

**481—9.4(815) Claims submitted by a county.** The department shall process and forward for reimbursement claims submitted by a county pursuant to Iowa Code section 232.141(3) if the following conditions are met:

1. The county submits a properly completed Report of Expenditures for Juvenile Justice Program form provided by the department.
  2. The report form contains the original signature of the county auditor or another authorized designee.
  3. The county submits one original and one copy of the payment order/payment voucher form.
  4. The county submits an itemization detailing the amounts for which reimbursement is sought and the manner in which each amount was calculated.
  5. The amounts for which reimbursement is sought are statutorily chargeable to the indigent defense fund.
  6. The county has timely paid its county base for the current fiscal year to the indigent defense fund.
  7. The report form and other required documents are submitted to the Department of Inspections and Appeals, Indigent Defense Unit, Lucas State Office Building, Des Moines, Iowa 50319-0083.
  8. The claim has been approved for payment by the state public defender.
- Claims that do not comply with this rule will be returned to the state public defender.