



## TRAINING ALLOCATIONS

### Policy and Procedure

#### Authority

The Juvenile Court Judges' Commission's ([JCJC](#)) enabling legislation ([The Juvenile Act-42 Pa. C.S. § 6374](#)) provides the JCJC shall have the power, and its duty shall be to make annual grants to political subdivisions for the development and improvement of probation services for juveniles.

#### Purpose of Awarded Funds

1. Support of training programs and professional development for juvenile probation personnel.
2. Continue the advancement of the Commonwealth's balanced and restorative justice mission.
3. Further the implementation and sustainability of the Juvenile Justice System Enhancement Strategy.

#### Standards and Conditions

1. Pursuant to the JCJC's Standards Governing the Operation of a Juvenile Probation Merit System ([Juvenile Court Standard – Operation of a Juvenile Probation Merit System](#)): The minimum annual training requirement for continuing employment as a juvenile probation officer, supervisor/deputy, or chief juvenile probation officer ("chief") shall be the successful completion of 40 hours of approved training per year; the minimum training requirement for a new employee who was granted exceptional person status is the successful completion of 60 hours of approved training during their 12-month probationary period. Forty hours of training is required regardless of the percentage of time working in juvenile probation services. (The reader is encouraged to review the above referenced Standard for additional details).
2. Training allocations shall support professional development opportunities for staff to enhance their skills and competencies to effectively advance the juvenile justice system. Permission for the utilization of training funds beyond this scope shall be obtained from the JCJC's program manager of

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Professional Development and System Improvement.

3. Support personnel are exempt from the 40-hour training requirement; however, the training allocation funds may be used to offset the cost of training for support staff, at the discretion of the chief.
4. County training allocations are calculated using the following methodology, but not correlated with the required training hours:
  - a. For each juvenile probation officer, supervisor/deputy, and chief working 51%-100% of their time in juvenile probation services, a full allocation will be awarded.
  - b. For each juvenile probation officer, supervisor/deputy, and chief working 26%-50% of their time in juvenile probation services, a half allocation will be awarded.
  - c. For each juvenile probation officer, supervisor/deputy, and chief working equal to or less than 25% of their time in juvenile probation services, no allocation will be awarded.
  - d. As per the submission of the Schedule of Staff Salaries, funding for vacant positions will not be included in the initial distribution; however, if a position is filled by June 30th, funding for that position(s) may be requested. Also, if additional funding is required for professional development opportunities (such as JPO Academy, JCJC Conference, etc.) for new staff hired after July 1st, counties may contact the JCJC's program manager of Professional Development and System Improvement to make a request. A [Juvenile Probation Personnel Transaction Form](#) and a college transcript shall be submitted to the JCJC by the chief within 10 business days of the filling of any juvenile probation officer position. An exception to the college transcript requirement may apply where the new employee was granted exceptional person status.
  - e. The JCJC will provide access to the learning management system (Brainier) to all juvenile probation staff without cost.



5. Training allocations shall be fully expended during the calendar year in which they are dispersed unless you are otherwise notified in writing due to extenuating circumstances. Expenditures shall also include any training funds that were approved for carryover from the previous calendar year. A balance of up to \$250.00 or 5% of the training allocation, whichever is greater, may be carried forward to the following calendar year without a reduction in the following year's training allocation.
  - a. Leftover funds greater than the carryover allotment or due to extenuating circumstances may be carried over without penalty pending the approval of a Training Allocation Carryover Request form submitted to the JCJC's program manager of Professional Development and System Improvement.
  - b. In the event a county's balance is greater than the carryover allotment, the following year's allocation will be reduced by the amount of unexpended training funds over and above the allowable carryover from the previous year.
  - c. Should a need arise that leftover funds must be returned due to an individual county's policy, the funds should be returned via check, payable to "Schuylkill County," and forwarded to the JCJC's Center for Juvenile Justice Training and Research at 1871 Old Main, Shippensburg University, Shippensburg, PA 17257-2299.

## Requirements

1. Training Expenditure Report
  - a. The report information is used by the JCJC to document that the 40-hour (or 60-hour for a new employee who was granted exceptional person status) training requirement is being met by juvenile probation officers, supervisors/deputies, and chiefs.
  - b. Counties are required to report their training activities and expenditures annually to the JCJC by December 31st through the completion of the Annual Training Expenditures Report in the JCJC Event Management System ([JEMS](#)). This module is accessible to



the chief and training coordinators in JEMS.

