



Department of Children and Family Services Policy and Procedure Guide

Division No: 03–Child Welfare

Effective Date:
November 20, 2008

Chapter No: 10–Services

Item No: 009–Family Support-Furniture Purchases

POLICY: One time payments of last resort for necessary and reasonable home furnishings for eligible clients of Emergency Response, Voluntary Family Maintenance, Family Reunification and Permanency Planning divisions will be processed by the Department Business Office, located at 2011 Fresno Street, Suite 301, mailstop #144.

Furnishing expenses are at the discretion of the Department of Children and Family Services and subject to fund availability.

**KEY RESULT
AREA:**

Social Workers will incorporate family and community resource support and collaborate with a wide range of communities, neighborhoods, and organizations to identify resources that can serve to support, protect and strengthen families.

ELIGIBILITY:

Financial hardship.
No alternate funding support (e.g. Cal Works)
No community resources (e.g. neighborhood collaborative or non-profit agency assistance)

REQUIRED:

Coordination with Job Specialist, if assigned.

FUNDS:

STOP: For pre-placement or post-placement services for at-risk non-dependent youth, not covered by other funding mechanisms.
CWS Allocation: to meet placement needs for dependent youth by supporting home approval for licensing, reunification or KinGap, not covered by other funding mechanisms.
SCIAP: Equipment for special health needs only.

Submitting Party/Division Manager/
Program Manager

— _____
Name Date

Deputy/Assistant Director's Approval

— _____
Andrea Sobrado 6/1/08

Director's Approval

— _____
Catherine A. Huerta 11/20/08
Name Date

Item 2 – Family Support – Furniture Purchases

REQUIRED

DOCUMENTS: Form 65
Service Plan Memo
Supporting documents (see G below)

PROCEDURE:

I. RESPONSIBILITIES

- A. Case Managers are responsible for the identification and linkage of clients to supportive programs that will provide service funds, and to insure that all eligible services are provided through the responsible program.
- B. Case Managers are responsible for ensuring that all service fund options are exhausted prior to submission of a Form 65 funding request to the Business Office.
- C. Case Managers are responsible for the confirmation of client eligibility for service funds for which the Form 65 is submitted. See ELIGIBILITY above.
- D. Social Work Supervisors are responsible for approval of the 65 as complete and accurate as submitted.
- E. The Business Office is responsible for processing payments to vendors.
- F. Required documents for the purchase of household items include price quotations from the vendor on company letterhead.
 - 1. Copies of price estimates and statements that the lowest cost items were submitted for payment.
 - 2. A statement of the Social Workers unsuccessful attempts to acquire furnishings through community resources.