

FY2025 Use of Funds

Allowable Expenses

Supporting documents are required for all allowable expenses. See what's required under each spending category.

Personnel Costs

Personnel salaries and benefits for staff while working on therapeutic court duties or procedures

Court Staff including:

- Coordinator
- Case Manager
- Peer Support
- Prosecution
- Defense
- Probation
- Judicial Officers
 - Judges
 - Pro Tem Judges
 - Commissioners

Supporting documents must list staff member name, staff member title, pay period

- Payroll Ledgers
- Pay Stubs

Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.

Unallowable Expenses

The list of unallowable expenses is not exhaustive. If you are unsure whether your expense is allowable, email CLJTherapeuticCourtsApplications@courts.wa.gov for clarification before making a purchase.

Personnel Costs

Court Staff including:

- Security Personnel
- Supporting the salary/benefits of any staff member not related to the therapeutic court
- Indirect Costs

Staff Equipment & Technology

Includes equipment, supplies, software, and IT maintenance for staff that support the program

- Computers
- Cell Phones
- Printers/Fax Machines
- Staff Desk equipment and supplies
 - Office Chairs for Staff
 - Office Desk for Staff
 - Desk Phone
 - Keyboard/Mouse

Staff Equipment & Technology

- Furniture
 - Couches
 - Beds
 - Armoire
 - Atelier
 - Chaise longue
 - Chifforobe
 - Dresser
 - TV Stands
 - Bookcases

<ul style="list-style-type: none"> ○ Monitor(s) ○ Headsets ○ Computer Webcams ○ Desk Organizers/Storage ○ Pens/Pencils ○ Paper/Notebooks ○ Paper Clips/Binders/Stapler ○ A/V equipment for courtroom ○ Other Office supplies ○ Translation Services (program materials) <ul style="list-style-type: none"> ● IT Maintenance and Tech Support ● Software Subscriptions ● Supplies for community meetings and staff retreats <p>Supporting documents must list name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> ● Receipts ● Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	<ul style="list-style-type: none"> ○ Accent Chairs ○ Conference Table <ul style="list-style-type: none"> ● Software <ul style="list-style-type: none"> ○ <i>New</i> subscriptions for case management software ○ OCourt Subscriptions ● Other Technology <ul style="list-style-type: none"> ○ A/V equipment for conference rooms
<p>Team Training/Travel</p> <p>Training for program staff on the use of Risk-Needs-Responsivity (RNR) assessments and evidence-based treatment modalities.</p> <p>Exceptions to below list can be submitted for preapproval to CLJTherapeuticCourtsApplications@courts.wa.gov</p> <p>Prioritized Trainings</p> <ul style="list-style-type: none"> ● WSADCP trainings/conferences ● All Rise trainings/conferences <p>Other Eligible Training Suggestions upon approval of contract team</p> <ul style="list-style-type: none"> ● NADCP trainings/conferences ● Center for Justice Innovation (CJI) trainings/conferences <p>Travel expenses related to training</p>	<p>Team Training/Travel</p> <ul style="list-style-type: none"> ● Training and travel expenses not pre-approved by AOC staff ● Staff mileage to/from work site ● Purchase of vehicles

<ul style="list-style-type: none"> • Meals (per diem rate) • Air travel – travel insurance/refundable tickets recommended • Lodging (per diem rate) – the AOC will not reimburse until after checkout • Transportation <ul style="list-style-type: none"> ○ Mileage ○ Car rental ○ Parking ○ Other Transport <ul style="list-style-type: none"> ▪ Ferries ▪ Taxis ▪ Uber/Lyft ▪ Bus fare ▪ Shuttle fare ▪ Subway/Link/Railway fare <p>*Tips must not be over 15% of purchase total</p> <p><u>Supporting documents</u> must list names and titles of therapeutic court staff attending, name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> • Receipts (receipts not required for meals, the AOC reimburses at the per diem rate) • Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p>Treatment Services</p> <p>Treatment services not covered by participants' insurance or co-insurance, costs that are deemed unaffordable to the participants, and compliance monitoring. Participants are encouraged to apply for Apple Care.</p> <ul style="list-style-type: none"> • Participant Medical Insurance Deductibles and Spend Downs • Therapeutic Services not covered by participant insurance but recommended by treatment or therapeutic court staff (i.e. DV treatment) 	<p>Treatment Services</p> <ul style="list-style-type: none"> • Professional Licensing Fees • Services that are eligible and covered via participants medical insurance (i.e. Ongoing treatment for a participant with Medicaid/private insurance in lieu of local BHA)

<ul style="list-style-type: none"> • Lab & Toxicology Testing • Treatment Staff/Peer Support contracted by the court <ul style="list-style-type: none"> ○ Mental Health Services ○ Peer Support Services ○ SUDP ○ Veteran's Support Services <p><u>Supporting documents</u> must list name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> • Receipts • Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p>Recovery Supports Other services for participants that are not accessible through other local, state, or federal programs, services meant to ensure participants' success in program. <i>Not an exhaustive list</i></p> <ul style="list-style-type: none"> • Participant Transportation <ul style="list-style-type: none"> ○ Bus Passes ○ Uber/Lyft Rides ○ Car Services ○ Other Transit Services • Food & Beverages - *Participants <ul style="list-style-type: none"> ○ Meals (*Graduation or other pre-approved event; must have agenda & sign in sheet, or other approved documentation – no more than \$20.00 per person) ○ Snacks ○ Water ○ Non-alcoholic Beverages (<i>*no mocktails allowed</i>) • Food & Beverages - *Staff <ul style="list-style-type: none"> ○ Meals (*<u>Must</u> follow your agency policy on meal purchases for meetings. Agenda and sign in sheet required.) 	<p>Recovery Supports</p> <ul style="list-style-type: none"> • Gas cards • Gift Cards • Gifts • Logoed apparel • Driver Educational Courses • License reinstatement fees (i.e. Tickets, fines, etc.) • Advertising on radio stations, newspapers, billboards, etc.

<ul style="list-style-type: none"> ○ Non-alcoholic Beverages (<i>*no mocktails allowed</i>) • Cell Phones through a checkout program • Cell Minutes • Hygiene Products • Recovery Housing- when all other supports have been exhausted • Education <ul style="list-style-type: none"> ○ Parenting Classes ○ Financial Literacy • Graduation supplies • Driver's license/ID replacement fee <p><u>Supporting documents</u> must list name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> • Receipts • Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p>Other Direct Costs</p> <p>Miscellaneous expenses directly related to program delivery. Requires pre-approval. Submit requests to CLJTherapeuticCourtsApplications@courts.wa.gov</p>	