



10570 S. Federal Hwy., Suite 300* Port St. Lucie, FL 34952
www.cckids.net

Series 1000: Funding and Fiscal Management

Policy Name **Emergency Flex Funds**

Policy Number 1011

Origination Date November 1, 2013 **Revision Date:** February 28, 2019

Attachments

- Exhibit A Check Request
- Exhibit B Questionnaire/Certification Form
- Exhibit C Application/Request for Emergency Funding
- Exhibit D Cost Avoidance Calculation
- Exhibit E Request for TANF Funds and Eligibility Determination

Policy

It is the policy of Communities Connected for Kids (CCKids) to assist clients in need of funding assistance that will either prevent placement into licensed foster care if the child can be safely kept at home or to promote reunification with a parent thus saving the CBC from paying cost of care. These funds should be used as a last option after maximizing available community resources.

Scope

The emergency funding assistance must only be used for the approved length of time necessary to remedy the emergency for eligible child(ren) within a period of 12 months. The issuance of emergency flex funds must prevent a situation which causes the removal of a child from a home (prevent removal), or when reunification is the case plan goal, fund services to expedite the reunification (promote reunification) of parents with child(ren).



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Definitions

- a. **Application** – A Form used to apply for services, Request for TANF Funds/Emergency Client Assistance Funding, Eligibility Determination or worksheet.
- b. **Child** – any unmarried person under the age of 18 years who has been emancipated by an order of a court
- c. **Designee** – An employee of the Department, community-based care lead agency or other contracted provided designated by the Department or CBC to perform duties and responsibilities assigned to the Department.
- d. **Family** – The caregiver(s) and child(ren) living in their home and under their care. The caregiver(s) must be either a parent or a specified relative of the child(ren) being supervised by the Department or its CBC.
- e. **Household** – The child, the child's caretaker and all other individuals, whether related or unrelated, who are living together with the child and caretaker as one unit and depends upon the same source(s) of income.
- f. **In-kind payment** – A non-cash item given directly to a person receive the non-cash item, such as groceries, clothes, rental assistance, etc. instead of cash.
- g. **Out-of-home Care** – Twenty-four hour substitute care for children placed away from their parents or guardians and for whom the Department has placement and care responsibility
- h. **Removal Home** – The family setting from which the child was legally removed, including a relative's or non-relative's home if such person had assumed and continued to exercise day-to-day responsibility for care and supervision of the child, prior to court involvement or voluntary foster care placement.
- i. **Resources** – Community services available to the family, caregiver or parent at no cost to the CBC
- j. **TANF** – A block grant to states for temporary assistance for needy families. TANF increases the flexibility of states in operating a program designed to provide assistance to needy families so that children may be cared for in their own homes or in the homes of specified relatives.
- k. **Voluntary Placement** – A substitute care placement requested by the parents or legal guardians of the child that is not the result of abuse, neglect or abandonment investigation.

Client Eligibility

- a. Dependent children who are at imminent risk of removal who can be safely served in their own homes or those of specified relatives, are eligible for these funds. The family members of these dependent children are also eligible for this program. A dependent child is one who has



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- been legally adjudicated dependent by a court or one who is at imminent risk of being adjudicated dependent or for whom an abuse/neglect report has been made.
- b. Dependent children already in placement whose length of stay in placement can be reduced by the purchase of some service or assistance that could safely expedite reunification with parents or placement with a specified relative.
 - c. Client Emergency Funds must only be used for the approved length of time necessary to remedy the emergency for the eligible child(ren) not to exceed 12 months. The following should be considered prior to requesting Emergency Funds:
 - 1. Will these funds resolve the emergency?
 - 2. What is the families' contribution to remedy?
 - 3. Have all other resources been exhausted?
 - 4. Can the new circumstances be maintained?
 - 5. Justification-cost avoidance (cost of emergency funding is less than the cost of the child(ren) being brought into licensed care)

