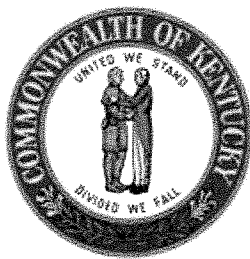


**Gutsmann, Lisa**

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**From:** Morgan, Pat  
**Sent:** Monday, June 12, 2023 4:26 PM  
**Subject:** FW: Reimbursement for Juvenile Transport



**Commonwealth of Kentucky  
Justice & Public Safety Cabinet**

**Andy Beshear, Governor**

**Kerry Harvey, Secretary**

**MEMORANDUM**

**Date:** June 9, 2023  
**To:** Police Chiefs and Sheriffs  
**From:** Vicki Reed, Commissioner, Department of Juvenile Justice  
**Re:** Reimbursement for Juvenile Transport

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First and foremost, thank you for being a valued partner of the Department of Juvenile Justice (DJJ) and for your continued service to Kentucky's at-risk youth. We appreciate your patience and assistance these past several months as the

department has worked to implement many positive changes to enhance the safety and security within our juvenile detention centers.

This memo outlines the process for law enforcement agencies to submit reimbursement for transportation of juveniles to/from a DJJ facility. We hope this memo is clarifying, but should you have any questions do not hesitate to contact us.

**Mileage/Meal Reimbursement Process – Prior to Commitment to DJJ**

Law enforcement agencies may receive mileage reimbursement when transporting male or female juveniles from county to county for detainment at a detention center. Claims should be submitted through the current Sheriff Monthly Fee Claim Reimbursement process, by accessing the form (AC34) through the County Fees Branch [website](#). Forms should be mailed to:

Lisa M. Ballinger  
Administrative Branch Manager  
Division of Local Government  
County Fees Branch  
PO Box 639  
Frankfort, KY 40601

Law enforcement agencies are eligible for reimbursement for all mileage incurred while transporting a juvenile to and from detention. This includes the mileage the officer drove the agency vehicle plus the number of miles the juvenile was in the vehicle. Additionally, officers may be eligible to receive reimbursement from the County Fees Branch for any food provided to the juvenile during transportation. A receipt must be included when submitting reimbursement.

For any questions on the reimbursement process, please contact Lisa Ballinger in the Division of Local Government, County Fees Branch at 502-564-6933 or [lisa.ballinger@ky.gov](mailto:lisa.ballinger@ky.gov).

**Mileage/Meal Reimbursement Process – Committed/Sentenced to DJJ**

When a law enforcement officers transports a juvenile who has been committed by the courts to the custody of DJJ and is housed at a DJJ operated facility or a

facility contracted by DJJ, agencies shall be reimbursed for the following expenses:

- Mileage while transporting the juvenile;
- Meal costs for the juvenile; and
- Any lodging for the youth  
*(Meal or lodging costs for the transporting officer or attendant will not be reimbursed.)*

Pursuant to KRS 605.080, the law enforcement agency must submit a full account of incurred expenses and have that account verified by the officer upon oath before the District Court and certified by the circuit clerk prior to payment by DJJ.

Mileage should be calculated by the shortest regularly traveled route and be reimbursed at the amount prescribed by the Finance and Administration Cabinet. The officer must use the attached authorization form and attach the order, receipts, commissioner's warrant or any additional documentation. The certified form shall be mailed to:

Department of Juvenile Justice Fiscal Branch  
1025 Capital Center Drive Building 3, Third Floor  
Frankfort, Ky. 40601

A member of the opposite sex shall not transport a juvenile unless accompanied by an attendant of the same gender. Attendants will be paid when the only driver available is the opposite sex of the juvenile being transported. For example, the Department will not pay for a male attendant when the driver and the juvenile are both male. The Department will pay for a female attendant when the driver is male, and the juvenile is female. When an attendant is required, DJJ will reimburse at the rate of \$5.00 per hour.

Regardless of the number of juveniles transported or the number of transporting officials in the vehicle, mileage will only be reimbursed once. Payments will be made only to the county. Payments will not be made directly to the transporting or

attending individuals. For any meal, lodging or other expenses occurred, receipts must be attached.

Incomplete/inaccurate forms will be returned for correction prior to reimbursement. If you have any questions, please contact Ramona Robinson at [ramonaj.robinson@ky.gov](mailto:ramonaj.robinson@ky.gov) or 502-892-3679.

Again, thank you for your service and commitment to creating safer communities.

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JUSTICE AND  
PUBLIC SAFETY CABINET

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