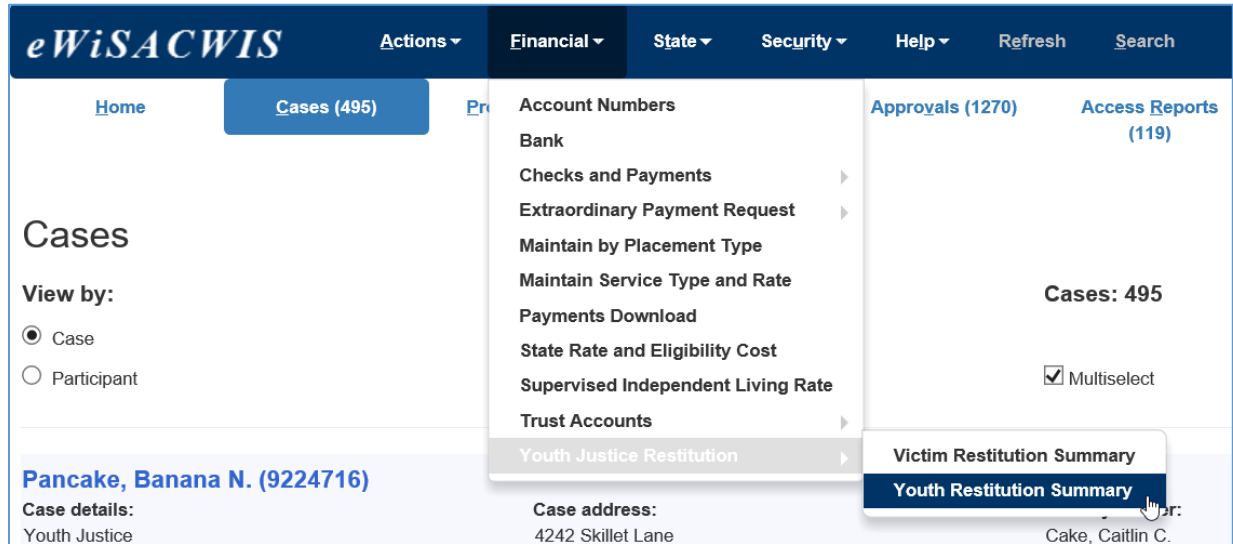# Youth Restitution Summary

The Youth Restitution Summary is a central location to document Youth Restitution Payments, Community Service completed for all referrals a youth is identified on.

To view the Youth Restitution Summary page, select the Financial menu then select Youth Justice Restitution. Click on Youth Restitution Summary to open the page.

1. Click the Search hyperlink to select an Identified Youth from a YJ Referral to view all Restitution and Community Service Ordered along with any documented payments and completed hours of community service.

2. On the Person Search page type enter the Last Name, First Name, or Person ID to search for a Youth. Last Name is required unless a Person ID is entered. All other search fields are optional.
    a. Click 'Search' when all search criteria are entered.
3. Persons Returned will display any potential matches. If no matches are found, refine the search criteria and click 'Search' again.

4. To select a youth and click the radio button and click 'Continue'.
5. To exit the search, click 'Close'.
6. The Basic group box will display prefilled information.
    a. Name: The name of the youth selected in a hyperlink to their Person Management page.
    b. Total Amount Ordered: Total ordered restitution for a youth from the Victim Claims
    c. Total Amount Paid: Total amount paid that is documented in the Youth/Parent/Guardian Payment Information group box on the Youth Restitution Summary page.
    d. Remaining Balance: The amount of restitution still owed by a youth.
    e. Total Community Hours Ordered: Total amount of community service hours order for for all YJ Referrals for the selected youth.
    f. Total Hours Completed: Total amount of community service hours completed by the youth.
    g. Hours Remaining: The amount of community service hours still remaining for a youth.
7. The Restitution tab displays the total Restitution Ordered for each YJ Referral documented on the Victim Claim(s).
    a. Youth Amount: Prefilled with the total Restitution Ordered per referral for the selected youth.
    b. Parent Amount: Prefilled with the total Restitution Ordered per referral for the parent/guardian.
    c. Total Amount: The total amount ordered per referral for both the youth and parent/guardian.
    d. First Order Date: The first documented order date documented on the Victim Claim
    e. Expiration Date: The documented Expiration Date from the Victim Claim
    f. YJ Referral: YJ Referral number of the restitution Victim Claim(s).

g. Victim Name: Name documented on the YJ Referral or Case Information Page
h. Paid to Date: Total amount paid for a referral through today.
i. Balance: Balance remaining for a referral though today.
j. Case ID: Case the YJ Referral is linked to.
k. YJ Worker: The Name of the worker who has a Youth Justice assignment type to the case linked to the YJ Referral. In situations when multiple YJ workers are assigned to the same case, the system will prefill the name of the most-recently assigned worker.
l. Status: User selected fields to document the status of the restitution claim(s) for a YJ Referral. Defaulted to Ongoing. Completed or Expired are options as well.

8. The Youth/Parent/Guardian Payment Information group box can be used to document payments to the county from the youth. The payments entered here will update the totals on this page.
   a. To enter a new payment, click the 'Insert' button.
   b. Fill in the 'Date Payment Received', 'Payment Amount', 'YJ Referral' (select from available drop down), 'Victim Name' (select from available drop down), and 'Comment'.
   c. Click 'Save' to update the page with the payment information. Upon save a payment row is generated to the Victim Restitution Summary page.
      i. The Delete hyperlink can be used to remove a payment row before or after save. A confirmation message will display verifying the deletion.
9. The Community Service tab is used to view and document community service order and completed.
   a. Hours Ordered: Total hours per referral entered on the Youth Justice Case Information Page.
   b. Date Ordered: Date Ordered documented on the Youth Justice Case Information Page.
   c. Expiration Date: Expiration Date documented on the Youth Justice Case Information Page.
   d. YJ Referral: The referral number the Community Service is ordered for.
   e. Hours Remaining: Total hours ordered documented on the Youth Justice Case Information Page minus the total Community Service hours completed documented in the Community Service Competed Detail group box.

f. Case ID: Case the YJ Referral is linked to.

g. YJ Worker: The Name of the worker who has a Youth Justice assignment type to the case linked to the YJ Referral. In situations when multiple YJ workers are assigned to the same case, the system will prefill the name of the most-recently assigned worker.

h. Status: User selected fields to document the status of the restitution claim(s) for a YJ Referral. Defaulted to Ongoing. Completed or Expired are options as well.

i. YJ Case Information hyperlink can be used to quickly navigate to the Youth Justice Case Information page to enter or update Community Service information on one or more YJ Referrals.

10. The Community Hours Completed Detail group box can be used to document community service completed by the youth. The amounts entered here will update the totals on this page.

a. To enter new completed hours, click the 'Insert' button.

b. Fill in the 'Date Completed, 'Hours Completed', 'YJ Referral' (select from available drop down), and 'Comment'.

c. Click 'Save' to update the page with the hours completed information.

   i. The Delete hyperlink can be used to remove a row before or after save. A confirmation message will display verifying the deletion.

11. To look up another youth click the Search hyperlink in step 1.

12. To close the page and return to the desktop, click 'Close' at any time. A save reminder will be displayed to confirm if the changes should be saved.

a. Click Yes to save the changes.

b. Click No to return to the desktop.

Related User Guides:

Select the Youth Justice Category at: https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/case-work