

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2009-2010  
SERVICE SPECIFICATIONS  
DELINQUENCY PREVENTION SERVICE  
COMMUNITY WORK SERVICES MANAGEMENT AND SUPERVISION  
Service Code 192**

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**SERVICE DEFINITION:**

To provide non-compensated labor to non-profit entities, government divisions or other charitable causes.

**STANDARDS/LICENSURE REQUIREMENTS:**

The work performed is to be of a nature which is appropriate to the chronological age, mental and physical capability of the youth.

**UNITS OF SERVICE:**

The service may be proposed by the hour or program depending upon its delivery structure.

**UNITS REQUIRED:**

As specified in the conditions of probation or as ordered as a diversion consequence.

**SERVICE GOAL :**

To create recognition within the youth regarding the impact of their anti-social behavior and their responsibility to their community.

**SERVICE TASKS:**

1. Assess community needs.
2. Match juvenile(s) ability to community needs.
3. Develop community contacts.
4. Arrange for services to be performed.
5. Monitor and evaluate work. Prepare monthly reports to probation officer.
6. Document management and/or supervision through client files, sign-in sheets and supervision case notes.
7. Upon request provider may be required to submit an itemized service budget and clearly document all relevant budget assumptions.

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8. Provider must have original signature on a dated attendance form for each day of service provided. The attendance documentation must be maintained for the entire length of the contract.

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I have read and fully understand the requirements to provide Community Service Work Management & Supervision, agree to all requirements and restrictions and propose the following rate:

Proposed rate: \$\_\_\_\_\_

Other Agreement\_\_\_\_\_

\_\_\_\_\_  
Provider Signature / Date

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**AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE**

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Final contract rate: \$\_\_\_\_\_

Other Agreement\_\_\_\_\_

\_\_\_\_\_  
Provider Signature / Date

\_\_\_\_\_  
AOC Signature / Date