

1	[706]707	PLACEMENT PREVENTION/DISRUPTION FUNDS	
2		(SPECIAL NEEDS FUNDING)	
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11 **[706.2]707.2** **Philosophy And Purpose Of The Placement**
12 **Prevention/ Disruption Funds (Special Needs Funding)**

13 Major objectives:

14 Child and Family Services will maintain a placement prevention/disruption fund for the
15 purpose of assisting families in meeting immediate financial needs, individualizing Child
16 and Family Plans, or accessing specialized services when meeting the identified needs
17 will directly contribute to the goal of maintaining children in their homes.
18

19
20 **Applicable Law**

21 Utah Code Ann. [§62A-4a-105](#). Division responsibilities.
22

23 Practice Guidelines

24 Definition and Purpose of Placement Prevention/Disruption Funds

- 25 A. Most narrowly, Placement Prevention/Disruption funds (PP/D funds) are
26 uncommitted, non-categorical funds, available and easily accessible to
27 caseworkers and the child and family team at the case level. These funds are
28 intended to expand the ability of Child and Family Services to respond to the
29 unique needs of children and families beyond that possible with inflexible
30 categorical services that may be relevant to only one specific need. The
31 appropriate use of these funds is intended to assist in, and encourage the
32 development of, individualized, needs-based plans and practice.
33
- 34 B. More broadly, the purpose of the PP/D funds is to promote the strengths-based,
35 needs-based, individualized approach to practice and to assist in planning and
36 implementing wrap-around services for children and families. When accessing
37 these funds, Child and Family Services staff should remember that an underlying
38 goal is to bring services to the child and family's environment, rather than limiting
39 parents, and especially children, to services that are attached to a place or
40 location.
41
- 42 C. The only effective way to achieve customization for many families is to have the
43 ability through PP/D funds to create or craft new services one child or family at a
44 time. For example, one particular asset of the PP/D funds is the ability, through
45 their use, to match a particular individual who can provide the service to the child
46 and family
47
- 48 D. This capability can strengthen capacity to utilize more informal supports,
49 capitalize on existing or promising personal relationships, and strengthen the
50 provision of culturally relevant services.
51

52 Request For and Approval of Funding

53 These processes apply in both emergency and non-emergency situations. The nature of
54 a need and the urgency of a request should be specified when a request is made.

- 55
- 56 A. The case manager identifies the need of a client family and determines if it is an
57 eligible service for the program.
 - 58
 - 59 B. The case manager completes the payment authorization form prescribed by Child
60 and Family Services and obtains the supervisory approval.
 - 61
 - 62 C. The supervisor obtains approval from the program manager.
 - 63
 - 64 D. The program manager obtains approval from the region director or designee.
 - 65
 - 66 E. The program manager may issue a check directly to the vendor of services.
67 Checks will not be issued to the family.
 - 68
 - 69 F. The program manager forwards a copy of payment authorization to Child and
70 Family Services Finance Department.
 - 71
 - 72 G. The program manager will conduct a monthly reconciliation of the fund according
73 to the fiscal procedures approved by the Child and Family Services Finance
74 Department.
 - 75

76 Identifying Need and Eligibility for Funding

- 77 A. Caseworkers may intervene when necessary to prevent removal or placement
78 disruption to provide "allowable" services when the cost does not exceed \$500.
79
- 80 B. Child and Family Services will consider requests for fund expenditures defined as
81 "allowable." Other expenses will be considered on an individual basis.
82
- 83 C. "Allowable services" include the following:
 - 84 1. Rent.
 - 85 2. Housing deposit.
 - 86 3. Utility deposit.
 - 87 4. Utility bills.
 - 88 5. Automobile repairs.
 - 89 6. Gasoline.
 - 90 7. Food.
 - 91 8. Clothing.
 - 92 9. Child care supplies.
 - 93 10. Household supplies.

- 94 11. Child day care.
- 95 12. Homemaker services.
- 96 13. Language interpreters.
- 97 14. Psychotherapy for child and parents.
- 98 15. Psychological testing/drug screening for child/parents.
- 99 16. Educational fees.
- 100 17. Doctor visits and/or prescription drugs.
- 101 18. Transportation for educational or medical services.
- 102 19. Special short-term counseling or treatment not otherwise available
- 103 through current contracts.
- 104

105 Payment for other services must be approved by the region director prior to
106 expenditure.

107
108 Service Delivery Guidelines

109 Generally, caseworkers will be expected to access current contracted sources for child
110 and family needs. When it is determined a need exists for a continuing service that is
111 not available on current division contracts, the caseworker and their supervisor will
112 consult with the regional contract specialist to develop the resource.

- 113
- 114 A. Immediate need for supplies or services can be obtained by accessing the funding
- 115 available to the regions for the appropriations or activities listed below.
- 116
- 117 B. When a contract is available for continuing needs the source of funding for the
- 118 contract will be determined by the region director and Administrative Services
- 119 manager.
- 120
- 121 C. Funding is available to regions for special needs payments from the identified
- 122 funding sources for the identified needs and activities:
- 123 1. KHD -- In-home services; PIHS – In-home services. Can be used for any
- 124 special need determined by caseworker and/or region director to stabilize
- 125 a family in home or to eliminate the need for a child to be brought into
- 126 Child and Family Services custody.
- 127 2. KHH – Minor grants; PFPR – Family Reunification. Can be used for special
- 128 needs to assist in reunification of a child with parents and to provide for
- 129 child and/or family treatment needs.
- 130 3. PFPF – Family Preservation. Can be used for special needs required to
- 131 maintain the family structure and to keep a child with their family.
- 132 4. KHL – Special needs. Can be used for funding for transportation, medical
- 133 services not covered by Medicaid, or any other needs not otherwise
- 134 available through established contracted sources for children in the
- 135 custody of Child and Family Services.

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Data Collection and Fund Accounting Processes

- A. Each region is responsible for obtaining service data and submitting monthly fiscal information to the Child and Family Services Director of Finance. Service and financial data must be submitted in the standard format approved by the Child and Family Services Director of Finance.
- B. Each region will submit a plan for the system delivery of PP/D funds. The plan must be approved by the Child and Family Services Director of Finance. The funds will be distributed through a special account based on a local population-served formula. The funds will be disbursed through a special account with local warrant capability.
- C. The Child and Family Services Director of Finance will oversee disbursement of the funds.

152 **Addendum To Placement Prevention/ Disruption Funds, Major Objectives**

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154 Family Impact Statement

155 In order to avoid the unnecessary removal of a child from his or her biological, adoptive,
156 or foster home, Child and Family Services has established PP/D funds. The purpose of
157 these funds is to ensure that easily accessible funds are available to assist client families
158 in emergency situations.

159

160 The use of these funds is intended to benefit as many children and families as possible.
161 To meet that objective, it is necessary to carefully consider each expenditure. These
162 funds are not intended as a reoccurring form of family support, but are intended to be
163 single interventions to prevent placement or placement disruption, to stabilize a family
164 crisis, and to save additional expense resulting from change in placement.

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