

Emergency Funding Requests

Authority

This policy was developed in accordance with COV § 2.2-5209 to address issues in delaying emergency services. This policy shall revoke any previous guidance or statement of policy issued by the Clarke County CPMT regarding the use of CSA State Pool Funds to pay for Emergency Services.

Criteria

Emergency Funding may only be used for youth eligible for State Pool Funds under the mandated category and in instances where it has been determined that services must begin prior to the next CPMT meeting.

Emergency Funding requests may be available to youth and/or families who:

- Are assessed as *High* or *Very High Risk* through the Family Risk Assessment Tool
- Have exhibited behaviors within the past 30 days that place the youth or another person at imminent risk of harm
- Require services within the next 30 days to prevent removal, disruption, or additional harm to the youth or another person.

Risk must be clearly documented with justification of need for immediate services. Eligibility documentation must accompany funding requests for cases not currently open to CSA.

Emergency Funding may be denied for chronic behavioral issues where immediate risk to self and/or others is not clearly documented. Emergency Funding shall not be approved for services that do not reduce or alleviate immediate risk of: change of placement, harm to self or others, or assist in determination of such risk. Such services shall be approved through the regular review process.

Policy

Emergency Funding requests shall be authorized by the CPMT Chairperson or his/her designee upon the recommendation of the CSA Coordinator. In the case where the CSA Coordinator is not available for signature, only the signature of the CPMT Chairperson or his/her designee is required. The designee of the CPMT Chairperson shall not be from the referring agency. In the

case where the referring agency is that of the CPMT Chairperson, the Vice-Chairperson or his/her designee will sign.

CSA-funded services shall not commence until the emergency funding request is approved. Requests must be reviewed by FAPT within 14 days, except in cases where FAPT has reviewed the case and recommended the completion of Emergency Funding to start services immediately. The Emergency Funding request must be reviewed at the next scheduled CPMT meeting. Emergency Funding may only be authorized through the end of the month that CPMT reviews the case.

Process

During regular business hours, the Case Manager shall complete the Emergency Funding Request form and present it for approval by the CPMT Chairperson or his/her designee and the CSA Coordinator.

Outside of regular business hours, the Case Manager shall contact the agency Director or his/her designee for approval of Emergency Funding. Within 2 business days, the Case Manager must complete the Emergency Funding Request form, obtain the signature of the CPMT Chairperson or his/her designee and the CSA Coordinator.

Emergency Funding and Budget Request Forms

The Emergency Funding Request form must be submitted to the CSA office to secure a FAPT review. The effective date shall be the date the service is initiated, with a termination date to be the last day of the month that CPMT meets. Any other services may be considered and reviewed through the regular approval process. Upon FAPT review, a budget request for services shall be completed and include any other services being provided and requested.

Exceptions

The following services do not require the signature of the CPMT Chairperson or his/her designee for Emergency Funding approval. Where required, an Emergency Funding form should be completed and submitted to the CSA Office when services are initiated and scheduled on the FAPT agenda for review within 14 calendar days.

1. Maintenance:

The authority to approve expenditures for cases involving only the payment of foster care basic maintenance is delegated by CPMT to the Director of the Clarke County Department of Social Services. Basic maintenance payments to foster families shall be approved by the DSS Director based on a rate scale approved by the Virginia Department of Social Services.

2. Goods and Services:

The authority to approve expenditures for foster care youth for goods and other services (medical/health, camp/recreation, etc.) up to \$200.00 per request is delegated by the CPMT to the Clarke County CSA Coordinator.

3. Special Education Private Day or Residential Placements:

The authority to approve expenditures for cases involving only the payment of Special Education Placements as required by the Individuals with Disabilities Education Act (IDEA) and an Individual Education Plan (IEP) lies with the IEP Team. Although federal regulations prevent the delay of IEP placements, every effort should be made to present the case for review by the FAPT and CPMT prior to the placement of the youth. In the case of Special Education funding, the Case Manager must submit a budget sheet to the CSA office with the new services, and the case will be scheduled on the next available FAPT agenda.