
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: October 15, 1992
Current Revision Date: October 27, 2016

Policy No.: H-0119

County Funds Requests

Purpose To provide guidelines on the use of county funds for supporting a child's placement, non-placement or incidental needs.

Approved This policy was approved by Gary Taylor, Director of CFS, on October 27, 2016. *Signature on file.*

Most Recent Revision This Policy and Procedure (P&P) is revised to reflect recent input from General Accounting, Foster Care Eligibility and program users regarding the implementation of the county funds policy. Policy changes will improve the accuracy and application of county funds.

Background Welfare and Institutions Code (WIC) Section (§)11451 allows any county, at its discretion, to pay from its own funds additional sums for the care of any child in order to provide adequate care of the family.

State law permits the Board of Supervisors (BOS) of any county to expend money from the general fund for programs deemed necessary to meet the social needs of the population. The BOS may establish a revolving fund for use by any Officer of the County within the guidelines and spending limitations provided by the State Government Code.

Orange County BOS's Resolution No. 85-1684, dated November 26, 1985, established a cash revolving fund accessible by the agency for individual expenditures to \$100. The BOS Resolution No. 92-1008 amended this resolution on September 15, 1992, changing the upper limit of the fund to \$1000, which is its current limit today. This fund set aside a fixed amount of money for individual purchases for travel needs or other expenses as approved by the department head.

On July 20, 1999, the BOS approved an Agenda Item Transmittal (AIT), "Foster Care Special Needs/Placement Expenditures," which

allows Children and Family Services (CFS) to utilize county funds for special needs and placement costs not covered by state or federal programs. This authorization remains in effect.

The general purpose of CFS use of county funds is to finance a child's needs when no other resources are available or accessible. Given the importance of this funding, appropriate safeguards are in place to ensure funds are disbursed in an appropriate manner. An administrative review and approval process is in place for these requests, as outlined in the policy below.

Definitions

Placement Needs: Covered by the AFDC-FC basic rate and include, but are not limited to:

- Food
- Clothing
- Shelter
- Daily supervision
- School supplies
- Personal incidentals
- Reasonable travel to the child's home for visitation

Special Placement Needs: Expenditures for placement needs not falling within the categories defined by California Code of Regulation (CCR) Division 11, Section 401 but authorized by WIC § 11451.

Non-Placement Needs: Needs of the child not directly related to or included in the placement cost. Government Code (GOV) §§ 29321–29334 authorize the Board of Supervisors (BOS) to establish a revolving fund dedicated to reimbursing expenditures for non-placement needs.

Emergent Expedited Needs: Court ordered services necessary for completion of case plan objectives. They may be for either in-county or out-of-county expenses.

Other Incidental Fees: Miscellaneous expenses incurred during the course of dependency necessary for effective case management and delivery of services to the child.

POLICY

Normal Placement Needs

The foster care rate provides reimbursement to the county for the child's care and placement needs. On occasion, there may be expenditures made on behalf of CFS that fall into these categories that require reimbursement. California Department of Social Services (CDSS) Manual of Policy and Procedure (MPP) 11-402.1–12 defines the categories of expenditures that may require reimbursement as:

- Food
- Clothing
- Shelter
- Daily supervision
- School supplies
- Personal incidentals
- Reasonable travel to the child's home for visitation

Required Approvals:

- All amounts: SSW, SSSS, PM, DD
- Greater than \$10,000 per month: CFS Director approval required

Legal Authorization: None required.

Required Form: *County Funds Request (F063-25-415)*

Documentation: Original Invoice/Receipt. Forward to assigned Eligibility Technician (ET).

Special Placement Needs

Pursuant to WIC § 11451, expenditures are also allowed for special placement needs that a child may have that fall outside the scope of normal placement needs.

Typical special placement needs supported by county funds are:

A. **Private, for-profit Group Home:**

A request for county funds may be made when a group home placement isn't available to meet the child's needs and placement with a private for-profit group home is necessary. This includes out-of-county or state group home placements. The county is responsible for 100 percent of funding for the private group home placement.

