

**POCAN**  
**FLEXIBLE FUNDING Policies AND PROCEDURES**

**I. FLEXIBLE FUNDING:**

Flexible funds means optional money for the defined groups to help the family and home visitor/case manager deal with service enhancement or minor emergencies for which there exists no other means to secure payment for tangible goods or services that are needed immediately for family safety and functioning

**A. FLEXIBLE FUND FROM HOME VISITATION**

Maximum of \$1,000 per family per calendar year. For whatever amount is spent, up to the \$1,000, only one-half shall be grant funds and one-half shall be cash money provided by the applicant or from sources other than the Child Abuse and Neglect program

**B. FLEXIBLE FUND FOR WRAPAROUND CASES**

Maximum amount is \$500 per family per calendar year. For whatever amount is spent, up to the \$500, only one-half shall be grant funds and one-half shall be money provided by the applicant or from sources other than Child Abuse and Neglect Program.

**II. ELIGIBILITY**

POCAN families who have been identified and targeted for services in either the home visitation or wraparound components are eligible for flexible funding. The home visitor/case manager shall consider the POCAN grant as the payer of last resort. All other existing resources shall be utilized prior to the flexible fund money under the POCAN grant. The FAIR database shall be used to determine what other resources might be available. To maximize dollars under the POCAN grant and to keep within the established flexible fund guidelines for home visitation and cases, the home visitor/case manager shall contact other providers for resources whenever possible to meet the need of the family. If there are no other existing resources available, the home visitor/case manager shall use the maximum rates shown in the flexible funding categories. If the maximum amounts listed don't meet the need of the family, the home visitor/case manager shall fill out a waiver form and seek supervisory approval for the exemption. The information shall be documented in the case record. The family shall be encouraged to seek financial management help/budgeting help through the UW-Extension.

**III. FLEXIBLE FUNDING CATEGORIES:**

**A. FOOD: Maximum Amount-\$50**

Policy: Referrals shall be made to such programs as WIC, Fond du Lac Food Pantry, Salvation Army, Broken Bread, and Loaves & Fishes prior to generating a voucher for food. Food categories cover such items as; staples, formula, milk cereal, meat, bread, fresh fruits and vegetables.

**B. SHELTER: Maximum Amount - \$300**

Policy: Other shelter programs shall be investigated prior to generating a voucher for shelter. If a family has been evicted, a contact shall be made to the Economic Support Division at DSS (929-3400) or the Job Center (929-3900) for Emergency Assistance. If the family faces a threat of eviction, the Resource Specialist at the Job Center shall be contacted for a job access loan. Agencies that can be contacted for match dollars include but are not limited to Advocap and Salvation Army. Shelter vouchers can cover such things as; rent, house payment, lot rent, security deposit.

**C. UTILITIES: Maximum Amount - \$150**

Policy: If the family has a back bill and/or faces the threat of no heating source, the home visitor/case manager shall facilitate contact with the Economic Support Division at DSS (929-3400) for help through the energy assistance program. Alliant Energy can also be contacted to advocate on behalf of the family for a reduced payment on the arrearage to stop the threat of cutoff of the energy source. Utility payments can include but are not limited to the following: phone, electric, gas, and water. Check with the Economic Support units for such things as furnace repair, air conditioners, or other assistance during extreme heat or extreme cold weather. Referrals can also be made to the weatherization program at Advocap.

**D. CHILD CARE**

Policy: The home visitor/case manager shall use the child care screening tool to determine if the family is eligible for child care assistance through the Job Center. If the family is not eligible for Family Child Care, crisis child care can be utilized. If the family does not qualify for child care assistance, the home visitor/case manager shall apply for either a waiver or hardship exception. Job Access loans or flexible funding may be used to pay for co-payment arrearages.

**E. HOME MAINTENANCE - Maximum amount - \$150**

Policy: Home maintenance repairs or replacement is considered as a flexible funding component. The home visitor/case manager would check with vendors in the area to see if any of the above can be donated prior to repair or replacement. This category refers to such things as minor home repairs and home maintenance and repair of equipment which may be found in the home. The following is a list (not all inclusive) of possible areas which may be covered: Vacuum repair or replacement, lawn mower repair or replacement, cleaning supplies, washer/dryer repair or maintenance, air conditioner repair or maintenance.