Service Eligibility

- a. The goal of the Client Emergency Fund must clearly tie to the needs of the child. The intervention proposed must be goal-oriented and time-limited.
- b. Need is defined by Communities Connected for Kids as a "pressing lack of something essential".
- c. Client Emergency funding can be used for counseling and therapy, but may also be used for other maintenance needs such as food, clothing and shelter (see below). The purchase of these basic commodities and provisions may be justified when the child or family is not eligible for, or is on a waiting list to receive, these services from some other source whose principle function is to provide the desired service, e.g., AFDC, Medicaid, HUD or other community agency. Traditionally authorized services are listed as follows:
 - 1. Home Maintenance
 - 2. Temporary Housing
 - 3. Housekeeping/Cleaning



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4. Food and nutrition
 5. Transportation
- d. While Communities Connected for Kids has not prescribed a restrictive list of goods and services, the funds must not be used to acquire goods or services that are illegal or in violation of other policies of the department.
 - e. When funding is granted to relatives and parents, who are receiving AFDC/Medicaid or Food Stamps, notification must be made to the local public assistance office, so that public assistance staff may determine how, or if, this income modifies eligibility.
 1. Rent will be paid directly to the rental facility (public or private) without affecting the amount of income and Cash Assistance recipient will be entitled to receive.
 2. Vendor payments are money paid by a third party to a third party to benefit the recipient. Payments made directly to a landlord, utility company, automobile mechanic, etc., would not count as income because these payments would all be vendor payments.
 3. In kind payments are not-cash items given to the recipient such as groceries, clothes, etc., which are bought by the third party for the household. In kind payments are also not considered income. This leaves a wide area for assisting families without altering the family's basic benefit.

Submission, Review, Approval, and the Payment process

This procedure applies to Protective Investigators employed by the State of Florida and case management staff employed by or contracted by Communities Connected for Kids, providing protective services supervision for children residing in their own home with a parent or the home of a relative caregiver. Emergency Flex Funds are approved based on need and pending availability of funds in the contract as determined by the Communities Connected for Kids Finance Department.

1. The cost of the funding need must be a cost savings over placement. Case Management with the assistance of the Resource Specialist will determine the potential cost savings clearly on the Cost Avoidance Calculation Form (Exhibit D).

The total amount of the client emergency funds requested must clearly demonstrate a cost savings over monetary funding provided for the child(ren) cost of care. The requestor will determine the potential cost savings on the Cost Avoidance Calculation Form by using the most recent payment chart which is accurate as of 01/01/2019. This chart will update every January for the Cost of Living Increases set forth by the Office of Child Welfare.



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Item	Age 0-5	Age 6-12	Age 12-17
Level I Foster Home	\$ 333.00	\$ 333.00	\$ 333.00
Level II Foster Home	\$ 466.65	\$ 478.60	\$ 560.19
Relative Caregiver Funds	\$ 242.00	\$ 249.00	\$ 298.00
Non-Relative Caregiver Funds	\$ 242.00	\$ 249.00	\$ 298.00

2. The following documentation will be submitted to Communities Connected for Kids Finance department for review to ensure timely review and determination of approval or funding:
 - Exhibit A Check Request
 - Exhibit B Questionnaire/Certification Form
 - Exhibit C Application/Request for Emergency Funding
 - Exhibit D Cost Avoidance Calculation
 - Exhibit E Request for TANF Funds and Eligibility Determination
3. Payment for services must be made directly to the vendor or provider of the goods and service. Vendors or contract provider billing must clearly reflect the name of the child for whom service was authorized and provided, duration, date and the cost of the service.
4. The Communities Connected for Kids Finance Department will prepare a check from the local account in accordance with the Communities Connected for Kids Fund request.
5. Communities Connected for Kids will record the activity in the manual check log along with a receipt for the purchase to occur. At the close of each month the manual check log will be submitted to the Fiscal Specialist with appropriate coding by account structure for recognition in prior month general ledger.

Approved: Carol Deloach

Carol Deloach, CEO

February 28, 2019