The required *County Funds Request (F063-25-415)* will include the following:

1. Anticipated length of placement (six-month increments maximum).
2. The major elements of the case plan (child's case plan may be attached) addressed by this placement.
3. The reason the facility is the best choice for meeting these case plan needs.

Exception: Effective July 1, 2010, All County Information Notice (ACIN) I-01-08 allows some children placed in for-profit group homes to be financially supported by federal Aid to Families with Dependent Children-Foster Care (AFDC-FC) funds if meeting certain criteria. Financial eligibility includes:

- The child must be otherwise eligible for AFDC-FC and Regional Center (RC) services
- Federal funding participation is limited to 12 cumulative months per placement and no more than five children per county at any one time
- The for-profit group home must be an approved vendor of Regional Center

For additional placement criteria of these children, staff will refer to CFS P&P [Out-Of-Home Placement \(K-0208\)](#).

For questions about financial assessment and whether federal funds can support a specific case, staff will contact the child's Foster Care (FC) Eligibility Technician (ET).

Note: If placement will be funded by federal AFDC-FC, the assigned SSW should consult the FC ET regarding the required process. Additionally, if the child remains in placement past the 12 eligible months, a *County Funds Request (F063-25-415)* will be necessary to transition the placement to 100 percent county funds.

B. Emergency/Immediate Placement prior to Detention Hearing:

County funds may be utilized when there is an emergent need to temporarily place a child with a relative or non-relative extended family member (NREFM) prior to the Detention

Hearing. Federal and state funding cannot be accessed prior to the Detention Hearing with the exception of Emergency Assistance (EA) funding. Should EA funding not cover all the child's placement needs prior to Detention, county funds will be requested.

Refer to CFS P&P [Emergency Assistance Program \(H-0105\)](#) for additional information regarding the requirements for use of this funding option.

C. Court Released or Court Ordered Placement:

Juvenile Court may order a child released to a relative who is either not approved or ineligible for funding due to regulation (e.g., unapproved resource family). County funds are appropriate until the relative can be approved or comply with the order of the court.

Pending approval of the relative, funding will be requested from the date of placement till the date the relative is approved for placement.

When the court has ordered placement for reasons unrelated to the relative's approval status, county funds will be requested for as long as the court order is in effect. The *County Funds Request (F063-25-415)* will not exceed six months in duration and may be resubmitted as necessary.

A statement regarding the reason for the court order along with the court minute order specifically requiring placement will be attached to the *County Funds Request, (F063-25-415)*.

D. Foster Home Placement Needs, Out-of-County or State:

County funds may be needed when the rate for a child is insufficient to support the child's placement in their county or state of residence. Consideration is to be given to alternative funding sources. The child's needs and the effect on the child if the request is denied should also be considered. After initial approval, this need will be reviewed every six months.

E. Dependents at or over the Age of 18:

A foster youth reaching 18 years of age who is not eligible for Extended Foster Care (EFC) or the high school completion option may require continued dependency and placement to allow time to successfully emancipate. The assigned SSW will consult with their SSSS and Program Manager prior to a request for County funds being initiated.

CFS P&Ps [Extended Foster Care \(J-0101\)](#) and [Independent Living Program \(ILP\) Services \(D-0504\)](#) can provide additional information necessary for planning continued dependency and funding for the youth.

F. **Undocumented Minors:**

When undocumented children require placement, county funds may be requested to support the placement. This request will need to be reviewed and approved at six-month intervals if county funds are to continue.

Note: FC Eligibility may be able to access state funding for these children using Permanently Residing Under the Color Of Law (PRUCOL). Consult with the assigned FC ET for additional qualifying information.

G. **Omitted or Untimely Court Findings**

When Juvenile Court findings required for federal eligibility are not made, are untimely or eligibility for CalWORKs is not established, county funds may need to be requested to support the placement.

Note: Approved requests are placement-specific and do not transfer to a new placement, if the child is moved. A new county funds request will need to be made with each placement change.

H. **Personal and Incidental Payments (P&I):**

The child's FC ET may request the assigned SSW to submit a *County Funds Request (F063-25-415)* for funds when the child is placed in a Medi-Cal facility.

