
**707 PLACEMENT PREVENTION/DISRUPTION FUNDS
(SPECIAL NEEDS FUNDING)**

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707.1 Philosophy and Purpose of the Placement Prevention/ Disruption Funds (Special Needs Funding)

Major objectives:

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

Applicable Law

Utah Code Ann. [§80-2-301](#). Division responsibilities.

Practice Guidelines

Definition and Purpose of Placement Prevention/Disruption Funds

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

Request For and Approval of Funding

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

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- A. The case manager identifies the need of a client family and determines if it is an eligible service for the program.
- B. The case manager completes the payment authorization form prescribed by Child and Family Services and obtains supervisory approval.
- C. The supervisor obtains approval from the program manager.
- D. The program manager obtains approval from the region director or designee.
- E. The program manager may issue a check directly to the vendor of services. Checks will not be issued to the family.
- F. The program manager forwards a copy of payment authorization to Child and Family Services Finance Department.
- G. The program manager will conduct a monthly reconciliation of the fund according to the fiscal procedures approved by the Child and Family Services Finance Department.

Identifying Need and Eligibility for Funding

- A. Caseworkers may intervene when necessary to prevent removal or placement disruption to provide “allowable” services when the cost does not exceed \$500.
- B. Child and Family Services will consider requests for fund expenditures defined as “allowable.” Other expenses will be considered on an individual basis.
- C. “Allowable services” include the following:
 - 1. Rent.
 - 2. Housing deposit.
 - 3. Utility deposit.
 - 4. Utility bills.
 - 5. Automobile repairs.
 - 6. Gasoline.
 - 7. Food.
 - 8. Clothing.
 - 9. Childcare supplies.
 - 10. Household supplies.
 - 11. Child day care.
 - 12. Homemaker services.
 - 13. Language interpreters.
 - 14. Psychotherapy for child and parents.
 - 15. Psychological testing/drug screening for child/parents.
 - 16. Educational fees.

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17. Doctor visits and/or prescription drugs.
18. Transportation for educational or medical services.
19. Special short-term counseling or treatment not otherwise available through current contracts.

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

Service Delivery Guidelines

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

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

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 delivery system 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.

701.2 Addendum to Placement Prevention/Disruption Funds, Major Objectives

Family Impact Statement

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

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