJJ for Contracted Day Treatment Program Directors.
- The full-time, on-site full-time, on-site principal, head teacher, or school administrator shall ensure:
    - Staff adherence to standard operating procedures (SOP) in the School District's Day Treatment Program procedures manual;
    - Submission to DJJ by the 5th of each month a complete, accurate, and cumulative Monthly Medicaid Report;

- Submit to DJJ by the 15th of each month a completed program report to include expenditures.
- Procedures are in place to address youth absences from the Program and to accurately report absences in Infinite Campus;
- Monthly auditing of youth treatment files for content, timelines met, and quality of documentation;
- All files are audited at least quarterly;
- Youth treatment files are uniformly compiled;
- Youth treatment files are kept confidential and secure;
- Staff adhere to Employee Code of Ethics/Conduct;
- Documentation of monthly staff meetings that includes an agenda, sign-in with name and title of those in attendance, and meeting minutes;
- Program staff cooperates during the annual Education Branch monitoring;
- The Program will encourage completion of all student surveys, staff surveys, and collateral contact surveys requested as part of DJJ monitoring;
- When requested, a Program Improvement Plan is developed and submitted within 30 days of receipt of the final monitoring report to address any issues noted during the Department's Education Branch monitoring;
- There is a process for evaluating School District employees' performance;
- Substitute teachers are available when teachers are absent all or part of a school day;
- There is a plan to ensure adequate housekeeping and maintenance of the facility.
- There is annual review of Standard Operating Procedures and approval;
- Standard Operating Process are made available to all staff and volunteers; and
- Available community resources are identified and utilized.

Budgets

The School District's budget should incorporate the total revenues and sources, confirmed or estimated, and total expenses. Revenues should include the request from the Department, as well as any other projected incomes. Total expenses should include itemized personnel costs for each position and itemized operating cost. Personnel cost, transportation, training, and other expenses must be clearly identified by amount and source in this budget.

Operating costs of the facility, food, and transportation should be worked out with the School District's local Board of Education. The budget requested from the Department should include personnel, fringe, and those operation costs directly attributed to treatment service personnel. The total prepared budget should, however, reflect total Program costs and all sources of revenues. Please note, teacher's salaries and benefits should not be funded by the Department of Juvenile Justice. If you put the teacher's salaries and benefits under DJJ costs, you will be requested to realign your budget.

The budget narrative shall include an explanation of each line item of the budget. Any total cost which has more than one component in the total should be broken down into individual costs. For example, fringe benefits could include Federal Insurance Contributions Act (FICA) and health insurance costs.

THE BUDGET MUST CLEARLY REFLECT WHAT LINE ITEM(S) ARE BEING CHARGED TO THE DEPARTMENT PORTION OF THE BUDGET AND WHAT LINE ITEM(S) WILL BE CHARGED TO OTHER FUNDING SOURCES.

Attachments

Attachments do not need to contain a narrative explanation but should include copies of the following documents:

- Articles of Incorporation (if incorporated);
- Copy of the standard operating procedures (SOP) in the School District's day treatment program procedures manual;
- A school calendar that identifies local school district instructional days (minimum 6 hours per instructional day), instructional and direct service days beyond the local school district calendar (210 days), professional development days, holidays, vacation days, and non-instructional days (totaling 230 days);
- A daily Program schedule for instructional and treatment time per day (4 hours) for each day beyond the local school district calendar;
- An organizational chart detailing the lines of supervision, positions, names, titles, and curriculum vitae for each individual providing services in the school district's day treatment program;
- Copy of Youth Orientation Handbook; and
- Comprehensive Inventory of items valued at over $500 with an estimated life of one year or more purchased through this funding source.

Conditions:

The Department reserves the right to fund all, part, or none of any individual services to the extent necessary to maximize the provision of Day Treatment Services. Receipt of an application by the Department or submission of an application to the Department by the School District confers no rights upon the submitting School District nor obligates the Department in any manner.