**F. SUPPORTIVE HOME SERVICES - Maximum amount - \$150**

Policy: This area is broad based to include support that may be provided by the agency or furnished by a contracted vendor. The following services are included in this section: cleaning, homemaker services, Laundromat expenses. If the family is in need of a mentor or friendly visitor, the home visitor/case manager shall contact the Volunteer Services Coordinator at the Department of Social Services.

**G. TRAINING - Maximum amount - \$150**

Policy: Short-term training classes may be funded through flexible funding. Classes such as parenting and nutrition may fall into this category. The home visitor/case manager shall check into any existing resources that may be available on a "free of charge" basis. If fees or materials are needed for classes, flexible funding could cover these materials.

**H. TRANSPORTATION - Maximum amount - \$150**

Policy: If a family is in need of a vehicle or vehicle repair, the home visitor/case manager shall refer the family to the Resource Specialist at the Job Center to see if the person qualifies for a job access loan. If the individual is in need of a vehicle, the home visitor/case manager shall refer the family to the Gift of Wheels Program through the Resource Specialist at the Job Center. If the family is in need of bicycles, the home visitor/case manager shall refer individual family members of the Resource Specialist at the Job Center for the free bike program. If the family is in need of transportation for work a bus pass or bus tokens may be issued. If the family is not on a bus route or the bus route is not convenient either due to work hours or number of children that need to be transported to different areas, the home visitor/case manager shall contact the Resource Specialist at the Job Center to determine if there is some eligibility for the employment and training programs. If there is no eligibility, the home visitor/case manager can check with the DSS Volunteer Services Coordinator or other provider agencies or flexible funds can be used.

Volunteer Services Coordinator can be contacted for a volunteer to provide a ride for medical appointments, work related activities, and other reasons the home visitor/case manager deems appropriate. If a person or family is on medical assistance, the Department of Social Services can receive reimbursement for transportation services as well as any food or housing costs the person or family would incur as it relates to the medical appointment. The home visitor/ case manager can call a general number at DSS, 929-7041 for information about the program and how it works. For MMA/SSI related cases, the number to call at DSS is 929-3443.

#### **L WORK RELATED SUPPORT SERVICES - \$150**

Policy: If family members need help with support services related to employment, the home visitor/case manager shall check for eligibility for employment and training programs by contacting the Resource Specialist at the Job Center. If the person does not have eligibility, other providers such as Advocap or Salvation Army can be contacted. Work related support services covers such items as tools, uniforms, licensing/certification, testing, clothing, work boots. The list is not all inclusive.

#### **J. MEDICAL - \$50**

Policy: Miscellaneous supplies can be purchased when there is no other resource available. This area covers such items as over the counter drugs, vaporizer, humidifier, thermometer, lice treatment This area can also cover Medical Assistance co-payments or medical bills (using Title XIX rate for payment to the provider). If a physical is needed for a job and there are no other available resources (Samaritan Clinic, prospective employer, etc.) the physical may be covered using Title XIX rate.

#### **K MISCELLANEOUS ITEMS - \$50**

Policy: This area may encompass a host of areas that are necessary for the family to overcome barriers and meet the goals of their service plans. The following is a list of some of those areas: Diapers, infant crib, storage bins, cooking utensils, household appliances, moving costs, and other services that promote safety and wellness. The home visitor/case manager is encouraged to use such stores as Goodwill, Salvation Army, St. Vincent DePaul, Rummage Sales, whenever possible.

#### **IV. VOUCHERS**

DSS vouchers shall be used to provide flexible funds whenever possible. If a vendor does not accept DSS vouchers, then petty cash shall be used. If the home visitor/case manager up fronts money, the home visitor/case manager shall be reimbursed through the monthly reimbursement process. For items amounting to \$25 or more, two estimates shall be obtained to determine the least possible price for the item. If the home visitor/case manager uses cash at rummage sales, the receipt should be given to LuAnn the Business Office. Janet will provide the home visitor/case manager with reimbursement.

To add a new vendor to the list, contact Ruth Ryan. Ruth will send out a letter to the vendor, the vendor will sign and return