



Administrative Office of the Courts

# Office Hours: State Funding for Therapeutic Courts in Court of Limited Jurisdiction

April 14, 2025

# General Housekeeping Information



This session will be recorded  
and posted on Inside Courts for  
later reference

# Joining From the AOC



- **Tessa Clements**

Behavioral Health Program Supervisor

- **Leah Niccolocci**

CLJ Therapeutic Court Program Analyst

- **Mindy Nelson-Oakes**

CLJ Therapeutic Court Program Analyst

- **Ginnava Hooft**

DUI Court Program Analyst

- **TJ Grace**

CLJ Therapeutic Court Program Specialist

# Information Session Overview



- SFY25 Funding
  - Closeout information & processes
- SFY26 Funding
  - Timeline & General Information
  - Application/Renewal Process
  - Reimbursement Process



# Wrapping up FY2025



- Contact your fiscal agent
- No gap in funding
- Contracts end June 30, 2025
- New contracts start July 1, 2025
- Deadline for SFY25
  - Last day to spend June 30, 2025
  - A19 and quarterly report due July 15, 2025

# Who Can Apply?



New and existing Therapeutic Courts  
are eligible for this funding

## Funding Prioritization

Courts currently receiving funding under this funding source will be prioritized with new applications being considered once a reconciliation of remaining funds is complete

# Timeline of Events



Activity	Date
Application/Renewal – Announcement & Publication	April 4, 2025
Information Sessions	April 11, 2025 @ 12pm April 14, 2025 @ 12pm
Applications Due	May 16, 2025
Application/Renewal Review	First week of June 2025
Notification Letter and/or Contract	June 20, 2025

# How Much?



- The legislature has proposed a 10% cut to this fund
- A biennial reduction of \$2,062,000
- AOC contracts run on the state fiscal year
- \$8.7mil available to contract with courts in fiscal year 2026



# Cost Categories



- **Salaries and Benefits-** Coordinator, case manager, peer support, prosecutor, defense, probation/LEO and judicial officer for time spent dedicated to supporting therapeutic court operations, participants and in therapeutic court
- **Staff Equipment and Technology-** computer, cell phone, RNR subscriptions, and other program technology to equip staff and/or support participants.
- **Team Training & Travel-** Training and travel associated with therapeutic court best practices
- **Treatment Services-** assessment/treatment costs for those who are not eligible for Medicaid or who have exorbitant out of pocket costs
- **Recovery Supports-** After exhausting all other available resources

# Application Process



- Applications look similar to previous applications with a focused attention on Best Practice Standards
- Documents to attach:
  - Letters of support from stakeholders (city/county board, prosecution, defense etc.)
  - Current program materials if applicable (policy and procedures, participant handbook, etc.)
- Budget section will *require* work with fiscal department to be accurate
- Contract deliverables will be driven by court needs and will be focused on Best Practice of *court model*

# Reimbursement Process



- Monthly or quarterly a19s *must* be submitted for reimbursement
- Work with your fiscal agent to understand process
- Resources on the CLJ Therapeutic Courts tab of Washington Therapeutic Courts

## Documentation Needed to submit a19

- Payroll reports from your fiscal agent
- Invoices
- Receipts
- Other documents as needed

# Tips and Tricks for Budget Section



## Salary/Benefits

- All Therapeutic Court roles time is eligible for reimbursement at the amount of time spent working on Therapeutic Court duties
  - Coordinator Squidward is an FTE and spends 20 hours/week working with the therapeutic court and 20 hours working in the general docket
  - Coordinator Squidward salary and benefits is \$6,000 per month

$$\text{\$6,000} \times 50\% = \text{\$3,000}$$

- \$3,000 of Coordinator Squidward's monthly salary and benefits can be reimbursed through the CLJ Therapeutic Court funding

# Tips and Tricks for Budget Section



## Staff Equipment

- All Therapeutic Court roles' staff equipment is eligible for reimbursement at the amount of time it is being used for Therapeutic Court
  - Coordinator Squidward is an FTE and spends 20 hours/week working with the therapeutic court and 20 hours working in the general docket
  - Coordinator Squidward's desk printer costs \$300 per month

$$\text{\$300} * 50\% = \text{\$150}$$

- \$150 per of Coordinator Squidward's printer costs can be reimbursed through the CLJ Therapeutic Court funding

# Tips and Tricks for Budget Section



## Training and Travel

- All Therapeutic Court roles should receive regular training on best practices, that is reimbursable through these funds
  - Coordinator Squidward is traveling to the state conference and will be driving 50 miles in their own vehicle each way to get there and spending 3 nights in a hotel. The conference is providing lunch, but no breakfast or dinner. According to per diem rates on [GSA.gov](https://www.gsa.gov):
    - Hotel- \$188/night                      \*3= \$564
    - Breakfast- \$23/day                      \*3= \$69
    - Dinner- \$38/day                      \*3= \$114
    - Mileage- \$.70/mile                      \*100 = \$70

*Request \$817 in training and travel costs for Coordinator Squidward*



# Tips and Tricks for Budget Section



## Treatment and Recovery

- Connecting participants with community organizations and community resources is important for their long-term recovery. If there are no resources available, or they have been exhausted, treatment and recovery dollars are available to fill gaps
  - Coordinator Squidward's court served 30 participants last year and plans to serve 50% more participants in FY26. Their FY 25 expenditures in the treatment and recovery services categories were:
    - Treatment \$1,800 /30=\$60
    - Recovery \$2,400 /30=\$80
    - FY 25 Participants 30 \*50%=15
- The average costs for treatment and recovery and the estimated number of individuals to be served in FY26 are what are used to calculate requests in those categories
  - Treatment  $\$60 \times 45 = \$2700$
  - Recovery  $\$80 \times 45 = \$3600$



# Q&A