

ATTACHMENT B: USE OF FUNDS

SFY2026 USE OF FUNDS	
Allowable Expenses	Unallowable Expenses
<p>Supporting documents are required for all allowable expenses. See what's required under each spending category. <i>Not an exhaustive list</i></p>	<p>The list of unallowable expenses is <u>not exhaustive</u>. If you are unsure whether your expense is allowable, please contact your AOC BH Program Manager for clarification before making a purchase.</p>
<p><u>Personnel Costs</u></p> <p>Personnel salaries and benefits for therapeutic court staff. <i>Reimbursed at the percentage of time spent on the therapeutic court duties.</i></p> <p>Court Staff including:</p> <ul style="list-style-type: none"> • Coordinator • Case Manager • Peer Support • Clerk • Prosecution • Defense • Probation/LEO • Judicial Officers: <ul style="list-style-type: none"> ○ Judges ○ Pro Tem Judges ○ Commissioners <p><u>Supporting documents</u> must list staff member name, staff member title, pay period <i>DO NOT bill employees as contractors</i></p> <ul style="list-style-type: none"> • Payroll ledgers or • Pay stubs • Invoices are for Contractors/Non-employees only <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	<p><u>Personnel Costs</u></p> <ul style="list-style-type: none"> • Salaries and Benefits for Security Personnel • Supporting the salary/benefits of any staff member not related to the therapeutic court • Indirect Costs
<p><u>Staff Equipment & Technology</u></p> <p>Includes equipment, supplies, software, & IT maintenance for staff that support the program. <i>Reimbursed at the percentage of time equipment is dedicated to the therapeutic court.</i></p> <p>Staff Equipment including:</p> <ul style="list-style-type: none"> • Computers & computer accessories like monitors, mice, keyboards, webcams, headsets 	<p><u>Staff Equipment & Technology</u></p> <ul style="list-style-type: none"> • Furniture <ul style="list-style-type: none"> ○ Couches, chairs, beds, dressers, TV stands, bookcases, conference tables, conference room chairs, or fridges/freezers • Software <ul style="list-style-type: none"> ○ <i>New subscriptions</i> for case management software ○ OCourt Subscriptions

<ul style="list-style-type: none"> • Computer/Office desk for staff • Cell phones • Copier/Fax/Printers • Desk phones • Office Supplies: pens, pencils, paper, notebooks, stapler/staples, binders, etc. • IT maintenance & tech support • Software Subscriptions (including RNRs) • Supplies for community meetings & staff retreats <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 or • 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"> • Other Technology <ul style="list-style-type: none"> ○ A/V equipment for conference rooms
<p><u>Team Training & Travel</u></p> <p>Training and registration costs for program staff relevant to best practice standards for your therapeutic court model. <i>Airfare, lodging, meals, and other travel expenses reimbursable after travel concluded. Travel insurance is strongly recommended.</i></p> <p>If you have another specific training need not immediately identified in best practices standards, please reach out to your contract manager for approval.</p> <p>Travel & Training expenses including:</p> <ul style="list-style-type: none"> • Meals (per diem rate) • Airfare • Lodging (per diem rate) • Transportation <ul style="list-style-type: none"> ○ Rental Car ○ Public Transport fares <ul style="list-style-type: none"> ▪ Ferries ▪ Subway/Link/Bus ▪ Uber/Lyft/Taxi ▪ Shuttle ○ Mileage (.70/mile) ○ Parking • Expenses related to team retreats and community partner events or meetings, lasting a minimum of three hours 	<p><u>Team Training & Travel</u></p> <ul style="list-style-type: none"> • Attendance by anyone not related to the therapeutic court • Alcoholic Beverages • Staff mileage to/from work site • Purchase of vehicles • Canceled reservations and airfare is not reimbursable

<ul style="list-style-type: none"> ○ Refreshments <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 receipt</p> <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p><u>Treatment Services</u></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 Medicaid/Medicare.</p> <p>Treatment Services Including:</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) • Lab & Toxicology Testing • Treatment Staff/Peer Support contracted to attend court for unbillable hours • 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 or • Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	<p><u>Treatment Services</u></p> <ul style="list-style-type: none"> • Professional licensing fees for clinical court staff • Services that are eligible and covered via participants medical insurance (i.e. Ongoing treatment for a participant with Medicaid/Medicare/private insurance in lieu of local BHA)
<p><u>Recovery Supports</u></p> <p>Other services for participants that are not accessible through other local, state, or federal programs, services meant to ensure</p>	<p><u>Recovery Supports</u></p> <ul style="list-style-type: none"> • Gas cards • Gift Cards • Gifts

<p>participants' success in program. <i>Not an exhaustive list</i></p> <p>Recovery Supports including:</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 - <ul style="list-style-type: none"> ○ Graduation refreshments ○ Snacks (courtroom, provisions bags) ○ Water • Cell Phones through a checkout program • Cell Minutes • Hygiene Products • Recovery Housing <ul style="list-style-type: none"> ○ Rent- when all other supports have been exhausted, and documentation of denial is submitted with a19 • Education <ul style="list-style-type: none"> ○ Parenting Classes ○ Financial Literacy • Graduation supplies • WA State ID Replacement Fees • WA Driver's License Renewals/Replacement fee (up to \$55, or 6-years, or \$9 per year) • Driver's Testing Fees <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 or • 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"> • Logoed apparel • Driver Educational Courses • WA Driver's License Reinstatement/ • WA Driver's License Renewal Late fees • WA Enhanced License Renewals/Replacements • Advertising on radio stations, newspapers, billboards, etc. • No meals • No alcoholic beverages
<p><u>Other Direct Costs</u></p> <p>Miscellaneous expenses directly related to program delivery. Requires pre- approval. Submit to your AOC BH Program Manager</p>	<p><u>Other Direct Costs</u></p> <ul style="list-style-type: none"> • physical space/buildings or ongoing office rental fees