

 <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>20-080*</p> <p>*Guidance updated July 2020.</p>	Subject/Title	COVID-19 Response: COVID-19 Prevention and Reunification Funding
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	Contact Name	Family Preservation Program Office
	Email	MDHHS-FPS@michigan.gov
	Phone	N/A
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Due to	N/A	
<i>Distribution</i>	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

This communication replaces the previous version of 20-080 and provides **updated guidance** for Michigan Department of Health and Human Services (MDHHS), private agency foster care (PAFC), family preservation providers and Post Adoption Resource Centers (PARCs) for utilizing COVID-19 funding. A maximum of \$1,000 per household is available for use as necessary through the family's provider unless an exception request is made by the provider to the Family Preservation Program Office.

Providers are no longer required to obtain pre-approval for expenditure of these funds unless the expense is over \$1,000. Funding is available on a first come, first served basis. Once funds are exhausted, the reimbursement of payments will end.

Supervisor oversight is required to ensure the appropriate use of funds, including verification that an expenditure is eligible for reimbursement. MDHHS, PAFC, central and local office family preservation providers and PARCs should utilize COVID-19 funding prior to accessing local or agency specific assistance funds whenever possible.

The effects of COVID-19 on the families we serve are emotional and financial. It is expected in the coming months that families will continue to have increased needs for specific items or services to ensure child safety, family cohesion and reunification. In response, a limited amount of funds will be available to meet these needs for:

- Active Children's Protective Services (CPS) investigations.
- Active CPS ongoing cases.
- Parents with children currently in foster care.
- Relative caregivers and fictive kin with an approved placement.

- Foster parents with current placements.
- Post adoptive families who have an active PARC case or whose case closed within the last 18 months.
- CPS or foster care cases closed within the last 18 months.
- Youth currently in Independent Living (IL) or Young Adult Voluntary Foster Care (YAVFC) or youth whose case closed within the last 18 months.

Use of COVID-19 Funding

Examples of items that may be purchased using COVID-19 funds are included below. This list is not exhaustive.

- Emergency food.
- Eviction prevention.
- Utility arrearages.
- Case goal related purchases.
- Clothing.
- Linens.
- Diapers/wipes.
- Medication copays.
- Birth certificates.
- State IDs.
- Car seats.
- Household goods.
- Car repairs.
- Car insurance.
- Hotel costs for families.
- Prescriptions not covered by medical insurance.
- Home repairs.
- Extermination services (bed bugs, cockroaches, carpenter ants, etc.).
- Dumpster rentals.
- Educational supplies.
- Parenting tools.
- Beds/cribs.
- Home application fees.
- Pre-paid cell phones and minutes cards.
- Transportation assistance for case related activities.

The list below includes items that may **not** be purchased with COVID-19 funding. The list is not exhaustive.

- Court fines, traffic tickets, bail, etc.
- Tobacco, alcohol, marijuana.
- Medicaid covered expenses (only if the family has active Medicaid).
- Soft purchases like pizza, take-out, celebratory meals, recreational activities, and rewards.

Exception Requests

Exception requests must be submitted to MDHHS-FPS@michigan.gov. The request must include:

- Prevention Funds Exception Request in the subject line of the email.
- Case name.
- MiSACWIS case ID or investigation ID, if applicable.
- Brief description of the item/service and justification for expense.
- Total dollar amount.

Tracking and Documentation

Family Preservation Program Office will track expenses from documentation submitted by MDHHS, PAFCs, family preservation providers and PARCs.

For open cases, a social work contact must be added to the current case to indicate that assistance was provided with details related to the items or services received and status of the request. For closed cases, a social work contact must be added to the most recent ongoing case involving the family. All funding forms associated with the request must be uploaded into MiSACWIS into the document hyperlink of the most recent ongoing case associated to the family. This includes, but is not limited to, any estimates for services, invoices, receipts, forms, and confirmation by the family noting receipt of the items, if applicable. For all post adoption cases, details and documentation for the request(s) must be submitted to Laura Baldwin at BaldwinL1@michigan.gov who will ensure that the information is documented in the provider record for the adoptive parent.

To ensure the referring worker can complete a social work contact as noted above, local and central office family preservation providers must email the referring worker information regarding the purchase made for each family and a copy of the receipt.

Reimbursement Requests

MDHHS Supervised Cases

Follow local office procedures when making purchases and CC MDHHS-FPS@michigan.gov to ensure appropriate tracking of expenses. Utilize accounting template 491XX1302 on the MDHHS-5602, Payment Request.

Procurement Card Purchases

If the county utilizes a procurement card for a purchase, the DHS-707, Procurement Card Transaction Log, must include the COVID-19 accounting template 491XX1302 and indicate in the Reason for Purchase and Item Description column "COVID-19 Family Needs Purchase."

A copy of the DHS-707, Procurement Card Transaction Log, must be sent to the Family Preservation Program Office mailbox at the end of the 30-day billing cycle to ensure appropriate tracking of expenses.

PAFC Supervised Cases/Family Preservation Providers/PARCs

PAFC/family preservation providers/PARCs are required to first purchase the item or pay the service provider/vendor and then submit the payment documentation to Family Preservation Program Office mailbox for reimbursement.

PAFC/family preservation providers/PARCs must email their supporting documentation by the end of each calendar month to ensure prompt reimbursement. Incomplete or incorrect reimbursement requests will be returned for correction. Receipts must be retained at the agency and a copy emailed to the referring worker for inclusion in the social work contact.

On a monthly basis, submit the following documentation to the Family Preservation Program Office mailbox:

- MDHHS-5602, Payment Request (no local office signatures are required). Refer to the MDHHS 5602, Payment Request – Agency Directions (see attachment), to ensure the form is completed accurately to avoid a delay in reimbursements.
- Invoice Prevention Payment Request form (see attachment).
- If an exception request is approved, the approval email must be submitted.

Once COVID-19 funding is exhausted, the Family Preservation Program Office will issue an updated communication and local offices and family preservation providers will resume specific assistance funding.

Attachments:

- MDHHS-5602, Payment Request – Agency
- MDHHS-5602, Payment Request – Agency Directions
- Invoice Prevention Payment Request form