

## **DEFERRED PROSECUTION PROGRAM MONTHLY REPORT INSTRUCTIONS**

- You must complete the monthly report yourself (handwritten). The monthly report may be submitted via mail, email, or in person at:
  - Tim Curry Criminal Justice Center
  - Attn: Deferred Prosecution Program
  - 401 West Belknap St.
  - Fort Worth, Texas 76196
  - Email: [DPP@tarrantcountytx.gov](mailto:DPP@tarrantcountytx.gov)
  
- You may submit your report no earlier than one (1) week in advance of your scheduled report date. Late/partial reports will not be accepted.
  
- Provide verification of employment with each monthly report, if applicable. Examples of accepted verification of employment are:
  - Copy of pay check
  - Screenshot of direct deposit, Cash App, Zelle, Venmo
  - Letter from employer on letterhead, signed and dated, confirming your current employment
  
- Provide verification of school attendance with each monthly report, if applicable. Examples of accepted verification of school are:
  - Copy of current class schedule with grades
  - Copy of official or unofficial transcript
  - Screen shot of dashboard listing classes
  
- \*\* If you are not working or going to school, you MUST seek employment and provide verification of at least 5 job searches you applied for each month. Examples of accepted verification of work search are:
  - Confirmation emails and/or interview emails
  - Confirmation applied through Indeed, Monster, etc.
  
- If you are required to submit a U/A and/or hair test it will be submitted on the date (s) of your voucher(s) and at the Tarrant County Community Supervision and Corrections Department (CSCD) performed by CSCD (first come, first served)
  - Central 200 W Belknap St, (basement) MALES only 7:30 am – 5:00 pm
  - Central 300 W Belknap St, (4<sup>th</sup> floor) FEMALES only 8:00 am – 5:00 pm
  - 3210 Miller Ave (Miller Complex) MALES & FEMALES 7:00 am – 6:00 pm

**\* Participants are given 2 chances within 30 minutes to provide a sample, if no sample is given after 2 attempts it is reported to DPP as a Stall Violation\***
  
- Our office is OPEN Monday-Friday 7:45 am to 4:30 pm and CLOSED on Saturdays, Sundays, and most major holidays. Please plan ahead if your report date falls on a day that we are closed.

**\*If you have any questions regarding your case, please contact your attorney. The District Attorney's Office is legally prohibited from providing legal advice. You may only call to confirm receipt of your monthly report.\***

**DEFERRED PROSECUTION PROGRAM MONTHLY REPORT**

MAIL, E-MAIL, OR DELIVER TO:

Case No. \_\_\_\_\_

District Attorney's Office  
Attn: Deferred Prosecution Program  
401 West Belknap  
Fort Worth, Texas 76196-0201  
DPP@tarrantcountytexas.gov

1) Name: \_\_\_\_\_

2) Present Address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip)

3) Telephone Number: \_\_\_\_\_

4) Are you working? \_\_\_\_\_ Place of employment: \_\_\_\_\_

5) Work address: \_\_\_\_\_ Phone: \_\_\_\_\_

6) Are you attending school? \_\_\_\_\_ School Name: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone: \_\_\_\_\_

7) Have you violated the law since your last report? Yes/No (circle one). If yes, explain on back of this page.

8) Have you consumed any alcoholic beverages or used any drugs since your last report? Yes/No (circle one). If yes, explain on the back of this page.

9) Have you followed all program conditions since your last report? Yes/No (circle one). If no explain on the back of this page.

10) Have you changed your social media logins or passwords or have you opened a new social media site? Yes/No (circle one). If yes, explain on the back of this page.

11) What have you done to achieve your goals since your last report?

\_\_\_\_\_  
\_\_\_\_\_

12) Have there been any changes or occurrences in your life that have presented significant challenges or deterred you from being successful?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE