



**Series** 100: Case Management

**Policy Name:** Emergency or Supplemental Funding through the Caregiver Support Program

**Policy Number:** 137

**Origination Date:** 11/1/2013

**Revision Date:** 07/01/2018

**Policy:** To ensure that all relative and non-relative caregivers are eligible to receive emergency or supplemental financial assistance to support the caregiver in caring for, preventing removal of, and enhancing the lives of, the child(ren) in their home

**Procedure:**

1. Requests must be submitted with supporting documentation to the caregiver and post adoption specialist. Caregivers, dependency case managers, the caregiver and post adoption specialist, or other staff at Communities Connected for Kids may submit a request.
2. The caregiver and post adoption specialist will review the request, and request further information if needed. The caregiver and post adoption specialist will make a recommendation to approve/disapprove the request to the supervisor or the director for approval. If the request includes reimbursement for items, then receipts need to accompany the request.
3. Once approval is received by the supervisor or the director, the caregiver and adoption support specialist will submit a check request, with financial documentation to the Communities Connected for Kids finance Department, or pay with a Communities Connected for Kids company credit card.

If the caregiver and adoption support specialist has a check, the specialist will forward it on to the requesting caregiver or case manager along with instructions to submit receipts.

4. All receipts will be forwarded to the Communities Connected for Kids Finance Department.

The caregiver and adoption support specialist will keep copies of all transactions and maintain a record of each request.

Approved: Carol Deloach  
Carol Deloach, CEO 7-9-18