

EFFECTIVE

March 1, 2015.

Subject(s)**JJ2 275, Transport and Ward Meal Reimbursement****Reimbursement for
Attendant or
Conveyor**

Payments to non-state employee attendants or transporters may be made at the prevailing minimum wage plus reimbursement for travel expenses in accordance with Standardized Travel Regulations. Use DHS-1582, Payment Voucher, to submit a claim with the following information:

- Name of youth.
- Case number of youth.
- Type of program involved.
- Date of transport/conveyance.
- Signature of attendant or conveyor.
- Signature of local office director.

**Payment to
Detention
Conveyors**

Non-state employee detention conveyors and attendants pre-authorized by Juvenile Programs Office, Regional Detention Support Services, or by a local office director to transport youth to or from a secure county operated detention center, or to and from a department-operated or funded regional detention program, are reimbursed at the rate of 1.75 times minimum wage.

Requests for payment by pre-authorized detention conveyors and attendants are submitted separately by attendants and conveyors directly to Regional Detention Support Services.

Reason: Administrative Handbook (AHA) 801-3 item is obsolete; so payment steps for non-state employee attendants or transporters were added to the Juvenile Justice Field Services policy item .

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[JJ2 275](#)