



Policy: Contingency Funds

ChildNet Number: CN 008.002
Original Approved Date: September 15, 2003
Policy Revised Date(s): October 5, 2005
Policy Sunset Date:
COA Standard(s): none

Statement of Policy:

It is the policy of ChildNet to use contingency funds as a payment of last resort to children and families served when there is an identified unmet need. Such needs shall be directly related to preventing the removal of the child from the home, facilitating reunification, assisting the child in achieving his/her permanency goal or ensuring that the child's safety and well being is met.

Board Chair's Signature: _____

Date: _____

11/15/10



Procedure: Contingency Funds

ChildNet Number: CN 008.002

Original Approved Date: September 15, 2003

Procedure Revised Date(s): October 5, 2005, December 3, 2009, December 10, 2010, February 10, 2011, August 9, 2012

Procedure Sunset Date:

COA Standard(s): none

Definitions (If any):

Contingency Funds: Money set aside for the purpose of meeting unexpected needs to ensure the safety, well-being and permanency for children.

Related Policies and Procedures:

CN 003.035 Independent Living Services

CN 015.004 Contractual Program Standard and Network Provider Relationships

CN 015.016 Network Provider Invoicing and Expenditure Tracking

Statement of Procedure:

Contingency funding may be provided to children and families through requests submitted by the Child Advocate. Additionally, certain subcontractors of ChildNet may also receive allocated dollars to assist in meeting the needs of their families as set forth in this procedure. This procedure describes the process by which requests are made and funding may be allocated. Contingency Fund Requests are to be completed and processed within five working days unless deemed an emergency by the Director level or above and processed accordingly. Any provision of services through Contingency Funds requests are to be reviewed by the director to determine if a ChildNet approved service provider is available prior to approval.

Contingency Fund Process

A. Employee Reimbursement:

Contingency funds may be used to reimburse an employee who incurs an expense on behalf of a child during the execution of job duties for which paperwork must be submitted and processed within 30 days of incurring the expense:

1. The employee completes the appropriate contingency fund request (CFAPO) form with original supporting documentation and submits to their direct supervisor or designee.
2. The supervisor reviews for approval. If denied, CFAPO is to be returned to the requestor. If approved, a copy is submitted to the director or next level of supervisor or designee.



3. The director reviews for approval. If denied, CFAPO is to be returned to original requestor. If approved, the request containing the signatures of the employee, supervisor, and director is to be provided to the designee within the Finance Department
4. Finance issues a check or direct deposit for reimbursement

B. Road To Independence / Transitional / After Care Funding Requests

1. Independent Living (IL) Advocates or IL Aftercare Specialist completes the appropriate Contingency Funding Authorization and Purchase Order (CFAPO) form with original supporting documentation and submits to their Supervisor.
2. The Supervisor reviews and recommends approval. If denied, CFAPO is to be returned to the requestor. If approved, then CFAPO is submitted to Permanency Director or designee for approval.
3. The Permanency Director or designee reviews for approval. If denied, CFAPO is to be returned to original requestor. If approved, the request containing the signatures of the employee, supervisor, and director is to be provided to the designee within the Finance Department. NOTE: All Transitional Requests over \$500.00 must be approved by the Vice President of Client Services or designee prior to submission to the Finance Department. All Transitional Requests over \$1000.00 must be approved by the Vice President of Client Services prior to submission to the Finance Department.
4. Finance prepares check and submits to the IL Administrative Assistant to coordinate receipt by client.

Please refer to CN 003.035 Independent Living Services for detailed procedures.

C. Behavioral Health/Home Health Aide Services:

1. The Child Advocate completes the appropriate Contingency Funding Authorization and Purchase Order (CFAPO) form with original supporting documentation and submits to their supervisor.
2. The Child Advocate Supervisor (CAS) reviews for approval. If denied, CFAPO is returned to the requestor. If approved, the CFAPO is submitted to the Director of Service Coordination.
3. The Director of Service Coordination reviews the CFAPO for consideration of approval.
4. Once the request is reviewed and approval, the Service Coordination Department forwards the CFAPO form back to the requesting Child Advocate or Client Services Staff and the Contract Management Department representative.



5. If approved, the CFAPO form is forwarded to the service provider by the Service Coordination Department. NOTE: All requests over the value of \$1000.00 must be reviewed and approved by the Vice President of Client Services prior to submission to the Contract Management Department. If denied, notice of denial is provided back to the requestor.
6. The service provider submits all invoices with approved CFAPO to the Contract Management Department within 45 days of service delivery. The Contract Management Department reviews for approval and forwards to the Finance Department for processing of payment.

