

## 2022 AOC Juvenile Officer Salary State Reimbursement Form

Judicial District: \_\_\_\_\_ County or Counties: \_\_\_\_\_

**INSTRUCTIONS: A JUVENILE CIRCUIT JUDGE SHALL SUBMIT THIS ON BEHALF OF ALL COUNTIES IN THEIR DISTRICT BEFORE PAYMENT CAN BE MADE.** When you have turnover in a juvenile position, please include all the officers in the slots who held that position in 2022. Please include the Juvenile Officer's name(s) and indicate if the officer is Intake (I) or Probation (P). If your county has a contract for your intake and probation services, please indicate by an (\*) by the name. For example: \*Sam Jones (I). *A copy of the contract must also be submitted for reimbursement for the salary year seeking reimbursement.* Provide the hire date and the last day of employment or acknowledge they are still a current employee. *Indicate the year the Juvenile Officer received AOC Juvenile Officer Certification Training* and the number of continuing education hours received in 2022 as approved by the Juvenile Circuit Judge. Please include the officer's AOC Juvenile Officer Continuing Education Form signed by judge. If more than one check should be issued within the circuit, please indicate each county **and the monetary amount to be reimbursed to each county.** For example: County A should be reimbursed \$15,000 and County B should be reimbursed \$5,000 for Sam Jones. Each position should total \$20,000.00 if the officer's total salary was more than \$40,000.00 in 2022. If the salary was less than \$40,000, the total reimbursement should be equal to 1/2 of the total salary. The gross salary is *based on Box No. 3 of the W2*. Some officers may have multiple W2s if paid by several counties and their total salary can be determined by adding all Box No. 3s. *Please note W2 forms are required to be submitted with this reimbursement form.*

Juvenile Officer Position	Juvenile Officer Name(s) and Notate Intake (I), Probation (P), Contractor (*)	Hire Date	Last Day of Employment or Note they are a Current Employee	AOC Certification Year & 2022 Continuing Education Hours	Amount to be reimbursed to each county for each position. Total should not exceed \$20,000.00 or 1/2 of total salary paid to officer (lesser of two)	Total Salary Paid to Officer by all counties
Position 1						
Position 2						
Position 3						
Position 4						
Position 5						
Position 6						
Position 7						
Position 8						
Position 9						
Position 10						

Attach additional pages, if necessary.

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Judicial District: \_\_\_\_\_ County/Countries \_\_\_\_\_

I do hereby certify that the above-listed information is true and correct to the best of my knowledge. I further certify that I am submitting for all counties in my judicial district and that the amounts to be paid to each county has been listed.

\_\_\_\_\_  
Circuit Judge

\_\_\_\_\_  
Print Name

*Please forward this form, W2s, continuing education forms, and contract(s), if applicable, to Lana Taylor by email at [Lana.Taylor@arcourts.gov](mailto:Lana.Taylor@arcourts.gov) or mail to Administrative Office of the Courts, Justice Building, 625 Marshall, Little Rock, AR 72201, by **June 30, 2023**. If you have any questions or comments regarding this form or reimbursement, please call (501) 410-1949.*

PLEASE INDICATE TO WHOM PAYABLE FOR EACH COUNTY AND WHERE TO MAIL THE REIMBURSEMENT TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Attach additional pages, if necessary.