

## Commonly Asked Questions:

*What if I am unable to make my scheduled appointment?* If you cannot make your appointment, you must contact Project Payback immediately to reschedule.

*What if my telephone number or address changes?* If there is a change in your address or telephone number, you MUST contact us immediately so we can make the necessary changes to your file.

*Where can I make my monthly payment?* Payments can be made directly to Project Payback or taken to the Clerk of Courts office. Payments must be in the form of cash, money orders, or cashier's checks. When paying by money order or cashier's check, make it payable to the "Clerk of Court."

*Can I mail my restitution payments?* Yes. You can mail a money order or cashier's check to Project Payback. Remember to include your name and case number.

*Can I keep my job after I am finished paying my restitution?* Absolutely. We encourage you to not only get a job, but also to keep your job.

*Do I still need to do all three job skills trainings if I get a job?* Once you get a job, we will waive any additional job skills trainings as long as you keep your job. If you lose your job, you will be required to come back to Project Payback to complete any necessary additional job skills trainings.

## How can I reach Project Payback?

### Office Hours:

Monday–Thursday: 8:30am - 5:00pm

Friday: 8:30am - 4:00pm.

Website: [www.sao8.org/payback](http://www.sao8.org/payback)

### Alachua County:

(352) 337-6178

Fax (352) 381-0170

120 West University AVE

Gainesville, FL 32601

### Baker County:

(904) 259-3137

Fax (904) 259-8681

339 East Macclenny AVE, Suite 126

Macclenny, FL 32063

### Bradford County:

(904) 966-6208

Fax (904) 966-6168

945 Temple AVE

Starke, FL 32091

### Gilchrist:

(352) 463-3406

Fax (352) 463-3408

112 South Main ST, 2<sup>nd</sup> Floor

Trenton, FL 32693

### Levy:

(352) 486-5140

Fax (352) 486-5168

353 South Court ST

Bronson, FL 32621

### Union:

(386) 496-2832

Fax (386) 496-1732

103 N Lake AVE

Lake Butler, FL 32054

# Project Payback

## A Juvenile Restorative Justice Restitution Program



Office of the State Attorney  
Eighth Judicial Circuit of Florida

William P. Cervone  
State Attorney

*Serving*  
Alachua, Baker, Bradford,  
Gilchrist, Levy and Union Counties

Administered by  
Gretchen Howard, Program Manager

## What is Project Payback?

Project Payback is a juvenile restitution program. The purpose of Project Payback is to monitor and enforce restitution. Project Payback works to accomplish its mission by developing juvenile employability skills, monitoring restitution payments, and improving the enforcement procedures used by the various juvenile justice agencies.

You have been court-ordered to complete Project Payback as a condition of your sentence. Project Payback is required to notify the Judge if you do not come to your appointments, if you do not make your monthly restitution payments, and/or if you do not submit monthly community restitution service hours.

**My case number and the amount I owe:**

---

## What am I expected to do?

- ❖ Meet with Project Payback for an intake appointment
- ❖ If employable:
  - ✓ Attend required Job Employability Skills Trainings
  - ✓ Have a job or be looking for a job
  - ✓ Make monthly payments toward your restitution until it is paid off
- ❖ If unable to become employed:
  - ✓ Complete “community *restitution* service” hours, and turn in a log each and every month

## Intake Appointment:

After you have your Disposition Hearing and the Judge sentences you, Project Payback will receive a copy of the restitution order. Project Payback will contact you to schedule an intake appointment.

At the intake appointment, Project Payback will explain to you how much restitution you owe and how our program works. You will be required to sign a contract stating how much restitution you will be able to pay each month and/or how many community restitution service hours you will be able to complete each month.

## Job Skills Training:

### Group Training

If you do not have a job, you may be required to attend one group training class. At this training, Project Payback will teach you the necessary skills and techniques needed for getting and keeping a job. This will include common business terms, how to answer questions about your juvenile court record, favorable first impressions, customer service skills, and interviewing skills.

### Individual Trainings

If you do not have a job, you may also be required to attend one-on-one individual job skills training. The first training will include making a résumé, filling out applications, and mock interviews. The second training will teach you ways to find a job and put you in contact with local employers.

## How will I pay back my restitution?

If you are 16 years of age or older and able to get a job, you are required to either have a job or be looking for a job, unless you are able to pay back your restitution through other means. Once you have a job, you are required to use the money you earn to make monthly payments towards your restitution (usually \$100/month). During the Job Skills training classes, Project Payback will teach you ways to get and keep a job.

## Community Restitution Service Hours:

If you are unable to become employed, Project Payback will give you the option of doing “community *restitution* service” hours to pay off your restitution balance. This is usually because the juvenile is under 16 years of age and/or is in a residential commitment program.

- The juvenile must complete hours at an approved site from the provided list.
- Logs must be filled out correctly or they might not be accepted.
- The juvenile must turn in the log during the same month the work was completed.
- Project Payback will verify all logs before paying them out. Project Payback will not accept the hours if we are unable to verify them.
- For every verified community restitution service hour the juvenile successfully completes at an approved site, Project Payback will pay \$7.25 towards the court-ordered restitution.
- Community *restitution* service hours are separate from, and in addition to, any Court-ordered community service that the juvenile is required to complete and submit to his/her probation officer.