

## Bureau of Milwaukee Child Welfare Emergency Services Funding Policy

<b>Policy Number:</b>	ADM – 05.00
<b>Subject:</b>	Emergency services funding, Initial Assessment specialists, p-cards, safety, basic necessities, Request for Emergency Service Funds for BMCW Families form, Initial Assessment specialist (IAS), Initial Assessment (IA) supervisor,
<b>Last Updated/Reviewed:</b>	October 7, 2008
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*Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.*

### Summary:

The intent of the emergency services fund is to provide funds for families who lack basic and essential resources that are needed to keep their children safe. The fund is only accessible to Initial Assessment specialists (IAS) for families they are serving on their current caseloads.

### Related Resources:

- Department of Children and Families' policy and process for using p-cards:  
<http://dcfweb/finance/pcard/default.htm>
- Request for Emergency Services Funds for BMCW Families (DCF-F-2606)
- Request for Taxpayer Identification Number and Certification (W-9):  
<http://www.irs.gov/>

### Policy:

This document provides guidance on how to use and access the Emergency Services Funds.

#### *Criteria for Requesting Funding*

- Funds are for emergent child / family needs related to child safety that cannot be accessed through other funding sources.
- Funds requested must be for one-time-only purchases that help maintain safety in the family home.

- Funds are limited to \$250 per family case, with exceptions allowed with good reason.

*Examples of appropriate requests:*

- Food, clothing, formula, diapers, Pack & Play cribs.
- Hotel rooms for families who are homeless and have no other housing resource.
- Medication that is not covered by Medicaid or private insurance.
- Rent that will delay an eviction until other resources are secured.
- Other items as determined and approved by the program manager.
- Meals for children who have been taken into temporary physical custody or who are being transported to a placement outside the county.

*Examples of inappropriate requests:*

- Funds for monthly/recurring bills that families cannot pay for on their own within a reasonable period of time (like telephone bills).
- Non-essential, entertainment items such as televisions, prom dresses (Seek other sources for these items, such as the *Hergert Foundation Get it Done Fund* and the *A Child's Wish Fund* administered by Children's Hospital of Wisconsin Community Services.)
- Meals for staff. (NOTE: When appropriate, such as when traveling out of town with a child, these can be charged to your travel voucher.)

**Procedures:**

1. The IAS must discuss the family case and the emergent needs of the family with their supervisor to identify the appropriateness of the request, the items needed, and justification for the request as it relates to child safety.
2. The IAS completes the *Request for Emergency Service Funds for BMCW Families* (DCF-F-2606) form and has his/her supervisor and program manager approve the request. The supervisor keeps one copy of the request. The IAS documents the purchase in a case note indicating the item and amount.
3. The IAS purchases the items with the DCF p-card, writes the case number on the receipts, and electronically scans the receipts and the request form into the p-card account log Procurement Card Account Log (PAL) as directed in that system.
4. When reconciling the p-card, use code: 3210 122 G000 EMER.
5. The IAS scans the receipts and emails the pdf file to the Program Assistant (PA) Advanced/Confidential assigned to tracking use of the funds putting *Emergency Funds* in the subject line and indicating the assigned program.
6. The PA Advanced/Confidential will track the eWiSACWIS case number, amount, and name of IAS.
7. When reconciling the p-card purchases according to DCF procedure, the IAS attaches the scanned copy of the receipts. The IA supervisor reconciles the approval

forms (DCF-F-2606) with the purchases as listed on the p-card prior to approving the p-card purchases.

**Documentation:** All items/payments made on behalf of the family should be documented in eWiSACWIS as a case note. Once scanned in and reconciled in the p-card system, the original receipts may be discarded. Once approved in the p-card system by the supervisor, the original approval forms may also be discarded.

### **For Payments Requiring a Check**

**NOTE:** It may take up to five business days to issue a check. IAS should inform the payee when the payment can be expected.

1. The IAS and supervisor discuss the need with the region manager.
2. The IAS completes the *Request for Emergency Service Funds for BMCW Families* (DCF-F-2606) form and has the supervisor and program manager sign approval.
3. The program manager sends a copy of the signed form to the Section Chief – Operations and requests a payment. The supervisor keeps one copy of the request and the IAS documents the request as a case note.
4. If the check is for the payment of rent, a *Request for Taxpayer Identification Number and Certification (W-9)* must be signed by the landlord / rental agency. The requesting IAS sends the form, or the internet link, to the landlord / agency and asks them to complete it and send to the Section Chief – Operations. This form is available from <http://www.irs.gov/>. This form must be received before the check is issued.
5. The IAS also asks the landlord if payment can be made using a credit card.
  - If yes, the IAS uses the p-card to make the payment after the W-9 form has been received. A receipt for the rent must be obtained from the landlord. The case number is written on the receipt before electronically scanning it, and attaching it when the p-card is reconciled.
  - When reconciling the p-card, use code *3210 122 G000\_5770 EMER*.
  - If no, the IAS requests a letter of guarantee from the Section Chief – Operations, who provides it to the landlord and informs the landlord that the check will be available in 30 days. BMCW processes the check request and notifies the IAS by email when the request is processed and the check mailed to the landlord.

**Documentation:** The requesting IAS enters the assistance provided and the date the check was mailed or the rent paid by p-card as a case note. If paid and documented in the p-card system, the receipt and request form may be discarded. If paid by check, document the day the check was mailed as a case note and file the request form in the family paper case file.

### **Responsibilities:**

IA specialist, IA supervisor, program manager, section chief of operations and program assistant: advanced.