I. **Funeral Expenses:**

Pursuant to WIC § 11212 and CDSS MPP § 11-420.2, funeral expenses are available for reimbursement if a child was receiving foster care services at the time of death. The rate is set by CDSS.

Note: Per 45 CFR 1355.20(a), a child is considered to have entered foster care either 60 days from removal due to a court order or voluntary placement agreement, or on the date the petition is sustained, whichever occurs first.

A caregiver may request a funeral other than that provided by the county. A caregiver may request reimbursement of funeral expenses up to \$5,000 (excluding costs incurred for such purposes reimbursed from other sources). Direct payment can be made to the funeral home for the funeral and burial plot

upon either the caregiver's request or when death is due to allegations of criminal negligence or other action.

For children who have been removed from their home but have not yet entered foster care at the time of their death, funding may be available through AIT #78 "Foster Care Special Needs/Placement Expenditures." Funding requires prior written approval from the Agency Director. Copy of Director's approval, receipts from the caregiver, and the *County Funds Request (F063-25-415)* will be forwarded to FC ET for further processing.

J. **Clothing Supplement:**

There may be special circumstances where the child has clothing needs that exceed or are not covered by the amount included in their foster care rate. In these instances, it is appropriate to submit a *County Funds Request (F063-25-415)* with attached receipts.

K. **Child is Supplemental Security Income (SSI) Recipient:**

At the time of initial placement, and also between the ages of 16½ and 17½, all children are required to be screened for eligibility for SSI. If eligible for SSI, a determination is made as to whether it is more advantageous to receive SSI funding versus foster care funding while in placement.

During the month of application for SSI, a child cannot receive benefits from another federal program. CFS will forego Federal AFDC-FC benefits and support the placement with the county funds. A *County Funds Request (F063-25-415)* will be submitted by Resource and Development Management (RDM) noting "Funds will be recouped by SSI" on the form. Refer to CFS P&P [Social Security Benefits for Foster Children \(H-0122\)](#) for additional information.

L. **Other Placement Needs (Not Common):**

There are several placement situations that are not common, but use county funds to support placement needs. These include:

1. Child placed with Non Related Legal Guardian (NRLG) and receiving RCOC level 4I rate (Special Circumstance).
2. Case determined Non-Fed, child placed with relative and requires Special Care Increment (SCI) (CaWORKs/ Approved Relative Caregiver does not cover SCI).
3. Parent living in the home with relative caretaker.

Required Approval:

- All amounts: SSW, SSSS, PM, DD
- Greater than \$10,000 per month: CFS Director approval required

Legal Authorization: Not required (except court released or court ordered placement).

Form required: *County Funds Request (F063-25-415)*.

Documentation: Original Invoice/Receipt.

Non-Placement Needs

County funds are also used to meet children’s needs unrelated to their placement costs. These needs are reviewed on a case-by-case basis prior to being approved for reimbursement. A *County Funds Request (F063-25-415)* is completed and submitted with:

- Appropriate signatures
- Documentation of the expense
- Legal authorization in the form of a court minute order or a signed Ex Parte

Funding for non-placement needs is available only on a reimbursement basis. The *County Funds Request (F063-25-415)* with appropriate approval signatures and required documentation is submitted to SSA General Accounting. The complete processing of requests typically takes four to five weeks if no delays are caused by lack of documentation.

Common non-placement needs supported by county funds are:

A. **Medi-Cal or Dental Expenses:**

Medi-Cal (CalOPTIMA) expenses for children in out-of-home care that may require reimbursement using county funds are:

- Healthcare needs of ineligible undocumented children
- Interstate Compact for the Placement of Children (ICPC) placements where the Medi-Cal card is not accepted
- Other specific services not covered

B. **Caregiver Telephone Bills:**

Caregiver reimbursement for collect or long distance telephone calls to siblings, parents, or significant persons in the child’s life as required by the case plan for the child in their care.

C. **Psychological and Developmental Assessments:**
Psychological and developmental assessments, required as part of the adoption child assessment, which may need to be supported by county funds when not covered by Medi-Cal. The provider will submit an estimated cost requiring CFS signatures of approval prior to conducting the evaluation. When the service is completed, the provider's invoice, approved *County Funds Request (F063-25-415)*, and minute order will be submitted to Accounting for reimbursement.

