

Community Service Information

Juvenile Conference Committee

Intake Services Conference

What Parents/Guardians Should Know

- The community service site will be assigned by the Probation Division Community Service Program. You must contact the probation division at (phone number) to schedule an appointment within two weeks of the notification that the judge has signed the agreement/court order.
- Changes of address or phone number must be reported to the JCC/ISC coordinator and the probation division.
- The juvenile should not begin work at a community service site until directed by the probation division.

NEW JERSEY JUDICIARY

Stuart Rabner
Chief Justice

Glenn A. Grant, J.A.D.
Acting Administrative Director
of the Courts

njcourts.gov
June 2017
CN 11983

SUPERIOR COURT OF NEW JERSEY FAMILY DIVISION – JUVENILE (COUNTY NAME) COUNTY

Address
Address
City , New Jersey Zip Code
Name
JCC or ISC Coordinator
(Area Code) Number
Email address

DIVERSION COMMUNITY SERVICE PROGRAM



A Guide to Community Service
Assigned Through the
Probation Division
Community Service Program
for Family Court
Diversion Programs

Juveniles assigned to complete community service through the (county name) family court diversion programs will be directed by the Probation Division Community Service Program to complete community service at an approved probation worksite only.

The Probation Division Community Service Program will monitor compliance with the assigned community service and will advise the court diversion program when the assigned hours are completed.

The Probation Division Community Service Program will contact the court if the parent/guardian fails to contact probation to schedule an appointment within two weeks of notification.

It is imperative that the parent/guardian communicate with the Juvenile Conference Committee (JCC) or Intake Services Conference (ISC) coordinator to understand the responsibilities of the parent/juvenile while completing community service.

How Does the Community Service Program Work for JCC and ISC?

- Community service in (county name) County is assigned ONLY through the Probation Division Community Service Program for JCC and ISC diversion programs.
- Once assigned to a community service worksite, the juvenile must report regularly and consecutively until the hours are completed.
- The juvenile must complete a minimum of three hours of community service per week.
- Non-compliance could result in the matter being referred to court.

Questions?

Contact the (county) JCC/ISC Coordinator.

What Happens if My Child is Injured While Performing Community Service?

- If a juvenile is injured while performing community service, the probation division community service staff (phone number) and the JCC coordinator (phone number) must be notified within 24 hours. Once an injury has been reported, instructions on how to file a claim will be provided. Probation will complete Part I of the claim form, *Policyholder's Report*. The parent/guardian must complete, certify, sign and return Part II of the claim form, *Other Insurance Statement*, to probation, with all itemized medical bills. The completed claim form and itemized medical bills will then be submitted by probation to the state's insurance company for payment consideration.
- The state's insurance policy will be available as secondary coverage. The parent's/guardian's insurance will provide primary coverage. Under New Jersey law, a person who files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.