

### Process for Requesting & Use of DCS Establishment Funds Instructions for DCS Staff

Prior to a youth in DCS Custody transitioning into the Employment and Community First (ECF) Choices Program with TennCare, a provider may request that the Department provide establishment funds to help the youth get settled in their new placement. These establishment funds can be utilized to assist the youth in paying for the first month's rent or deposits on their new placement and/or can be utilized to purchase furnishings for their new residence.

The establishment funding request must be requested and approved prior to the youth's transition.

For any establishment funding request, only that which is needed should be requested.

If a provider identifies that Establishment Funds are needed, the provider is allowed to make purchases that are within the below list of approved purchases. Any purchases/items that do not appear on the below list must be approved by DCS before purchases are made.

- ☐ **Rent/Deposits** – This invoice should include the exact amount needed for deposits and the 1<sup>st</sup> month's rent, not to exceed \$700.
- ☐ **Furniture** – This invoice should be itemized and include a detailed description of the items purchased. The itemized invoice for these items must include the price for each individual item. This invoice should not exceed \$700.
  - Allowable furniture:
    - Bed frame
    - Mattress
    - Dresser
    - Nightstand
    - Lamp
    - Bedding
    - Kitchenware
    - Towels
    - Chair
    - Television (smaller than 24")

\* If the agency requests to make a purchase not included on the above list, they must first receive approval from the Central Office ECF Choices Transition Coordinator ([Nicole.Hussey@tn.gov](mailto:Nicole.Hussey@tn.gov)) and the Director of Health Advocacy ([Shannon.Johnson@tn.gov](mailto:Shannon.Johnson@tn.gov)). Items which don't appear on the approved items list and are not pre-approved by DCS Central Office are not eligible for reimbursement.

Once purchases are made, the agency should send a detailed, itemized invoice, on agency letterhead, for the rent and/or deposits and a separate invoice for any purchased items to the DCS Family Services Worker (FSW) and copied to the Central Office ECF Choices Transition Coordinator ([Nicole.Hussey@tn.gov](mailto:Nicole.Hussey@tn.gov)) and the Director of Health Advocacy ([Shannon.Johnson@tn.gov](mailto:Shannon.Johnson@tn.gov))

Current Effective Date: 7/23

Supersedes: : 3/23

Supplemental to: Policy 19.8

RDA SW22

Page 1 of 2

- ☐ There must be 2 separate invoices if funding is being utilized for both rent/deposits and furniture.



Once the FSW receives the invoice(s), the FSW will submit a Case Service Request in TFACTS for Establishment Funds utilizing the below selection path and including all relevant information and attaching the invoices provided by the agency.

- ☐ A separate Establishment Funds Case Service Request will be required if funding is being utilized for both Rent/Deposits and home furnishings.

**Rent/Deposits:**

Person profile page>Add consultation>consultation type- service consultation> add a need> Initial

Description- Funding request for rent establishment funds for ECF> add action step>typeService>Service

description- ECF Establishment Funds- Rent> Resource- auto populates to "fiscal defined resource" > Is DCS

expected to pay? Select yes.>Instructions to provider: This is a request for establishment funds for rent for ECF

Choices. The invoice amount is \$\_\_\_\_. The invoice is being emailed to fiscal.

**Furniture:**

Person profile page>Add consultation>consultation type- service consultation> add a need> Initial Description-

Funding request for household items establishment funds for ECF> add action step>type-Service>Service

description- ECF Establishment Funds- household items> Resource- auto populates to "fiscal defined resource" >

Is DCS expected to pay? Select yes.> Instructions to provider: This is a request for establishment funds for furniture/household items for ECF Choices.

The invoice amount is \$\_\_\_\_. The invoice is being emailed to fiscal.

A case must remain open until the Establishment Funds CSR is approved. Once the CSR is approved and the youth has fully transitioned into the ECF Choices Program, the FSW may take steps towards case closure.