D. **Extension of Hospitalization:**
There may be instances where a dependent child is ready to be discharged from the hospital but a suitable placement is not available. This situation, which is termed a "Social Admit," refers to days spent in the hospital beyond medical necessity. The excess days are reimbursable to the hospital at the established Medi-Cal rate.

Upon receipt of billing from the medical facility, the assigned SSW will submit the hospital invoice using the procedure for Non-Placement Needs outlined in [Attachment 1—Suggested Guidelines for Requesting County Funds](#).

For additional information regarding extension of hospitalization, refer to CFS P&P [Out-of-Home Placement \(K-0208\)](#).

E. **Child Care:**
A child care expense may be incurred in those instances where our existing contracts are not capable of addressing the specific needs of the case.

Note: Immigration and Naturalization Services (INS) fees and services required to establish a dependent's legal status are processed by the CFS Special Immigrant Juvenile Status (SIJS) Program. Refer to CFS P&P [Undocumented Dependents \(D-0508\)](#) for additional information.

Required Approval:

- All Amounts: SSSS required
- Plus–
- \$500–\$999: Program Manager
- \$1,000–\$4,999: Deputy Director
- \$5,000 and over: CFS Director

Legal authorization:

- Minute order authorizing county funds for specific need
- Signed Ex Parte authorizing county funds for specific need
- Minute order approving case plan. Case plan identifies a specific service to be provided (e.g., therapy two times per month, monthly bus pass)
- Court authorized a service (e.g., visitation monitor) and has not rescinded the order. After the initial minute order, subsequent minute orders stating “all prior orders” continue to authorize the service
- If not covered by court order, refer request to the Program Manager to assess if other acceptable legal source is available

Form Required: *County Funds Request (F063-25-415).*

Required Documentation:

| Vendor | Caregiver |
|--|--|
| <ul style="list-style-type: none"> • Original invoice¹ with: <ul style="list-style-type: none"> ○ Full name and address ○ Dates of service ○ Fee or rate per service date ○ Total amount due ○ Clients name • If appropriate to expense, original receipts • Federal Tax ID or fully completed W-9 (may be copy) • Federal Tax ID or fully completed W-9 (may be copy) • Phone number (including area code) • Email address | <ul style="list-style-type: none"> • Original signed letter or email from caregiver¹: <ul style="list-style-type: none"> ○ Full name and address ○ Clients name ○ Dates of service ○ Amount to be reimbursed • Itemized receipts of expense (original) • Caregiver W-9 form, if not already on file with Accounting. W-9 form may be accessed by clicking on the following link: Request for Taxpayer Identification Number and Certification (Federal Form W-9) • Email address |
| <p>Note: ¹If unable to submit an original invoice, letter or email requesting payment or reimbursement, the assigned SSW will submit the <i>Invoice/Request for Reimbursement Certification Memo (F063-25-798)</i> along with the copy of the invoice, letter, or email.</p> | |

Petty Cash Fund

Client needs are also funded through a revolving petty cash fund established pursuant to GOV § 26227. The two major types of expenditures covered by this fund are:

- Emergent Expedited Needs
- Other Incidental Fees

A. **Emergent, expedited needs:**

Activities required to expedite the achievement of case plan objectives.

Example: Case plan activities such as parent transportation, counseling fees, and parent education enrollment often must be paid prior to the parent's attendance. This is paid only to the service provider, not to the parent. As with non-placement needs, a court order approving the case plan would support the expenditure.

B. **Other incidental fees/expenses:**

1. Birth/marriage/death certificates and divorce decrees.
2. Emergency clothing for the child.

Example: Child becomes ill while traveling with staff to a parental visit and requires a change of clothing.

3. Exceptional supplies, such as would be required for specific CFS events.
4. Copying expense for medical records.

Required Approval:

- \$1 to \$100: SOS, SSS, or SSSS and Program Manager
- \$101 to \$250: Deputy Director
- Over \$250: CFS Director

Legal Authorization:

- **Emergent, expedited needs:**
 - Court order or Ex Parte order authorizing expenditure
 - Court order adopting case plan where expense is detailed in the case plan
- **Other incidental fees/expenses:**
 - None required

Form Required: *Issuance Memo (F063-04-57).*

Documentation: Documentation may include receipts, price lists and quotes from vendors when seeking prior authorization and a copy of the case plan showing the required case plan activity.

