
Policy

The Department shall provide wraparound funds to obtain needed services and/or goods. These exceptional services:

- are intended to enhance family preservation and reunification;
- are individualized;
- are time limited, and,
- cannot be used to supplant existing services (see cross-reference below).

Cross-Reference: "Services to Prevent Out-of-Home Placement and Facilitate Reunification," 34-9 and 36-30-1, "Reasonable Efforts Before Filing a Petition," 46-3-6.

Note: Funds are available for the provision of family preservation and reunification services through grants to private providers.

Population Served by Discretionary/Flexible Funds

Wraparound funds may be used for the benefit of any child and/or biological, foster, relative or adoptive family that has an open case with the Department, with the exception of SED Children and Juvenile Delinquents (See Policy 36-101, "Use of Services for SED Children and Juvenile Delinquents", to access funds for these populations).

When to Use Wraparound Funds for Services

Wraparound funds may be utilized in the following circumstances:

- to reduce risk factors and permit children to remain in their own homes;
 - to delay entry of children into out-of-home care. The need for an emergency removal is reduced, thereby allowing time for a more planful placement;
 - to reduce the length of stay in out-of-home care; and,
 - to provide timely support and resources for families.
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Criteria to Use Wraparound Funds

The following criteria shall apply to the use of wraparound funds:

- Department policies and guidelines related to the services and/or goods being purchased shall be followed (e.g., policies regarding a request for respite care or day care).

The area offices may purchase services and/or goods through non-contracted means.

Integration of Services with Treatment Plan

Wraparound funds services shall be:

- integrated into the child's/family's treatment plan
- developed and agreed upon by assigned staff, the child's parent (biological, foster, adoptive) or guardian, and the child, as appropriate.
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Note: An investigator may request wraparound funds up to one thousand dollars (\$1,000.0) for emergency services to prevent placement during an investigation, with the approval of the Social Work Supervisor. A Program Supervisor must approve expenditures over this amount. At the time of the treatment plan review the Social Worker shall assess the impact of the provision of these services in achieving the goals outlined in the treatment plan.

RRG Consultation

The Social Worker shall consult with the Regional Resource Group (RRG) when there is a question about a specific treatment plan need.

Determining Appropriate Services

Prior to requesting wraparound funds the Social Worker and Social Work Supervisor shall determine;

- specific problems placing the child at imminent risk;
- capacity of the family to effectively utilize these services (i.e., assess the safety of the child, the reason for DCF involvement, the family's compliance with court expectations, appropriate utilization of current services);
- services needed to effectively address the problems;
- if the services are available and can be purchased;
- endeavor to utilize the following existing resources:
 - federal, state, and/or local entitlement resources such as General Assistance, TANF, etc.
 - Department, other state, federal, and locally funded children and family service programs, and
 - "Covenant to Care" services, or other community or family resources.
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The above determinations and efforts shall be documented in the LINK case record.

Services That May Be Funded

Wraparound funds may be used for, but are not limited to, the following services or payments:

- food;
 - clothing;
 - emergency shelter ;
 - rent to avoid eviction;
 - security deposit and/or first and last month's rent;
 - heating bills;
 - emergency home repairs (e.g., heating system repair);
 - emergency housekeeping services ;
 - counseling; and,
 - evaluations
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Approval for Use of Wraparound Funds

The Social Work Supervisor can approve all expenditures of wraparound funds up to one thousand dollars (\$1,000.00). Expenditures over this amount can only be approved by a Program Supervisor or above.

Determining Appropriate Costs

With regard to determining appropriate costs, the rule of "reasonableness" shall prevail. The Central Office Fiscal Division shall be consulted, as needed, to determine reasonable costs.

Accessing Non - Emergency Funds During Regular Business Hours

The Social Worker, Social Work Supervisor and Program Supervisor shall ensure adherence to the following payment methods for non-contracted discretionary/flexible funds:

- follow all appropriate procedures for acquisition of goods or services prior to making a payment (e.g., obtaining bids for goods or services when required)
- process payments through a LINK Payment Request using the service type identified by the Central Office Child Welfare Accounting Division (code 484 for flexible funds), and including a brief description of the purchased item
- whenever possible, payments shall be made directly to the vendor or provider of the goods and/or services.

The Child Welfare Accounting Manager shall:

- for the purposes of 1099 reporting to the Internal Revenue Service, determine whether the payment will be reported to the Internal Revenue Service as taxable income
 - ensure that the Federal Identification Number or Social Security Number is entered in LINK.
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Accessing Emergency Funds During Regular Business Hours

Each area office shall designate lead staff that will be the designated office liaison to work with Child Welfare Accounting. The lead staff shall ensure that a fully approved payment will be entered in LINK to allow completion of a handwritten check.

In DCF Central Office the Fiscal Division shall designate Child Welfare Accounting (CWA) staff to work directly with each area office lead staff to make the necessary funds available.

Once contacted by the area office lead staff, CWA shall produce a "hand-written" check for the pre-determined amount, which shall be made available within one (1) hour. Lead staff and Child Welfare Accounting staff shall complete arrangements for delivery of the check to the worker.

The Social Worker shall be responsible for obtaining a receipt for goods or services purchased and for entering the payment into LINK.

The area office lead staff shall be responsible for following up with the worker to ensure that receipts are obtained and filed with the case record within two (2) business days.

**Accessing
Emergency
Funds After
Hours**

A Child Welfare Petty Cash Fund has been set up at the Hotline in the amount of one thousand dollars (\$1,000.00).

With the approval of the Hotline Supervisor, a DCF Social Worker may obtain emergency cash up to the limit of the account.

The DCF Social Worker shall sign for the receipt of the cash at the Hotline, obtain a receipt for purchases, and enter the payment in LINK.

The designated Hotline Supervisor shall notify the CO Fiscal, Accounts Payable Unit, and the area office lead staff of all petty cash disbursements the next business day.

The area office lead staff shall be responsible for assuring the LINK entry and the submission of the receipt to CWA within two (2) business days.

The Accounts Payable Unit shall be responsible for notifying CWA of the petty cash use, and the Office of the Comptroller of the necessity for the emergency use of petty cash in excess of fifty dollars (\$50.00).
