

Policy Title:	Flexible Fund – Policy		
Policy Number:	I-E.5.4		Effective Date: 01-01-2002

Approved By: *on file*

Date Approved:

Policy

Forms, etc.

Definitions

References

Contact

Reference(s):

- Child Welfare Policy I-E.5.2, Payments for Special or Extraordinary Needs
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e52.pdf
- Child Welfare Policy I-B.1.1, Authority for Providing Services
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b11.pdf
- Child Welfare Policy I-B.1.3, Voluntary Agreements
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b13.pdf
- Child Welfare Cost Centers
<http://dhsdesign.hr.state.or.us/Charts/Budget/CWCostCtrRefSheet.htm>
- Child Welfare Program and Object Codes
http://dhsdesign.hr.state.or.us/Charts/publications/Object_matrix.pdf
- Attachment A, Sample "Expenditure Request Form"

Form(s) that apply:

- None referenced.

Policy:

Purpose:

This policy establishes guidelines for expenditure of what are generally referred to as "flexible funds," which are intended to provide goods and services that support child safety, attachment, permanency, and well-being. These funds include Family Support Team Flex Funds, System of Care Flex Funds, and Foster Care Prevention Funds.

Definitions:

(1) **"Person with Budget Authority"** person responsible for keeping expenditures within allocated funds.

(2) **"Legislative Intended Use"** for the following means:

(a) System of Care: To provide strength needs based services which will maintain child safety, promote attachment and move the child toward permanency or improve the child's well-being, using a model that involves family_decision making whenever possible.

(b) Foster Care Prevention: To purchase of services or items which will result in immediate (within 60 days) prevention of foster care placement or will return a child or children home to a safe environment.

(c) Family Support Teams: To provide services which address barriers related to substance abuse which prevent children from living safely at home.

Spending Parameters For All Flex Funds

(1) Expenditures of flexible funds shall be authorized by a *person with budget authority* and must meet all the following minimum criteria:

(a) Children are receiving child welfare services through temporary or legal custody of DHS, or open for services through a CPS assessment, or are receiving voluntary services through a notarized Voluntary Placement Agreement (CF 499) or a Voluntary Services Application (CF 304) signed by the legal parent; and

(b) Is consistent with the case plan to meet the child(rens)'s needs for safety, permanency, attachment, and well-being; and

(c) Other appropriate resources have been exhausted. For example, clothing and transportation funds eligible through the "One Time Payment" budget (See Policy I-E.5.2), and there are no other internal or community resources available to meet the need; and

(d) No funds will be allocated nor considered as an exception for funding outside the funding criteria which involve the payment for any sanctions, assessments, or costs imposed by a court resulting from the conviction of a crime, infraction, or a violation; and

(e) No funds may be intentionally allocated nor considered in order to shift costs to pay indirectly for disallowed expenditures of funds. For example, paying a rent payment in order to free client funds to pay traffic fines. Further, no funds may be allocated to circumvent other policy or administrative rule, such as making payments to non-IV-E relative care providers to pay the difference between the relative caretaker grant and foster care payment; and

(f) Payments may not supplant or replace other appropriate funding streams, such as medical services eligible for payment under the Oregon Health Plan.

(g) All expenditures shall comply with all DAS and DHS expenditure, contracting, and purchasing rules, policies, and procedures.

Additional Criteria For Use Of System Of Care Flexible Funds:

Expenditures must address the needs of the child as identified in the Strengths/Needs Based

Service Plan. Strengths/Needs Based Service plans are developed collaboratively with older children and youth, the parents, the child's provider, and community partners who work with the family.

Additional Criteria For Use Of Foster Care Prevention Funds

(1) The payment will prevent imminent placement in care or allow the child to return home within 60 days, or to be placed in the home of a legal guardian or relative; and

(2) Within a 12-month period of time, total payment(s) may not exceed the equivalent of two months basic foster care rate per child. Exceptions to this amount may be approved by the Service Delivery Area Manager or designee with budget authority; and

(3) Funds are limited to purchase of non-recurring goods or services, including direct client legal services within the limits defined in policy I-E-5.5.

Additional Criteria For Use Of Family Support Team Flexible Funds

(1) The case must have an open Family Support Team service; and

(2) The expenditure focuses on supporting and eliminating barriers to drug and alcohol treatment and recovery of a parent.

Exceptions

(1) Exceptions to this policy may be authorized, within budget limits, by the Service Delivery Area Manager or designee with budget authority. Exceptions may not be granted to policy provisions related to *legislative intended use* or prohibited expenditures.

Payment Procedure

Responsibility	Step	Action
Service Worker	(1)	Review client need against flexible fund policy criteria.
	(2)	Explore other resources to meet the need and document those explored.
	(3)	Prepare expenditure request form and forward per locally established review process.
Supervisor	(4)	Approve or deny request. Ensure that sufficient funds are available to meet the request.
SDA Manager or Designee	(5)	Approve or deny exceptions. Monitor spending to ensure budget parameters met.

- Local Payment Worker** (6) Follow appropriate agency expenditure/payment procedures Policy III-D.5.1, Acquisition of Goods and Services and any applicable DAS rules.
- (8) Maintain a system to track total and individual case payments, to assist managers with policy compliance and budget monitoring.

Child Welfare Cost Centers

<http://dhsdesign.hr.state.or.us/Charts/Budget/CWCostCtrRefSheet.htm>

Child Welfare Program and Object Codes

http://dhsdesign.hr.state.or.us/Charts/publications/Object_matrix.pdf

Contact(s):

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