- c. The report requires documentation confirming the total training hours received by all juvenile probation personnel, including new employees and those whose employment ended during the report period.
- d. Each training program must be completed in its entirety to receive the training hours.
- e. A brief written justification must be entered into JEMS for each juvenile probation officer, supervisor/deputy, and chief who does not complete the 40-hour training requirement (or a new employee who was granted exceptional person status and does not complete the 60-hour training requirement).
  - i. See *Response to Noncompliance* on page 5.
- f. The [Exporting a Training Expenditure Report](#) tutorial provides detailed instructions for exporting the completed Training Expenditure Report from the JEMS system and submitting the report for review. This tutorial can be found under the Probation Courses tab of the JEMS website.

## 2. Schedule of Staff Salaries

- a. This information is used by the JCJC to determine a county's training allocation and to complete the annual Juvenile Probation Personnel Report.
- b. Counties are required to complete the Schedule of Staff Salaries module in JEMS by January 1st. The module is accessible to the chief and/or their designee. This module is a snapshot of the department's personnel on December 31st.
- c. The module contains information related to juvenile probation departments, including the number of vacant positions, starting salary, average hours worked per week, and the number of positions classified as juvenile probation officers, as well as staff demographics, salaries, employment dates, and education level.



- d. The [Entering County Fiscal Information in JEMS](#) tutorial provides step-by-step guidance to assist in entering county-specific information to be included in the generation and submission of the Schedule of Staff Salaries. This tutorial also offers guidance to assist with the addition of new staff and maintaining staff accounts.

## Response to Noncompliance

1. In the event a juvenile probation officer, supervisor/deputy, or chief is unable to complete the 40-hour training requirement (or 60-hour training requirement for a new employee who was granted exceptional person status) due to extenuating circumstances, the chief must contact the JCJC's program manager of Professional Development and System Improvement to obtain approval for an exception during that calendar year's reporting.
2. When extenuating circumstances are not a factor, failure to comply with the 40-hour training requirement will result in notification to the chief and copied to the juvenile court administrative judge. This notification will advise that further noncompliance with the minimum annual training requirement may lead to a loss of training allocation funds and a reduction of the county's Juvenile Probation Services Grant.
3. A Staff Training Hours Report is available in JEMS and can be accessed at any time throughout the year. This report will assist in the monitoring of training activities for all staff (juvenile probation officers, supervisors/deputies, and chiefs) who are subject to annual compliance with the 40-hour training requirement (or the 60-hour training requirement for a new employee who was granted exceptional person status).
  - a. The JCJC's program manager of Professional Development and System Improvement sends each chief and juvenile court administrative judge their department's Staff Training Hours Report on the first business day of October to provide an update of reported training hours for the calendar year.
  - b. Each county's JCJC juvenile court consultant will assist, as needed, in developing a plan to maintain compliance with the minimum annual training requirement.



## Approval Process

1. Upon receipt of the Training Expenditure Report and Schedule of Staff Salaries, the JCJC will review the submitted materials. These reports must be approved prior to a county receiving the training allocation. Prior to distribution, chiefs will be asked to confirm the allocation calculation within five business days, or the allocation will automatically be confirmed.
2. Each county will receive a single payment containing their annual training allocation. Counties participating in the voucher program will receive their payment through direct deposit into each county's respective voucher account. Counties not participating in the voucher program will receive a check payable to the county.

## Voucher Account

1. The purpose of the JCJC voucher account program is to assist in supporting professional development for juvenile probation personnel. Voucher accounts are utilized by counties to assist in maximizing training budgets to be used to advance professional development within the county.
2. Voucher account funds are maintained in an account managed by the JCJC. At the time of training allocation distributions, counties participating in the voucher account program will receive their allocation through direct deposit into each county's respective voucher account.
3. The JCJC voucher account program is available to any Pennsylvania county juvenile probation department.
4. The Training Allocation Policy applies to counties participating in the voucher account program for the expenditure of training funds.
  - a. Counties' specific guidelines may also apply.
5. Registration and lodging related to JCJC-sponsored professional development events may be handled automatically by deducting the funds from the voucher account to cover those training expenses.



6. All approved professional development events, outside of JCJC-sponsored events, and training supplies may be reimbursed through the voucher account.
7. Counties participating in the voucher account program must use a vendor invoice accompanied by a cover memo, or a standard reimbursement form must be provided to the JCJC to expend the funds. Counties may contact the JCJC's program manager of Professional Development and System Improvement for assistance if necessary.

## Tutorials

1. Tutorials on the following subjects are located under the Probation Courses tab of the [JEMS](#) website.
  - a. [Exporting a Training Expenditure Report](#) – provides detailed instruction for exporting a Training Expenditure Report from the JEMS system and submitting the report for review.
  - b. [Entering County Fiscal Information in JEMS](#) – provides step-by-step guidance to assist in entering county-specific information to be included in the generation and submission of the Schedule of Staff Salaries. This tutorial also offers instructions to assist with the addition of new staff and maintaining staff.