

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

13 Major objectives:

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

49 Request For and Approval of Funding

50 These processes apply in both emergency and non-emergency situations. The nature of a need

51 and the urgency of a request should be specified when a request is made.

52

53 A. The case manager identifies the need of a client family and determines if it is an eligible
54 service for the program.

55

56 B. The case manager completes the payment authorization form prescribed by Child and
57 Family Services and obtains the supervisory approval.

58

59 C. The supervisor obtains approval from the program manager.

60

61 D. The program manager obtains approval from the region director or designee.

62

63 E. The program manager may issue a check directly to the vendor of services. Checks will
64 not be issued to the family.

65

66 F. The program manager forwards a copy of payment authorization to Child and Family
67 Services Finance Department.

68

69 G. The program manager will conduct a monthly reconciliation of the fund according to
70 the fiscal procedures approved by the Child and Family Services Finance Department.

71

72 Identifying Need and Eligibility for Funding

73 A. Caseworkers may intervene when necessary to prevent removal or placement
74 disruption to provide "allowable" services when the cost does not exceed \$500.

75

76 B. Child and Family Services will consider requests for fund expenditures defined as
77 "allowable." Other expenses will be considered on an individual basis.

78

79 C. "Allowable services" include the following:

80 1. Rent.

81 2. Housing deposit.

82 3. Utility deposit.

83 4. Utility bills.

84 5. Automobile repairs.

85 6. Gasoline.

86 7. Food.

87 8. Clothing.

88 9. Child care supplies.

89 10. Household supplies.

90 11. Child day care.

91 12. Homemaker services.

- 92 13. Language interpreters.
- 93 14. Psychotherapy for child and parents.
- 94 15. Psychological testing/drug screening for child/parents.
- 95 16. Educational fees.
- 96 17. Doctor visits and/or prescription drugs.
- 97 18. Transportation for educational or medical services.
- 98 19. Special short-term counseling or treatment not otherwise available through
- 99 current contracts.

100

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

102

103 Service Delivery Guidelines

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

108

- 109 A. Immediate need for supplies or services can be obtained by accessing the funding
110 available to the regions for the appropriations or activities listed below.
- 111
- 112 B. When a contract is available for continuing needs the source of funding for the contract
113 will be determined by the region director and Administrative Services manager.
- 114
- 115 C. Funding is available to regions for special needs payments from the identified funding
116 sources for the identified needs and activities:
 - 117 1. KHD -- In-home services; PIHS – In-home services. Can be used for any special
118 need determined by caseworker and/or region director to stabilize a family in
119 home or to eliminate the need for a child to be brought into Child and Family
120 Services custody.
 - 121 2. KHH – Minor grants; PFPR – Family Reunification. Can be used for special needs
122 to assist in reunification of a child with parents and to provide for child and/or
123 family treatment needs.
 - 124 3. PFPF – Family Preservation. Can be used for special needs required to maintain
125 the family structure and to keep a child with their family.
 - 126 4. KHL – Special needs. Can be used for funding for transportation, medical
127 services not covered by Medicaid, or any other needs not otherwise available
128 through established contracted sources for children in the custody of Child and
129 Family Services.

130

131 Data Collection and Fund Accounting Processes

- 132 A. Each region is responsible for obtaining service data and submitting monthly fiscal

- 133 information to the Child and Family Services Director of Finance. Service and financial
134 data must be submitted in the standard format approved by the Child and Family
135 Services Director of Finance.
136
- 137 B. Each region will submit a plan for the system delivery of PP/D funds. The plan must be
138 approved by the Child and Family Services Director of Finance. The funds will be
139 distributed through a special account based on a local population-served formula. The
140 funds will be disbursed through a special account with local warrant capability.
141
- 142 C. The Child and Family Services Director of Finance will oversee disbursement of the
143 funds.
144

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

146

147 Family Impact Statement

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

152

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

158