Questions regarding the required type of documentation should be directed to SSA General Accounting prior to incurring the expense.

Note: Prior authorization ensures that staff using personal funds will receive reimbursement for the expense.

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [Attachment 1—Suggested Guidelines for Requesting County Funds](#)
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Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Emergency Assistance Program \(H-0105\)](#)
 - CFS P&P [Out-of-Home Placement \(K-0208\)](#)
 - CFS P&P [Extended Foster Care” \(J-0101\)](#)
 - CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#)
 - CFS P&P [Undocumented Dependents \(D-0508\)](#)
 - CFS P&P [Social Security Benefits for Foster Children \(H-0122\)](#)
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Other Sources

Other printed references include the following:

None.

FORMS

Online Forms

Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

| Form Name | Form Number |
|--|------------------|
| Request for Taxpayer Identification Number and Certification | Federal Form W-9 |

| | |
|--|-------------|
| Invoice/Request for Reimbursement Certification Memo | F063-25-798 |
| County Funds Request Issuance Memo | F063-25-415 |
| | F063-04-57 |

Hard Copy Forms

Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. **For reference purposes only**, links are provided to view these hard copy forms, where available.

| Form Name | Form Number |
|-----------------------|--------------|
| Placement Acco | F063-25-106 |
| Service/Activity Acco | F063-25-1116 |

CWS/CMS Forms

Forms that may **only** be obtained in CWS/CMS are listed below. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

| Form Name | Form Number |
|-----------|-------------|
| None. | |

Brochures

Brochures to distribute in conjunction with this policy may include:

| Brochure Name | Brochure Number |
|---------------|-----------------|
| None. | |

LEGAL MANDATES

[Government Code \(GOV\) Section \(§\) 26227](#) establishes that the board of supervisors may appropriate and expend money from the general fund to meet the social needs of the population of the county.

[GOV §§ 29320–29334](#) allows the Board to establish a revolving fund for the use of any Officer of the County within the guidelines and the spending limitations provided.

[Welfare and Institutions Code \(WIC\) § 11451](#) permits the county, at its discretion, to pay additional sums for the care of needy children.

[WIC §11402.6](#) allows for a child to be placed in an in-state for profit placement with federal financial participation subject to the county meeting certain specified requirements.

[All County Information Notice \(ACIN\) I-01-08](#) allows the use of federal Aid to Families with Dependent Children-Foster Care (AFDC-FC) funds for children who are both AFDC-FC recipients and regional center clients placed in for-profit group care facilities. The placing county is responsible for 100 percent of the non-federal share of the AFDC-FC funds

[ACIN I-11-09](#) delayed the use of AFDC-FC funds for children in for profit group homes (see ACIN I-01-08) until July 1, 2010.

Board of Supervisors (BOS) Resolution No. 85-1684 establishes revolving funds, provides for expenditure limitations, and authorizes the functions of the Auditor-Controller and the Purchasing Agent to be performed.

BOS Resolution No. 92-1008 amends Resolution No. 85-1684 to set the limit for individual expenditures at \$1,000.

BOS Agenda Item Transmittal (AIT), "Foster Care Special Needs/Placement Expenditures", July 20, 1999 allows CFS to utilize county funds for special needs and placement costs not covered by state or federal programs.

[County of Orange Accounting Manual, Policy C-7](#), Section 1.2 defines the authorized uses of a revolving cash fund and to advise County Officers how to properly establish, increase, spend, replenish, safeguard, reduce, transfer, and discontinue a revolving cash fund

[CDSS Manual of Policy and Procedure \(MPP\) § 11-420.2](#) provides the criteria and amount of the funeral expense allowance.

[CDSS MPP §§ 11-401.1–401.1.12](#) detail the components of the basic AFDC-FC rate.

REVISION HISTORY

Since the Effective Date of this P&P, and prior to the Current Revision Date, the following revisions of this P&P were published:

June 14, 2007

May 29, 2008