

## Treatment: On-going Services

### Wraparound Funds for Needed Services and Goods

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<b>Policy</b>	Regional Directors shall utilize allocated wraparound funds to obtain needed services and/or goods for those areas identified in the Department's annual needs assessment.
<b>Population Served by Wraparound Funds</b>	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.
<b>Annual Needs Assessment</b>	The Department shall conduct an annual needs assessment to identify possible areas for the use of wraparound funds.
<b>Criteria for Use of Wraparound Funds</b>	<p>The following criteria shall apply to the use of wraparound funds:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• The regional offices may purchase services and/or goods through contracted or non-contracted means.</li></ul> <p>Cross-Reference: Policy 36-100, "Wraparound Funds"</p>
<b>Documentation and Tracking for All Wraparound Funds</b>	<p>Each Regional Director shall adhere to the following documentation, approval, and tracking requirements for the use of all wraparound funds:</p> <ul style="list-style-type: none"><li>• Establish an annual spending plan for wraparound funds after examining the statewide, targeted areas to be funded and considering regional needs.</li><li>• Document the region's annual plan and any subsequent modifications on DCF-2231, "Spending Plan for Wraparound Funding for Client Services", and submit to the Central Office Consent Decree Implementation Unit for approval.</li><li>• Award contracted funds based on a competitive or non-competitive process. The option to use a non-competitive process must be pre-approved by the Central Office Contracts Unit.</li><li>• Through the region's business manager, track both the commitment and expenditure of wraparound funds to ensure that the regional allocation is not exceeded.</li></ul>

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**Request for Client Services Using Non-Contracted Wraparound Funds**

When requesting a service for a client using non-contracted wraparound funds, the social worker shall:

- complete DCF-2232, "Request for Client Services, Non-Contracted Flexible Funding" , and
- submit DCF-2232 to the Social Work Supervisor and Program Supervisor for approval.

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**Reporting the Use of Non-Contracted Wraparound Funds for Client Services**

Each Regional Director shall appoint a liaison who shall:

- gather the completed DCF-2232 request forms, and
- by the fifth day of each month, submit all DCF-2232 request forms for the previous month to the Central Office Consent Decree Implementation Unit.

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**Payment Method for Non-Contracted Wraparound Funds**

The Regional Director shall ensure adherence to the following payment methods for non-contracted wraparound 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 regional business manager.

Whenever possible, payments will be made directly to the vendor or provider of the goods and/or services. Receipts are required for payments which cannot be made directly to the vendor or provider.

The regional business manager shall:

- determine whether the payment will be reported to the Internal Revenue Service as taxable income, and
  - ensure that the Federal Identification Number or Social Security Number is entered in LINK.
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