



Series: Operating Procedures COA: NET 6.01-03
CFOP:
Procedure Name: Protective Investigator Flexible Spending
Procedure Number: OP-1117
Revision #/Date: (1)11/6/08
Effective Date: 12/1/07

Applicable to: CBC Of Brevard and its subcontractors

SUBJECT: Protective Investigator (PI) Flexible Spending

PURPOSE: To out line the processes regarding spending flexibility within those cases referred by Protective Investigators. Funds, appropriated for the use by families whom are at risk, are intended to provide assistance to prevent unnecessary entry into the child welfare system and/or child abuse prevention program.

PROCEDURE:

Intent

It is the intent of CBC of Brevard that the funds appropriated for the alternate care of children as described in this section be used to meet the needs of children and families in their own homes. The financial assistance shall be used as a means of preventing the family from entering the child welfare system and/or child abuse prevention program.

Eligibility Criteria

- a. Use of these funds are restricted to families whom have an open investigation with the Department of Children and Families as a result of a call of to the Florida Abuse hotline alleging abuse, neglect or abandonment.
- b. The PI must make a determination that the family is not appropriate for entering the child welfare system (including voluntary protective services or court mandates) and/or the child abuse prevention program.
- c. The PI must identify the financial need of the family and initiate the call to CBCB Intake Specialists via the Intake Line (752-3226.) Direct calls for assistance from the family will not be accepted as the PI must verify that the family will not be serviced by other means. Need is defined as a pressing lack of something essential. This resource is meant to address the necessities of life; rather than what is merely "desirable."
- d. CBC of Brevard has the obligation to be a good manager of the agency's resources including the purchase of goods or services from other providers. Common sense must prevail in making decisions about the potential effectiveness or efficiency of acquisitions forecasted to prevent the family from entering the child welfare system and/or child abuse prevention program and to keep the child safely at home.
- e. The PI must indicate the Child Safety Assessment (CSA) number at the time of the call and provide the following demographic information: FSFN case name, social security number, date of birth, client name, address, children's name, social security number and date of birth. The PI must also present information on the family's current situation, identify what

- resources have been explored thus far and list any other relevant information and specific support requested (i.e. rent payment, electric bill etc.)
- f. The original bill must be secured by the PI and submitted in person to the CBCB Intake Specialists in order for the request to be processed. Failure to submit the original bill will result in the withdrawal of the request for flexible support services.
 - g. The PI must indicate at the time of the request whether or not the check will be picked up or mailed. The contact person, phone number and address of attending party must be included with request.
 - h. Each family may only be considered one time per fiscal year regardless of incidences of abuse reports.
 - i. Family eligibility is determined on a case by case basis and failure to demonstrate sustainability may result in denial of funds.
 - j. This assistance is subject to the availability of funds.

Service eligibility

The purpose of this funding is to meet the unique and individualized needs of the families being served. There must be a clear connection between the service and/or product delivered to meet the needs of the child and the prevention of the family from entering the child welfare system and/or child abuse prevention program. The intervention proposed must be goal oriented and time limited. If the service provision is going to require a long term investment, then, eventually, more traditional sources of intervention must be engaged and this flexible funding source would not be appropriate.

CBCB staff are not restricted to a certain prescribed lists of goods and services. CBC of Brevard has the flexibility to move into a more comprehensive domain of helping with food, clothing, shelter and other basic necessities. The purchase of such commodities and provisions must be justified by virtue of the family being deemed ineligible from other resources and/or on a waiting list for other resources that are accessible at time of request. While CBC of Brevard has not been prescribed a restrictive list of goods and services, the funds must not be used to acquire goods and services that are illegal or in violation of other policies of CBC of Brevard.

Funding Limitations

At the individual level, the most critical external limit is placed on meeting the needs of the family and of the children in the home. The cost of the purchase will prevent the family from requiring additional services and supports.

Decision Making

CBC of Brevard has discretion in its decision making ability in regards to how and under what circumstances these flexible funds can be spent. CBC of Brevard exercises fair and rational decisions about spending. The spirit of this operating procedure is that these decisions are best left to the staff close to the service delivery level.

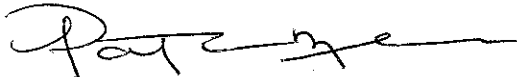
Notification

CBC of Brevard Intake Specialists will notify the PI when all requested documentation has been received and the Request for Flexible Support Services for Child Protective Investigators form has been submitted to financing for processing.

Dispute Resolution

From time to time, PI's and CBCB may not agree on a particular issue related to the use of these funds. All such disputes are to be resolved the same day they arise or as soon as possible. If agreement cannot be reached between the assigned PI, PI Supervisor, CBCB Intake Specialists and immediate Supervisor then the disagreement will be referred to the CBCB COO and DCF POA. A joint consultation shall be held if necessary. If there is still supervisor disagreement, then the issue will be referred to the CBCB Chief Executive Officer or appointed designee and the DCF Circuit Administrator or appointed designee. The persons designated to resolve these disputes shall meet and/or initiate discussion as soon as necessary practicable to resolve the dispute within three business days.

BY DIRECTION OF THE EXECUTIVE
DIRECTOR:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 1/16/09