

# DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 04: Ongoing Case Management

## Item 003: **Service Plan Funding**

Suggested changes send to: [DSS PSOA](#) mailbox

Issued: March 22, 2019

**Revisions in Red**

References: Service Plan Form (65)

Replaces Issue: Oct 27, 2010

### **Preamble**

Child Welfare Policy and Procedure Guides (PPG) are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

### **Policy**

The Department of Social Services (DSS) shall ensure timely access to quality services for individuals involved in Child Welfare referrals and cases. Service Plan Funding shall be uniform and specific to the needs of each individual client. Services shall be provided as necessary to ensure the safety of the child(ren) and in partnership with the community that is proactive, strategic outcomes based and fiscally responsible to the children and families served.

### **Purpose**

To fund otherwise unfunded ancillary services as a component of service plans to prevent child abuse and neglect, provide reunification services, and strengthen the family unit.

### **Reference**

[Service Plan Form \(65\)](#)

### **Procedure / Responsibilities**

- Case Managers are responsible for the identification and linkage of clients to supportive programs that provide service funds, and to ensure that all eligible services are provided through the responsible program.
- Case Managers are responsible for ensuring that all service fund options are exhausted prior to submission of a Form 65 funding request to the: [DSS Service Plan 65 email box](#).
- Case Managers are responsible for the confirmation of client eligibility for service funds for which the Form 65 is submitted.
- Social Work Supervisors (SWS) are responsible for ensuring completion of the Form 65 prior to submission.
- Social Work Supervisors are responsible for approval of the 65 as complete and accurate as submitted.

- Form 65 must be signed by SWS, a Program Manager **and the Deputy Director (DD) when applicable.**
- DSS **Administrative Assistants (AA)** staff are to **email** the Service Plan 65 to **DSS Service Plan 65** email box.
- The Business Office is responsible for processing payments to vendors.

**Out of County services:**

- Case Managers are responsible for contacting Child Welfare Organizations in the residing municipality to determine the identification of services that are available to the client.
- AAs are responsible to communicate with DSS Service Plan 65 staff to ensure all necessary paperwork (W-9, 590, County memo) are completed and submitted correctly.
- Case Managers are responsible for the linkage of clients to supportive programs that provide service funds, and to insure that all eligible services are provided through the responsible program. Any staffings, progress reports will need to be obtained by the Case Manager.
- Case Managers are responsible for ensuring that all service fund options are exhausted prior to AA submission of a Form 65 funding request to the: **DSS Service Plan 65** email.
- Case Managers are responsible for the confirmation of client eligibility for service funds for which the Form 65 is submitted.
- Social Work Supervisors (SWS) are responsible for ensuring completion of the Form 65 prior to submission.

**Funding Eligibility Criteria & Services Options**

Supportive and Therapeutic Options Program (STOP)

- Purpose: To prevent children from entering or re-entering the foster care system OR to provide successful transition home

Covered services include but are not limited to:

- Individual, family, or group counseling
- Crisis stabilization
- Education supports and recreational services
- Drug and alcohol related services
- Health-related services
- Anger management

Examples: costs associated with reunification or family maintenance such as moving expenses, or housing costs, household bills or items, personal items, clothing, medical or mental health services, transportation assistance or vehicle repair costs, day care or transportation costs associated with STOP services and transitional housing.

### **Specialized Care Incentive & Assistance Program (SCIAP)**

- Purpose: Additional care and supervision for youth with health or behavioral problems that reside in non-treatment rate foster care placement: a Foster Care Home, with a relative, or with a Foster Family Agency and receive state only AFDC-FC, or Kin-GAP.

Covered services include but are not limited to:

- The purchase of non-recurring items on an as needed basis
- Purchase of services not available through other funding sources
- Respite care

Examples: include individual therapy, prescription medication, braces or glasses, foster parent transportation or child care associated with SCIAP services

### **Kinship Supportive Services**

- Purpose: To provide community-based support services to kinship (relative) caregivers and the children placed in their home.

Covered services include community-based family support services to kinship (relative) caregivers and the children placed in their home.

### **Child Welfare Services**

- Eligibility: Children and parents of children who are dependents of the Court or at-risk of being a dependent of the Court.

Covered services include, but are not limited to, otherwise unfunded ancillary services as a component of service plans which prevent child abuse and neglect, provide reunification services, and strengthen the family unit.

CWS funding is the primary source of funding for drug, alcohol, mental health, domestic violence assessments and services.

Examples of ancillary services: drug/alcohol treatment/assessment, domestic violence assessment, anger management and parenting education, transportation expenses associated with treatment/testing, housing and moving costs, medical and dental costs, personal items and household items.