

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	967
Issued:	02/10/04
Post Until:	03/09/04

SUBJECT: FINANCIAL PROCEDURES – DOCUMENTATION IS TO BE PROVIDED WITH THE FINANCIAL CHANGE FORM (Revision of Directive 704, Issued 6-16-98)

The Financial Change Form, Prob 1286, is used to notify the Fiscal Services Office, Probationer Account Unit, of any reduction, cancellation, or modification to the monetary amount previously established in the Collections Automated Accounts Receivable System (CARS). All requests for changes to a probationer's account must be accompanied by appropriate documentation.

When submitting a Financial Change Form which reduces, cancels, or modifies the monetary amount, the following procedures are to be followed:

- **Modification of Financial order** – A copy of the minute order modifying the financial order must be attached to the Financial Change Form. The change form must state the reason for the change in section four (4). The amount noted in section four must equal the amount stated in section three (3) of the change form
- **Community Service** – When a probationer has been allowed to complete community service work in lieu of the payment of fines, or fines imposed have been modified to community service work, a copy of the minute order and the certificate of completion validating that community service work has been performed must be attached to the Financial Change Form
- **Accounts Paid In Full Through the Court** – A copy of the register receipt obtained from the court clerk must be attached to the Financial Change Form
- **Payments Made Directly to the Victim or Restitution Paid in Full Directly to the Victim**
A copy of the promissory note or written statement verifying that payments will be made directly to the victim, or a statement that the victim has been paid in full, must be attached to the Financial Change Form

Additional factors to be considered when submitting a Financial Change Form include the following:

- Except in the case of PC1203.9 transfer or Interstate Compact transfer, modifications to the Cost of Probation Services (COPS) should not be made before the time of the mid-term review. If special circumstances arise, the financial evaluator may make changes to COPS prior to the mid-term review. If during the mid-term review, or anytime thereafter, a change is made to COPS, the probationer must be seen by a financial evaluator

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- Modifications ordered by the court become effective as of the date of the court order. For example, when probation is granted, COPS is automatically assessed unless the court orders otherwise. If at a later date the court subsequently determines that the probationer cannot pay for the COPS, reduces COPS, or in anyway modifies the order for COPS, this order is effective as of the date the court issued the order, not the date probation was granted.
- Welfare fraud cases must list the Department of Public Social Services as the victim when restitution is ordered. For accounting purposes, the address of Cal WORKS (formally AFDC) and Food Stamps over-insurance must be entered on CNVD as follows:

DPSS Financial Division
3425 Wilshire Blvd 8th Floor
Los Angeles, CA 90010

DPSS Food Stamps Fiscal Services
3435 Wilshire Blvd 8th Floor
Los Angeles, CA 90010

- The correct victim information must be entered on the CNVD screen before any change can be made to the restitution amount.
- When requesting that billing be suspended, a restart date must also be indicated on the Financial Change Form. When a probationer is incarcerated, this automatically occurs when the custody information is entered on the DFID screen. If billing is suspended for other reasons, such as involvement in residential drug treatment, a restart date must be included along with the suspend billing date
- When a case is moved from an active supervision designation the billing date is automatically reset for a date ten years in the future. When a case is reinstated on probation, a change form must be submitted to reset the billing date to conform to the reinstatement of probation

The Supervising Deputy Probation Officer (SDPO) must initial all change forms being submitted. The SDPO's initials on the change form are confirmation that he/she has reviewed the form for completeness and accuracy. Any change form that does not follow all outlined financial procedures will be returned to the SDPO for any necessary correction(s).

If there are any questions regarding this Directive, please contact Michael Larquier, Adult Consultant, at (562) 940-2525.



David M. Davies, Chief
Adult Services Bureaus

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