

Appendix E

Department of Corrections-Division of Juvenile Corrections

2003 YOUTH AIDS EMERGENCY FUNDS PROCESS AND FORMULA

1. **County applications are due at 4:00 p.m. on Tuesday, December 9, 2003.**
2. A Department of Corrections panel will review the narrative presented by each applicant to determine if the application meets the criteria of an emergency situation.
3. Applications, which meet the emergency criteria, will have the following formula applied to determine recommended awards:
 - a. The three previous years' costs for JCIs are added together for each applicant county.
 - b. The three previous years' total Youth Aids allocations are added together for each applicant county.
 - c. Each county's amount in Step 3.a. is divided by each county's amount in Step 3.b.
 - c. The current year's projected cost for JCIs is divided by the current year's Youth Aids allocation for each applicant county.
 - d. Each county's amount derived in Step 3.c. is subtracted from each county's amount derived in Step 3.d.
 - e. The county with the smallest increase from the three previous years to the current year is ranked first, the next second, and so on until all counties are ranked.
 - g. The rankings are added together for a total.
 - h. A factor is determined by dividing each county's ranking by the total in Step 3.g.
 - i. Steps 3.a. through 3.h. are completed for each applicant county's total costs for CCI/RCCs.
 - j. The final factors for CCI/RCC and JCI youth are averaged for each applicant county.
 - k. The average factor for each applicant county is multiplied by \$250,000 to determine the formula amount.

The recommendations of the panel are presented to the Division Administrator for final recommendation to the Department Secretary. The Administrator will make the final awards. Notification of awards will be made during the last week of the calendar year via a letter and a contract supplement.