Applicants are advised that: a) Any contract awarded shall be governed by applicable laws of the Commonwealth of Kentucky; b) The contents of the successful renewal application including the standard operating procedures (SOP) in the School District's Day Treatment Program procedures manual shall become part of any contract awarded; and c) The Department reserves the right to request application amendments or modifications after the initial receiving date and during the entire contract period.

Please send an original and (1) copy of the renewal application and required documents by 4:00 p.m.

E.S.T., May 25, 2026, to:

Shannon Jett
Department of Juvenile Justice
1025 Capital Center Drive, 3rd Floor
Frankfort, Kentucky 40601

CONTRACTOR NAME:

Hopkins County Board of Education

NAME OF STAFF MEMBER	POSITION/TITLE OF STAFF MEMBER
Nathan Howton	Principal
Rachel Sandberg	Guidance Counselor
Philip Bader	Teacher
Kelley Parker	Teacher
Melissa Harris	Teacher
Jeffrey Givens	Teacher
Teresa Mathis	Teacher
Shala Cullen	Secretary

Date:

LEGAL DOCUMENTATION AUTHORIZATION

I hereby authorize the following person(s) to sign agency legal documents from this agency in accordance with the terms of the contract with the Justice Cabinet/Department of Juvenile Justice.

PRINTED NAME	SIGNATURE
1. Dr. Damon Fleming	_____
2.	_____
3.	_____

_____
Authorized Official's Signature

_____
Title

_____
Agency Name

_____

_____
Address

Date:___

INVOICE AUTHORIZATION

PRINTED NAME	SIGNATURE
1. Eydie Tate	_____
2.	_____
3.	_____

_____
Authorized Official's Signature

_____
Title

_____
Agency Name

_____

_____
Address

_____

SAMPLE BUDGET
TOTAL BUDGET

Revenues

Department of Juvenile Justice (Current Allocation)	$225,000.00
United Way	$
Other, describes source & amount	$
Total Revenues	$225,000.00

Expenses	Total Expenses	*Department	Other Sources
Personnel Costs: (excluding teacher salary)			
Director (full-time)	$172,382.26		
Counselor (full-time)	$40,648.10		
Aide (half-time)			
Training/professional development			
Technology/services:			
Fringe:	$11,969.64		
Other (describe):			
Operating Costs:			
Rent:			
Utilities:			
Telephone:			
Office Supplies:			
Postage:			
Cleaning Supplies:			
Food:			

Insurance:			
Transportation:			
Other (describe):			
Total:	$225,000.00		

*Specific line items being charged to the Department Request

REQUIRED INFORMATION THAT MUST BE SUBMITTED:

1. Your agency's Standard Operating Procedure Manual including policies that clearly detail all the information that has been required in pages 2-6. Please send only the procedures that are requested in the application.
2. A Budget that reflects the total funding of the Program for Fiscal Year 202 2027 (July l, 2026 through June 30, 2027) and Fiscal year 2028 (July 1, 2027 through June 30, 2028).
3. A Budget Narrative for any total cost which has more than one component in the total, should be broken down into individual costs, for example, fringe benefits should include F.I.C.A. and health insurance.
4. Completed page(s) 8, 9, and 10.
5. An organizational chart detailing the lines of supervision, positions, names and titles for each individual;
6. Copies of Staff Vitae's.
7. A school calendar for Fiscal Year 2027 and Fiscal Year 2028 (July 1, 2026, through — June 30, 2028). This calendar shall detail the local school district instructional days, instructional/direct service days beyond the local school district calendar, professional development days, holidays, vacation days, and any non-instructional days.
8. A daily Program schedule for instructional/treatment time per day for each day including beyond the local school district calendar.
9. In the daily schedule, show theme-based, student-centered, or project-based instruction for youth.
10. A copy of the Youth's Orientation Handbook.
11. Comprehensive Inventory of items valued at over $500 with an estimated life of one year or more purchased through this funding source.
12. You will send an original copy of the requested information and attachments and one (1) copy of all the material.