

2023 AOC Juvenile Officer Salary State Reimbursement Form

Judicial District: _____ County or Counties: _____

A JUVENILE CIRCUIT JUDGE SHALL SUBMIT THIS ON BEHALF OF ALL COUNTIES IN THEIR DISTRICT BEFORE PAYMENT CAN BE MADE TO ANY COUNTY.

When you have turnover in a juvenile position, please include all the officers in the slots who held that position in 2023 (please note example below when officers take over for other officers in the same “slot.” This maximizes the reimbursable slots for the county). Please include the Juvenile Officer’s name(s) and indicate if the officer is Intake (I) or Probation (P). Provide the hire date and the last day of employment- or acknowledge they are still a current employee. If more than one check should be issued within the circuit for the same juvenile officer, please indicate each county and the monetary amount to be reimbursed to each county. For example: County A should be reimbursed \$15,000 and County B should be reimbursed \$5,000 for Sam Jones. Each position should total \$20,000.00 if the officer's gross salary was more than \$40,000.00 in 2023. If the salary was less than \$40,000, the total reimbursement should be equal to 1/2 of the gross salary. The gross salary shall be the largest figure noted on the *W2 or on other certified financial documents reflecting total compensation, as submitted by the juvenile judge*. Some officers may have multiple W2s if paid by several counties and their total salary can be determined by adding all total salaries. *Please note W2 forms and any other documentation reflecting total compensation are required to be submitted with this reimbursement form. The juvenile judge must certify salary reimbursement as well as education requirements at the end of this form.*

JO Slot	Juvenile Officer Name(s); Notate Intake (I) or Probation (P)	Hire Date	Last Day of Employment; If currently employed, state N/A	Amount to be reimbursed to each county for each position. Total should not exceed \$20,000.00 or 1/2 of total salary paid to officer (lesser of two). List each county and amount.	Total Salary Paid to Officer by all counties
Position 0	1(a) Sam Jones	11/30/2019	2/1/2023	County A- \$10,000	\$43,000.00
Example	1(b) Sam Johnson	2/3/2023	9/30/2023	County B- \$5,000	<i>Note: This needs to reflect</i>
Do Not	1(c) Samantha Jones	10/6/2023	N/A	County C- \$5,000	<i>the combined salary for</i>
Delete	<i>Note: They are considered 1 slot for reimbursement purposes because employment dates do not overlap. "Enter" between employees.</i>			<i>Note: This needs to clarify how much each county should get for this one slot (which includes all 3 employees).</i>	<i>these employees from all counties. Provide W2s for all 3 from all 3 counties- 9 W2s.</i>
Position 1					
Position 2					
Position 3					

Position 4

Position 5

Position 6

Position 7

Position 8

Position 9

Position 10

Position 11

Position 12

Add Additional Positions up to the total amount allocated to your district.

Juvenile Judge’s Certification to Reimbursement Request

I hereby certify that the above-listed information is true and correct to the best of my knowledge. I further certify that I am submitting documentation for all counties in my judicial district and that the amounts to be paid to each county have been listed.

Circuit Judge Signature

Print Name

2023 AOC Juvenile Officer Education Certification, as Approved by the Juvenile Judge

I do hereby certify that the above-listed juvenile officers completed their education requirements as set forth in the Juvenile Officer State Reimbursement Guidelines found at: <https://arcourts.gov/sites/default/files/formatted-files/JO State Reimbursement.pdf>. I further certify that my office maintains proof of compliance for all officers listed above.

Circuit Judge Signature

Print Name

Please forward this form, W2s, and other financial forms reflecting total compensation, to juvenileofficers@arcourts.gov

PLEASE INDICATE ON THE FOLLOWING SHEET TO WHOM SHOULD BE PAID FOR EACH COUNTY AND WHERE TO MAIL THE REIMBURSEMENT(S) TO. Please list all counties that you indicated should receive payment on the first page of this form.

Attach additional pages, if necessary.