



### **Administrative Policies and Procedures: 3.21**

<b>Subject:</b>	<b>Commissary Privileges for Youth in a Youth Development Center</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	<b>COA:</b> PA-JJR 12.01,12.03; <b>ACA:</b> 4-JCF-6B-11
<b>Application:</b>	To All Department of Children’s Services Youth Development Center Employees and Youth
<b>Policy Statement:</b>	
A Youth Development Center (YDC) shall maintain a commissary, provided through a contract vendor, which permits youth to purchase approved miscellaneous items not furnished by the facility. Hours of operation shall not interfere with meals or school hours. The commissary operations are controlled using established accounting procedures.	
<b>Purpose:</b>	
To provide operation guidelines for a commissary in a YDC.	
<b>Procedures:</b>	
<b>A. Appointment</b>	The Superintendent, in coordination with the Fiscal Director II, of a YDC appoints a staff member(s),by issuing an appointment letter, to serve as the liaison between the YDC and the contracted vendor to perform the following duties:  a) Collection of commissary orders requested by youth; b) Submission of orders to the commissary to be filled; c) Distribution of filled orders to the youth; and d) Accompany youth if the youth is allowed to go to the commissary.
<b>B. Ordering and Distribution Procedures</b>	YDC staff, fiscal staff, and the contracted commissary vendor work together to ensure youth are able to purchase and receive items in a timely manner by adhering to the following procedures:  1. The fiscal appointed Trust Fund Custodian is responsible for printing the Commissary Purchase Request form from the Student Trust System and providing it to the designated dorm Youth Service Officer (YSO) or Residential Case Manager (RCM) for distribution weekly. A contracted vendor may use a computer generated listing.  a) The order form contains a complete list of available items and the balance of the youth’s account.

	<ol style="list-style-type: none"> <li>b) The types of items sold through the commissary include:                             <ul style="list-style-type: none"> <li>◆ Assorted beverages;</li> <li>◆ Snack Items (chips, cakes, candy, cookies, etc.) and</li> <li>◆ Personal hygiene products.</li> </ul> </li> <li>2. Once eligible, youth are allowed to place orders from the commissary weekly. Commissary eligibility requirements, schedule and distribution locations are outlined in the <a href="#"><u>Point and Level System for Tennessee Youth Development Centers Manual</u></a> under the commissary section, to include the following:                             <ol style="list-style-type: none"> <li>a) Privilege Level requirement;</li> <li>b) Maximum spending amount per order; and</li> <li>c) Order Distribution/Delivery day and location(s).</li> </ol> </li> <li>3. The YSO or RCM distributes the Commissary Purchase Request forms to each youth weekly.                             <ol style="list-style-type: none"> <li>a) Each youth completes the purchase request form and signs the bottom to authorize the deduction from their trust fund account;</li> <li>b) Completed order forms are collected and signed by staff confirming the correct youth is submitting the order form;</li> <li>c) All purchase request forms are returned for processing as follows:                                     <ul style="list-style-type: none"> <li>◆ <u>At a YDC</u>: forms are submitted to the Trust Fund Custodian by the next business day; and</li> </ul> </li> </ol> </li> <li>4. All YDC staff supervising youth during the distribution of commissary items help vendors verify that the youth signing for the receipt of purchased items is the youth who ordered the items.</li> <li>5. The contracted commissary vendor ensures all transactions are completed for purchase requests received prior to exiting the facility.</li> <li>6. Once all purchase requests are completed, the Trust Fund custodian uses the signed commissary invoice/form as the method of payment to deduct funds from each youth's trust fund account.</li> <li>7. All commissary problems related to vendors, trust fund accounts, lost orders or technical issues (i.e. operator errors) are reported to the Fiscal Director II or designee.</li> </ol>
<p><b>C. Restrictions</b></p>	<ol style="list-style-type: none"> <li>1. <u>Items for sale</u> Only commercially prepared items are offered for sale by the commissary.</li> <li>2. <u>Resale or trade</u> Youth who re-sell or trade to other youth items purchased in the commissary</li> </ol>

	may be subject to disciplinary action.
<b>D. Access for Youth with Restrictions</b>	<ol style="list-style-type: none"><li>1. <u>Non-disciplinary Restrictions</u> Youth in segregation or seclusion for non-disciplinary reasons, including youth who are unable to go to the commissary because of medical or health reasons, are allowed to purchase items from the commissary.</li><li>2. <u>Disciplinary Restrictions</u> Youth in seclusion for disciplinary reasons, are allowed to order and sign for purchased items at the time of distribution. A designated staff member secures the items which are given to the youth upon release from seclusion.</li></ol>
<b>E. Accounting Procedures</b>	<ol style="list-style-type: none"><li>1. <u>Fiscal integrity</u> Standard accounting procedures are followed to ensure the integrity of the commissary funds are maintained.</li><li>2. <u>Audit of vendors</u><ol style="list-style-type: none"><li>a) Vendors who are contracted to provide commissary services at a YDC must submit an annual independent audit to the DCS Central Office Director of Internal Audit.</li><li>b) <i>Tennessee Business Enterprise (TBE)</i> vendors are subject to an audit in accordance with TBE rules. TBE forwards copies of any audit exceptions involving TBE vendors who operate a YDC commissary to the Fiscal Director II of the YDC. The Fiscal Director II forwards copies to the DCS Central Office Director of Internal Audit and to the Assistant Commissioner of the Office of Finance and Budget.</li></ol></li></ol>

<b>Forms:</b>	<b><i>Commissary Purchase Request</i></b> (program use only)
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<b>Collateral Documents:</b>	<a href="#"><u><b><i>Point and Level System for Tennessee Youth Development Centers Manual</i></b></u></a>
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