Please refer to CN 015.016 Network Provider Invoicing and Expenditure Tracking

D. Paternity Test:

1. Child Advocate completes Paternity Test contingency request form, attaches court order, birth certificate, financial support worksheets and completed scheduling form then emails to Court Liaison.
2. Court Liaison receives the request and signs off with the “why” Department of Revenue will not pay.
3. Court Liaison is to verify the cost of the test, and that the correct service provider has been chosen then obtains approval from the Director of Support Services or designee before e-mailing to the contingency box. Once approved, court liaison emails to Contingencyfund@ChildNet.us
4. Court Liaison is to e-mail the approved packet to the provider directly once approved.
5. Support Services designee electronically sends to designee in the Finance Department.
6. Support Services designee is to send a copy of the approved contingency fund request form along with commitment to pay to the provider (which serves as PO) or obtains check from designee in Finance Department to coordinate payment to the provider, notifies CA of approval, and files on ChildNet’s shared drive Contingency Fund Folder.

E. Out of State Birth Certificate

1. Child Advocate or designee prepares the birth certificate request form (respective state forms are available on the state’s website. Some states require notarized copies.). Along with the request form the Child Advocate **must** attach a copy of the court order and if available a copy of the old birth certificate.



2. Child Advocate or designee submits all required documentation to Client Services designee via email to os_bcdc_request@childnet.us
 3. Client Services designee prepares the birth state vital statistics application form and makes a set of copies, completes contingency form request and check request for both to be signed by the Vice President of Client Services or designee.
 4. Client Services designee prepares petty cash check and submits with completed package to designee with Finance Department.
 5. Client Services designee mails the following via certified mail to the respective state's Department of Vital Statistics:
 - a. Cover letter
 - b. Check
 - c. Application
 - d. Copy of court order
 - e. Copy of Administrative Assistant's identification tag
 - f. Copy of ChildNet's mission statement
 6. Upon receipt of three original birth certificates, one original is sent to Revenue Maximization, one original is given to child advocate to file with the Office of the Attorney General and one original is kept on file by Client Services designee.
- B. General:** For all requests which do not fall within one of the categories above, it is to be processed as a general request.
1. The Child Advocate completes appropriate contingency fund request (CFAPO) form, scans all necessary back-up documentation, and emails to their supervisor.
 2. The Supervisor reviews for approval and if approved, it is to forward to Director or designee via email. If denied, the CFAPO is returned to requestor.
 3. The Administrative Assistant or designee prints out request from email and hands to Director or designee for signature (approval). If denied, the CFAPO is returned to requestor.
 4. Once approved the Administrative Assistant or designee scans CFAPO and all back-up materials than forwards to contingencyfund@childnet.us.
 5. Support Services designee electronically sends to designee in the Finance Department. If the request is over the value of \$500.00, then the request must be sent for approval by the Assistant Vice President within Client Services. If the request is over the value of \$1000.00, then the request must be sent for approval



by the Vice President of Client Services Once approved, then support services designee will then electronically send to the designee in the Finance Department.

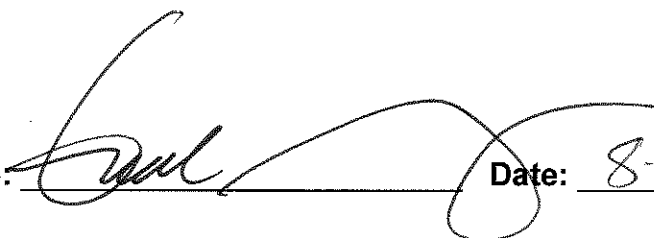
6. Support Services designee is to send a copy of the approved contingency fund request form along with commitment to pay to the provider (which serves as PO) or obtains check from designee in the Finance Department to coordinate payment to the provider, notifies CA of approval, and files on shared drive Contingency Fund Folder.

Note 1: When contingency funds are requested for rent related costs. The parent/caregiver must show income to be able to maintain the cost of the rent; any source of the child's disability income should not be considered as the only form of income.

Note 2: When the contingency funds are requested for security deposit, the requester must have the landlord sign a security deposit form requiring them to return the security deposit to ChildNet upon termination of the lease. Finance designee is to track the security deposits.

Policy Owner: Vice President of Client Services

President's Signature:



Date: 8-15-12